



NAATI

20TH
ANNUAL
REPORT
1998/99

NATIONAL
ACCREDITATION
AUTHORITY FOR
TRANSLATORS AND
INTERPRETERS

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



20TH ANNUAL REPORT

1998/99



NAATI

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

ABN 42 008 596 996

20th Annual Report 1998/99

**Printed by Instant Colour Press,
Belconnen ACT**





**National Accreditation Authority
for Translators and Interpreters**

Company Limited by Guarantee
ABN 42 008 596 996

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

Dear Minister,

Re: NAATI Annual Report 1998/99

I am pleased to present the 20th Annual Report of the National Accreditation Authority for Translators and Interpreters for the year 1998/99.

The Annual Report reflects the achievements of NAATI in the third year of its Business Plan. The Authority has been guided throughout the year by a newly appointed Board of Directors which has contributed significantly to the formulation of a *Future Directions Paper*.

The new Board has built upon the work of the previous Board, the contributions of NAATI's expert committees and the dedication and advice of NAATI's operational staff. All have made important contributions to the success of the Authority in this financial year.

NAATI completes the 1998/99 year in a sound financial position and is well prepared for new and anticipated developments.

Adolfo Gentile
Chairman

Our Mission

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

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Board of Directors

Introducing...



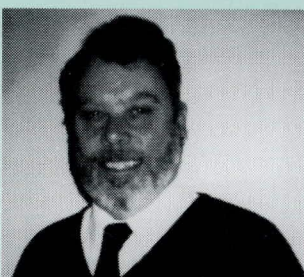
*Chairman of the Board
Mr Adolfo Gentile*

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 is now 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.



Deputy Chairman Mr Steve Karas

Mr Karas has worked as a legal practitioner and is currently serving as a Senior Member of the Migration Review Tribunal (MRT). 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 Chairman of the Queensland Regional Advisory Committee from 1990 to 1994. After a short absence, he again resumes an active role within NAATI.



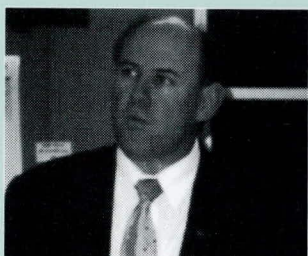
Mr Richard Acheson

Mr Acheson was recently appointed to the NAATI Board of Directors. He has been Director of Language Services with the Ethnic Affairs Commission of NSW since February 1998. Prior to that he worked in local government, the community sector and as a consultant. In addition, he has conducted public inquiries and been appointed to statutory authorities. He is passionate about accessible service provision and the professionalism of the language services industry, such as competence, quality, reliability and ethical behaviour.



Dr Bernice Pfitzner

Dr Pfitzner was appointed to the Board of Directors in July 1998. She is also the Managing Director of a wine export company, which mainly exports family-owned Adelaide Hills *Pfitzner* wines. She was the first Asian to have been a member of State Parliament in South Australia, and is also the Chairperson of the Council of Women of Diverse Cultural Background and Vice-President of the Asian Australian Chamber of Commerce and Industry. Her basic training is as a medical doctor, and she uses NAATI-accredited persons regularly to communicate with patients. Presently, she is on several boards related to health and multiculturalism, where she is able to promote the activities of NAATI.



Mr Stefan Romaniw

Mr Romaniw is also one of the recently appointed Directors. He was appointed Chairman of the Victorian Multicultural Commission (VMC) in September 1997 for a four-year term. From June 1996 he served as a part-time Commissioner on the VMC. Holding a teaching qualification, he has extensive experience in education. He was appointed to the position of Statewide Consultant and held the position of Coordinator of the State's After Hours Ethnic Schools Program with the Department of Education (DOE). Further to that he was appointed Manager of the Language and Multicultural Education Centre (LMERC) working in the areas of Languages Other Than English (LOTE), English as a Second Language (ESL), Multicultural Education and Community Relations.



Ms Sherrill Bell

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 is responsible for the management of NAATI and providing research and direction for Board consideration. She has represented NAATI at numerous national and international interpreter and translation events.

NAATI

Members

MEMBERS AND OBSERVERS

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 usually 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 nine. In 1998/99 eight governments registered as members and one registered as an observer. Members have full voting rights at the Annual General Meeting, while observers have speaking but not voting rights.

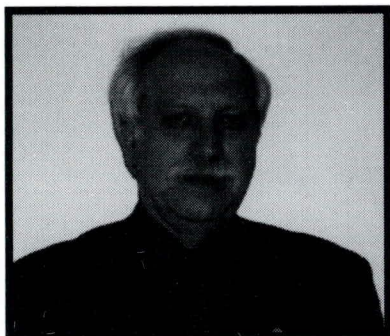
The Members of NAATI at 30 June 1999:

Mr David Page	Commonwealth
Mr Stepan Kerkyasharian	New South Wales
Mr Uri Themal	Queensland
Mr John Kiosoglous	South Australia
Mr John Unger	Victoria
Ms Nora Eley	Western Australia
Mr Nik Manikis	Australian Capital Territory
Ms Lyn Andersch	Tasmania

The Observer of NAATI at 30 June 1999:

Ms Janicean Price	Northern Territory
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Chairman's Report



NAATI Chairman of the Board,
Mr Adolfo Gentile

INTRODUCTION

The year extending from 1 July 1998 to 30 June 1999 was the first year of the current term for the Board of Directors. From 1 July 1998, two former Board Members were reappointed: namely, Mr Adolfo Gentile as Chairman and Mr Steve Karas as Deputy Chairman. Three new Directors were appointed, namely, Mr Richard Acheson, Mr Stefan Romaniw and Dr Bernice Pfitzner.

The period 1998/99 was also the third year of the Business Plan—1996/97—1999/2000. The year was characterised by important developmental work for the company both in terms of strategic planning and technological upgrading.

Overall, NAATI received 1766 new candidates during the year, conducted 2306 tests at various levels and granted 1112 accreditations.

The Regional Offices of NAATI delivered 61 training workshops, including 11 Language Aide workshops, 15 test preparation workshops, 31 I/T skills development workshops and two continuing professional development (CPD) workshops.

The main initiatives for the year included:

- the implementation of the recommendations of the computer technology upgrade;
- development of the *Future Directions Paper* by the Board of Directors to form the basis of the next corporate plan;
- certification of the first NAATI Enterprise Agreement;
- completion of a business process re-engineering review;
- commencement of the Human Resources Review;
- acceptance by SOCOG as part of a consortium for the training and testing of Paraprofessional Interpreters for the SOCOG Language Volunteer program;
- participation by the Chairman of NAATI on the Standing Committee for Immigration and Multicultural Affairs (SCIMA) Working Party for developing greater regulation of the I/T industry;
- completion of the review of the Language Aide test format; and
- provision of special testing arrangements in relation to the Kosovar refugee demand for interpreters.

The demand for NAATI accreditation and the consequent implications for the profession remain strong, placing NAATI in a good position to continue and extend its services. The following pages provide details of specific achievements for 1998/99.

Our

Business

BUSINESS PLAN

Implementation of the NAATI Three-Year Business Plan

In February 1996, Members approved the NAATI Business Plan 1996/97 to 1999/2000 together with the associated funding commitments.

The financial year 1998/99 represented the third year of the Business Plan, during which NAATI achieved the following objectives:

- the addition of three new languages for accreditation testing;
- the stabilisation of the size of the testing program at the prescribed level;
- greater cost recovery on tests;
- a further improvement in the test/result turn-around time;
- delivery of workshops in excess of the target number;
- increased circulation of *NAATI News*;
- the implementation of the computer technology upgrade; and
- the commencement of the human resources review.

Technology Upgrade

In accordance with the decision to implement the recommendations of the computer technology review of 1997/98, NAATI engaged *Dextra Systems* to install all new hardware and rewrite the customised applications to a new operating system.

The project commenced in July 1998/99 and was nearing completion at the end of the financial year. All new hardware was installed in the central and regional offices, and all NAATI offices were linked through the internet.

New programs with greater functionality were written to replace the old ones and new telephone systems were installed in the Canberra and Sydney offices.

As part of the computer technology upgrade, a business process re-engineering review was conducted with recommendations to further streamline work-flow procedures.

At the end of the financial year, NAATI was ready to change over to the new system.

DEVELOPMENTS

Future Directions

In February, the Board finalised a *Future Directions Paper*, which outlined possible changes in business functions for the next few years.

Ideas included reviews of the various accreditation modes (testing, courses and overseas qualifications), the introduction of minimum training requirements in I/T skills, changes to the significance and meaning of Paraprofessional Accreditation, I/T training for indigenous languages, and the establishment of a training division of NAATI.

The *Future Directions Paper* was circulated widely and generated enormous response, and will be used as a basis for the next Business Plan.

SOCOG Testing

During the year, NAATI entered a consortium with the University of Western Sydney to provide training and testing of the language volunteers for the forthcoming Olympics.

The volunteers will participate in a training program delivered by the UWS and will then sit for the NAATI Paraprofessional Interpreter test. It is anticipated NAATI will test up to 1000 volunteers between July 1999 and June 2000.

Training & Testing in North Queensland

With the assistance of Multicultural Affairs Queensland, the offices of NAATI promoted and organised training programs in Cairns and Townsville.

From 52 'expressions of interest', 32 individuals attended workshops in Cairns and Townsville in March 1999.

Of the workshop participants, five applied for testing, one withdrew due to illness, leaving four to sit the Paraprofessional Interpreting test. Three people passed the test and are now accredited. A further five people have indicated an intention to sit the Translation tests in November 1999 and six others wish to sit Interpreting tests in 2000.

Overseas Testing

With the increasing interest in NAATI tests at overseas locations, procedures will be developed to deliver this service in the next financial year.

It will involve entering into an arrangement with another organisation which can provide venues and invigilators under security conditions.

Overseas testing will be delivered as a full cost-recoverable operation.

The First Enterprise Agreement

In August 1998, NAATI staff and the Board of Directors reached a consensus on the Enterprise Agreement. This was certified in the Industrial Relations Commission on 2 October 1998 and will be effective till 31 December 2000.

Accreditation Activities

LANGUAGES & TESTING

In relation to the recommendation of the Business Plan, the size of the annual test program has stabilised at approximately 2000 Interpreting and Translation tests per year.

The 1998/99 annual program included 37 languages compared to 36 in the previous year and introduced Burmese as a new language. As in previous years, the program concentrated on tests at the Interpreter and Translator level, although the Paraprofessional Interpreter tests were made available in a wider range of languages in the current year. The program also contained 14 low demand languages.

During 1998/99, NAATI conducted 1,967 I/T tests within the annual programs (cf. 1,777 in 97/98) and 257 I/T on-demand tests (cf 272 in 97/98) in 8 capital cities and six other regional locations. In accordance with NAATI's commitment to provide further training and test preparation opportunities for candidates, 61 workshops were conducted nationally, 19 of which were in New South Wales.

In addition to the Interpreting and Translation tests, NAATI conducted 339 Language Aide tests in the annual program and 52 special on-demand tests (cf with 395 and 17 respectively in 1997/98). Such tests were conducted in 26 languages, three more than the previous year.



Tests &

Summary details—Tests and Accreditations 1998/99

		Number of Tests		Accreditations By:		Recognitions
Levels	Annual Program	On-demand Tests	Test	Course	Overseas	Number
Paraprofessional Translator	32		11			
Paraprofessional Interpreter	529	79	190*	171		
Paraprofessional Interpreter Ind. Language		4				
Translator > English	565	69	180	34	2	
Translator > LOTE	602	83	176	41	21	
Interpreter	247	22	59*	39		
Advanced Translator > English	5				3	
Advanced Translator > LOTE	7			1	3	
Conference Interpreter > English				2	1	
Conference Interpreter > LOTE				2	1	
Advanced Translator Senior > English		—				
Advanced Translator Senior > LOTE		—				
Conference Interpreter Senior > English					2	
Conference Interpreter Senior > LOTE					2	
Language Aide—Oral	234	36	168**			
Language Aide—Written	105	16				
Recognitions—Interpreter						6
Recognitions—Translator						2
2326		309	616 #	290	35	8

* Accreditation statistics for Interpreting tests at 30 June 1999 were unusually low due to the late start of the program, which in turn, meant a significant number of results were not returned by 30 June 1999.

** The Language Aide qualification is not regarded as an “accreditation” in Interpreting and Translation but as a separate qualification related to language proficiency.

Does not include the Language Aide qualification.

Accreditation

TESTING

In comparison with the previous year, the 1998/99 testing program was larger in overall numbers by 179 (8.2% increase) due to the higher demand for the Paraprofessional Interpreter test in relation to the wider range of languages made available in this program.

The range of languages and levels included in the testing program was determined by the following factors:

- the market demand for selected languages
- the candidate demand for testing
- the number of graduates emanating from NAATI-approved courses.

In the year under review, NAATI received 1766 new applications requesting approximately 4700 tests; however, when invited to sit for tests, a significant number of candidates deferred or withdrew. The most common reason for declining an invitation to sit for a test was insufficient test preparation.

Another feature of the testing program was the 309 on-demand tests conducted for individuals unable to participate in the annual testing program. This represented a marginal increase from the previous year's on-demand tests (289).

Accreditations by course decreased from 344 in 1997/98 to 290 in 1998/99. The greatest decline was in the number of accreditations at the professional level. This was a reflection of the discontinued course at Deakin University in the previous year. Accreditations at the Paraprofessional level also decreased marginally from 193 to 171.

Accreditations by overseas qualifications also declined significantly with 38 in the current financial year compared to 69 in the previous year. However, the number of applications remained similar at about 85. The trend indicates fewer applications being able to fulfil the required criteria for accreditation on the basis of overseas courses.

Course Approvals

COURSE APPROVALS

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

Course Approvals and Re-approvals 1/7/98–30/6/99 New Language Streams within Approved Courses National Diploma in Interpreting—Paraprofessional		
Institution	Course/Language Skill	Approved
Centre for Australian Languages & Linguistics (Bachelor College)	Paraprofessional Interpreter course Aboriginal Languages: Kriol, Warlpiri	1999
RMIT, Melbourne	Amharic, Croatian	1999
Adelaide TAFE	Korean	1999–2000
Granville TAFE	Persian	1999–2000
CMC TAFE, Perth	German, Malay	1999
	Ngalurma, Yindjibarndi—Pundulmurra	1999
	Wangkatha, Ngaanyatjarra—Kalgoorlie	1999

New Course Approvals

Adult Migrant English Service, Hobart	National Dip. of Interpreting: German, Italian, Bosnian, Mandarin, Spanish	1999
RMIT, Melbourne	Advanced Dip. of Interpreting and Translating: Cantonese, Japanese, Korean, Mandarin, Chinese. All at the Professional Level.	1999

The declining number of accreditations through approved courses is a continuing concern to NAATI. In addition, the variation in standards between the courses and the standard of performance by graduates and NAATI test candidates has prompted the Board of Directors to review the merits of providing accreditation by means of successful completion of a NAATI-approved course.

Overseas Qualifications

OVERSEAS QUALIFICATIONS ASSESSMENTS

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

Overseas Qualifications Assessments	No. of Accreditations
Advanced Translator (Senior) into English	—
Advanced Translator (Senior) into LOTE	—
Conference Interpreter (Senior) into English	2
Conference Interpreter (Senior) into LOTE	2
Conference Interpreter (Senior) (LOTE into LOTE)	—
Conference Interpreter (into English)	—
Conference Interpreter (into LOTE)	—
Advanced Translator into English	2
Advanced Translator into LOTE	4
Advanced Translator (LOTE into LOTE)	1
Translator into English	3
Translator into LOTE	24
	38

- Number of applications received: 86; Number of language entries, 104.

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 120 overseas courses.

BUSINESS ACTIVITIES

Other activities during the year included:

- activation of the new Examiners Panels in Bengali, Kurdish and Sinhalese by commissioning the development of Sample Tests in these languages;
- review of the composition and performance of examiner panels;
- research into the variations of the Kurdish language with the decision to offer accreditation testing in both Kurdish (Kurmanji) and Kurdish (Sorani);
- review of the Language Aide test format;
- liaison with Centrelink to ensure that its adoption of an internal bilingual proficiency test for its staff was given a nomenclature that did not confuse it with the NAATI Language Aide qualification;
- continuing liaison with Australian Securities and Investment Commission, the NSW Department of Fair Trading and the Australian Competition and Consumers Commission regarding AADAKE Worldwide, a company named in the NSW Parliament in May 1999; and
- withdrawal of Recognition from 17 members of the Official Court Interpreters and Translators Association on the grounds they are either deceased, retired or no longer meet the criteria on which the Recognition was originally granted.

ADVISORY/LIAISON ACTIVITIES

During 1998/99 NAATI acted in an advisory or participatory capacity to a range of parties, including:

- AIIC, through participation in an Inter-Regional Meeting from 14 to 17 January 1999;
- SOCOG, regarding the development of a tender bid with the University of Western Sydney followed by its acceptance for the testing of paraprofessional interpreters prior to selection as language volunteers for the Olympics;
- SCIMA, Working Party on registration, in relation to the proposed model for employer access to a practitioners register; and
- AUSIT (National), through a consultative meeting in Sydney in December 1998.

Activities

ADMINISTRATIVE ISSUES

Central Office

The growth in NAATI candidature and administrative activities continued to be strong during 1998/99. By 30 June 1999, the total NAATI candidature reached 36,241 with 1766 being added during the period under review.

Staff welcomed the introduction of the new hardware and software packages which were part of the computer technology upgrade. The introduction of email in late October 1998 had a positive communications effect in linking the central and regional offices.

In anticipation of the introduction of the new customised administration system in July, a business process re-engineering review was conducted as part of the computer technology review. The review advised that some job redesign would be required and some tasks would become obsolete. This led to the commissioning of a Human Resources Review to *Interim HR Solutions* in June 1999.

Review of Regional Offices

Due to difficulties reported in both Tasmania and the Northern Territory, the Board advised NAATI to review its role and functions in each of these locations. With reference to Tasmania, the decision to increase the number of hours for the part-time Regional Officer was made, with a view to providing a better service for candidates in this state. The review of the situation in the Northern Territory was in progress at the close of the year under review.



NAATI Central Office—(left to right back) Tanya, Celia, Emma, Anthony, Marinka, Geoff
Front—Santa, Linda, Sherrill, Pilar & Mary

Financials

FINANCIAL MATTERS

Operations for the year ending 30 June 1999 resulted in an audited operating surplus of \$16,004 (before the effect of the computer technology project), compared to an audited operating surplus of \$36,042 for the previous year. This result fell short of expectation due to:

- a substantial increase in overhead costs with fees and prices rising by more than those estimated in the business plan (eg. bank fees, rent, communications);
- a higher than expected increase in salaries—3% rather than 2%;
- unexpectedly high legal costs;
- a decline in profit derived from areas such as workshops and publications; and
- a decrease in interest earned on investments due to lower interest rates.

Although NAATI's revenue increased by \$81,059 from the previous year, totalling \$1,632,727, its total expenditure also increased by \$101,097, giving a total expenditure of \$1,616,723.

Significant areas of increased revenue include application fees, publication sales and test fees. All other categories of revenue either remained similar to the previous year or declined marginally.

Expenditure increased in the areas of rent, legal costs, salaries and insurances. Some savings were made in committee sitting fees and general office expenditures. In 1998/99 NAATI generated income equivalent to 50.25% of its total income, a similar outcome to the previous five years.

The accumulated surplus at 30 June 1999 excluding the effect of the technology upgrade was \$448,411, an increase of \$16,004 compared to the previous year. As a result of computer technology assets, the audited accounts show a further \$246,354; this will be written off over the next three years as depreciation.

The current operating surplus ensures the Authority is in a sound financial position to adequately cover its statutory obligations and secure its operational functions with a small working capital during periods of low revenue. The Board anticipates this surplus will diminish by approximately 25% in the next financial year as a result of redundancies and organisational re-structuring.

- **The detailed audited statements are presented in Appendix 1 (page 23)**

Our Commitments

In 1998/99, NAATI continued to meet its service commitments by:

- extending the range of languages available for testing;
- developing the *Future Directions Paper*;
- implementing the recommendations of the computer technology review;
- entering into a commercial arrangement with SOCOG;
- certifying an Enterprise Agreement;
- implementing a pilot project in North Queensland;
- reviewing the Language Aide test; and
- initiating a Human Resources review.

The year has been marked by continuing collaboration and consultations with parties within Australia such as NAATI Members, AUSIT, SOCOG, service providers, educators and practitioners.

It has also been characterised by increasing interest from international groups seeking information, advice or participation by NAATI in matters related to interpreting and translation.

The recognition of NAATI by overseas candidates continues to grow, particularly in relation to prospective migrants. A new market for a different kind of language assessment may be created by immigration regulations to be introduced on 1 July 1999. The Board is concentrating on how NAATI might best meet the requirements of this market.

The demand for NAATI accreditation and the consequent implications for the profession remain strong. Moving into the next financial year having met its task objectives for the third year of the Business Plan, NAATI is well positioned to continue and extend its services, and is confident in making similar achievements for the next year.

The main developments that will occur in the next financial year are the provision of test delivery in overseas locations, the establishment of a training division of NAATI, and the development of a new corporate Business Plan for the next three-year period. Administrative restructuring will also be completed, enabling NAATI to deliver its services in a more efficient and effective way.

NAATI Contact Directory

ACT

Regional Officer: *Geoff McKergow*

Suite 1, Playoust Building, Hawker Place,
Hawker ACT 2614

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Tel: +61 (2) 6255 1888 Fax: +61 (2) 6255 1889

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NSW

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NT

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QLD

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Email: biroff@naati.com.au

SA

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Tel: +61 (8) 8410 5233 Fax: +61 (8) 8410 5235

Email: adroff@naati.com.au

TAS

Regional Officer: *Birgit Tanese*

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Email: horoff@naati.com.au

VIC

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Postal address: as above

Tel: +61(3) 9642 3301 Fax: +61 (3) 9642 3303

Email: meroff@naati.com.au

WA

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Audited Statements



INDEPENDENT AUDIT REPORT TO THE MEMBERS OF THE NATIONAL ACCREDITATION AUTHORITY FOR TRANSLATORS AND INTERPRETERS LIMITED

Scope

We audited the financial report of the National Accreditation Authority for Translators and Interpreters Limited comprising the Directors' Declaration, Profit and Loss Statement, Balance Sheet, Statement of Cash Flows and notes to and forming part of the financial statements for the year ended 30 June 1999. The Authority's directors are responsible for the financial report. We have conducted an independent audit of this financial report 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 report is free of material misstatement. Our 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 as to whether, in all material respects, the financial report is presented fairly in accordance with Accounting Standards and other mandatory professional reporting requirements and statutory requirements so as to present a view which is consistent with our understanding of the Authority's financial position and performance as represented by 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 report of the National Accreditation Authority for Translators and Interpreters Limited is in accordance with:

- (a) the Corporations Law, including:
 - 1. giving a true and fair view of the company's financial position as at 30 June 1999 and its performance for the year ended on that date; and
 - 2. complying with Accounting Standards and the Corporations Regulations; and
- (b) other mandatory professional reporting requirements

HARDWICKE'S
Chartered Accountants

Date: 13/10/99
Canberra


ROBERT J JOHNSON
Partner

DIRECTOR'S REPORT FOR THE YEAR ENDED 30 JUNE 1999

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 1999.

Directors

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

Adolfo Gentile
Steve Karas
Stefan Romaniw
Richard Acheson
Bernice Pfitzner

(Refer to Attachment 1 on page 21 of this report for Directors' Particulars)

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.

Operating Results

The net operating surplus of the Authority for the financial year ended 30 June 1999 is \$246,354 (\$16,004 excluding technology grant revenue).

Dividends Paid or Recommended

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

Statements

Review of Operations

The Authority has returned a surplus this year of \$246,354. Included in this surplus is \$230,350 additional government grant revenue expended on the technology upgrade. For accounting purposes the receipt of the grant is recognised as income but the expenditure is capitalised in the balance sheet as an asset.

The assets purchased with the grant revenue will be used by NAATI over their expected useful life. This use is recognised as an expense in the accounts of depreciation. The depreciation expense associated with the technology upgrade is \$29,607. If the technology grant revenue is set aside the “normal” trading surplus for NAATI for the year is \$16,004 compared to a surplus of \$36,042 in 1998.

The surplus is affected by a number of factors. Operating grant revenue is up \$19K, test related revenue is up \$32K and other revenue has increased by \$29K. This additional operating revenue has been required to cover additional administrative costs. Within these costs, some are one-off expenditures such as the human resources review—\$10K, and the increase in legal costs, up to \$19K. Others reflect increasing business overheads such as internet communications—\$6K, increased rent—\$23K, increased printing—\$12K, and increased permanent salary and superannuation costs of a \$16K net.

State of Affairs

The Authority has operated with a surplus of \$246,354 this year. This surplus is reflected in the improvement in the assets of NAATI and more particularly the technology upgrade asset that has a written down value of \$276K (Note 5).

While the Technology Grant Revenue received was \$230K, the new computer system was paid for at a full cost of \$306K (Note 5), a further \$11K for the required upgrade of the telephone system included in “Office Equipment” (Note 5) and \$10K expensed in Operating Expenditure for the “Business Process Re-engineering and Human Resources Review”. This deficit was funded from the organisation’s cash holdings and was the main contributor in NAATI’s cash holdings being reduced by \$64K.

After Balance Date Events

NAATI has conducted a human resources review that could significantly change the organisation’s staffing and operational structure. In implementing any change of this nature there could be additional costs to the organisation. At the date of these accounts the effect of the report on NAATI and its costing has not been determined.

Except for the effect of this report 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.

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.

Likely Developments

There are no likely events that will significantly change the organisation's operations.

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; 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.

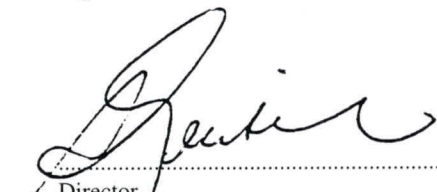
Officers insured include:

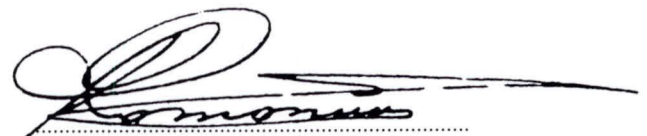
• A. Gentile • S. Bell • S. Karas • S. Romaniw • R. Acheson • B. Pfitzner

Year 2000 Compliance

The directors are reviewing the Authority's Year 2000 issues. Procedures are and will be introduced to address issues as they arise, and the directors expect that the problem will be managed satisfactorily.

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


Director
Date: 13th October 1999
Canberra


Director

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DIRECTORS' PARTICULARS (ATTACHMENT 1)

NAME	QUALIFICATION	SPECIAL RESPONSIBILITIES
Adolfo Gentile	IT Educator and Practitioner, and Member of the Refugee Review Tribunal.	Director (Chairperson)
Steve Karas	Senior Member of the Migration Review Tribunal (MRT)	Director (Deputy Chairperson)
Stefan Romaniw	Government Administrator	Director
Richard Acheson	Government Administrator	Director
Dr Bernice Pfitzner	Medical Practitioner	Director

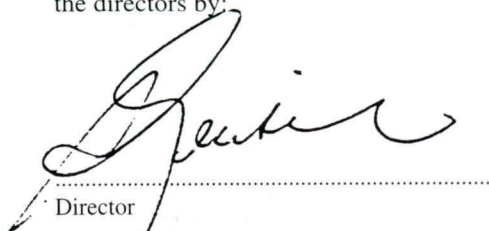
- * No director held shares in the company, or made/proposed contracts with the company for the year ended 30 June 1999.

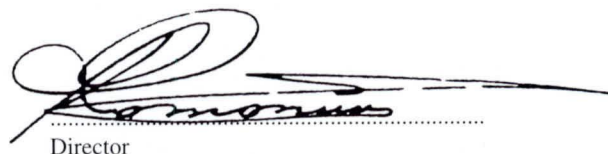
DIRECTORS' DECLARATION

The directors of the company declare that:

1. the financial statements and notes, as set out on the following pages:
 - (a) comply with Accounting Standards and the Corporations Law; and
 - (b) give a true and fair view of the financial position as at 30 June 1999 and performance for the year ended on that date of the Company;
2. in the director's opinion there are reasonable grounds to believe that the Company will be able to pay its debts as and when they become due and payable.

This declaration 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: 13th October 1999
Canberra

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BALANCE SHEET AS AT 30 JUNE 1999

1998 \$		Note	1999 \$
	CURRENT ASSETS		
761,727	Cash	3	697,324
3,380	Receivables		3,257
10,326	Other	4	10,459
<u>775,433</u>	TOTAL CURRENT ASSETS		<u>711,040</u>
	NON-CURRENT ASSETS		
53,643	Property, plant and equipment	5	331,604
<u>53,643</u>	TOTAL NON-CURRENT ASSETS		<u>331,604</u>
<u>829,076</u>	TOTAL ASSETS		<u>1,042,644</u>
	CURRENT LIABILITIES		
50,231	Accounts payable	6	49,662
68,463	Provisions	7	71,378
180,131	Other	8	133,713
<u>298,825</u>	TOTAL CURRENT LIABILITIES		<u>254,753</u>
	NON-CURRENT LIABILITIES		
97,844	Provisions	7	109,130
<u>97,844</u>	TOTAL NON-CURRENT LIABILITIES		<u>109,130</u>
<u>396,669</u>	TOTAL LIABILITIES		<u>363,883</u>
<u>\$432,407</u>	NET ASSETS		<u>\$678,761</u>
	ACCUMULATED FUNDS		
<u>\$432,407</u>	Retained surplus	12	<u>\$678,761</u>

INCOME & EXPENDITURE STATEMENT FOR THE YEAR ENDED 30 JUNE 1999

1998 \$		Note	1999 \$
36,042	Operating Surplus before technology grant revenue	2	16,004
36,042	Operating Surplus including technology grant revenue	16	246,354
–	Income tax attributable to operating profit	1	–
396,365	Retained surplus at the beginning of the financial year		432,407
<u>\$432,407</u>	Retained surplus at the end of the financial year	12	<u>\$678,761</u>

CASH FLOW STATEMENT FOR THE YEAR ENDED 30 JUNE 1999

1998 \$		Note	1999 \$
Cash flow from operating activities			
792,650	Government grants		848,275
90,850	Technology grants		139,500
436,160	Test related revenue		471,074
297,142	Other revenue		307,792
41,840	Interest received		48,180
(238,683)	Testing expenditure		(253,982)
(1,257,515)	Operating expenditure		(1,325,387)
<u>\$162,444</u>	Net cash provided by operating activities		<u>\$235,452</u>
Cash flow from investing activities			
(13,640)	Payment for property, plant & equipment		(13,630)
—	Payments for technology upgrade		(286,225)
<u>\$(13,640)</u>	Net cash used in investing activities		<u>\$(299,855)</u>
148,804	Net increase (decrease) in cash held		(64,403)
612,923	Cash at beginning of year	3	761,727
<u>\$761,727</u>	Cash at end of year	3	<u>\$697,324</u>

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NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE 1999

NOTE 1 - STATEMENT OF ACCOUNTING POLICIES

The financial report is a general purpose financial report that has been prepared in accordance with Accounting Standards and other mandatory professional reporting requirements and the Corporations Law. 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, except where stated, current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for 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 report.

Income Tax

The Authority is tax exempt under Section 50-25 of the Income Tax Assessment Act 1997.

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 is depreciated on either a straight line basis or a diminishing marginal value basis as appropriate over their useful lives commencing from the time the asset is held ready for use.

The depreciation rates used for each class of depreciable asset are:

Class of fixed asset	Depreciation rate
Office equipment	2.5 – 36%
Furniture & fittings	2 - 40%
Technology upgrade	15 –27%

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.

NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE 1999

1998 \$		1999 \$
NOTE 1 - STATEMENT OF ACCOUNTING POLICIES (cont)		
Cash		
For the purpose of the statement of cash flows, cash includes:		
(i)	cash on hand and at call deposits with financial institutions, net of overdrafts; and	
(ii)	investments in money market instruments with less than 12 months to maturity.	
NOTE 2 - OPERATING SURPLUS/(DEFICIT)		
Included in the operating surplus are the following operating revenue and expense items:		
	REVENUE	
792,650	Government revenue	812,400
431,915	Test-related revenue	464,220
—	Computer Technology revenue	230,350
283,005	Other services revenue	307,792
44,098	Interest	48,315
<u>1,551,668</u>	TOTAL REVENUE	<u>1,863,077</u>
	LESS EXPENSES	
232,610	Testing expenditure	233,414
1,283,016	Operating expenditure	1,383,309
<u>1,515,626</u>	TOTAL EXPENDITURE	<u>1,616,723</u>
<u>\$36,042</u>	NET SURPLUS/(DEFICIT)	<u>\$246,354</u>

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

(a) charging as expense:

13,981	Depreciation of property, plant & equipment	12,288
—	Depreciation of technology upgrade	29,607
(715)	Provision for annual leave	2,914
8,394	Provision for long service leave	11,286

(b) crediting as income:

<u>\$44,098</u>	Interest received from other entities	<u>\$48,315</u>
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NOTE 3 - CASH

1,243	Petty cash accounts	1,252
108,210	Operating accounts	43,394
652,274	Investment accounts	652,678
<u>\$761,727</u>		<u>\$697,324</u>

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NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE 1999

1998 \$		1999 \$
NOTE 4 - OTHER ASSETS		
	CURRENT	
5,349	Accrued income	5,483
4,977	Prepayments	4,976
<u>\$10,326</u>		<u>\$10,459</u>
NOTE 5 - PROPERTY, PLANT & EQUIPMENT		
189,175	Office equipment - at cost	200,914
162,471	Less: accumulated depreciation	171,405
<u>26,704</u>		<u>29,509</u>
60,627	Furniture & fittings - at cost	62,519
33,688	Less: accumulated depreciation	37,042
<u>26,939</u>		<u>25,477</u>
-	Technology Upgrade - at cost	306,225
-	Less: accumulated depreciation	29,607
<u>-</u>		<u>276,618</u>
<u>\$53,643</u>	Total property plant & equipment	<u>\$331,604</u>
NOTE 6 - ACCOUNTS PAYABLE		
	CURRENT	
<u>\$50,231</u>	Trade creditors	<u>\$49,662</u>
NOTE 7 - PROVISIONS		
	CURRENT	
<u>\$68,463</u>	Provision for annual leave	<u>\$71,378</u>
	NON-CURRENT	
<u>\$97,844</u>	Provision for long service leave	<u>\$109,130</u>

NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE 1999

1998		1999
\$		\$
NOTE 8 - OTHER LIABILITIES		
	CURRENT	
32,553	Accrued charges	34,379
90,850	Grants in advance	35,875
10,110	Exam fees in advance	15,710
46,618	Entry fees in advance	47,749
<u>\$180,131</u>		<u>\$133,713</u>

NOTE 9 - AUDITORS' REMUNERATION

	Amounts received or due and receivable by the auditors of the Authority for:	
10,400	Auditing services	14,200
6,350	Other services	7,205
<u>\$16,750</u>		<u>\$21,405</u>

NOTE 10 - DIRECTORS' REMUNERATION

<u>\$53,184</u>	Income paid or payable to all directors of the Authority	<u>\$52,880</u>
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	Number of directors whose income from the Authority was within the following bands:		
4	\$0 -	\$9,999	4
-	\$20,000 -	\$29,999	-
1	\$30,000 -	\$39,999	1

The names of the directors who have held office during the financial year are:

Adolfo Gentile
Steve Karas
Stefan Romaniw
Richard Acheson
Bernice Pfitzner

Statements

NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE 1999

1998 \$		1999 \$
NOTE 11 - RECONCILIATION OF OPERATING SURPLUS/(DEFICIT) TO NET CASH PROVIDED BY OPERATING ACTIVITIES		
<u>36,042</u>	Operating Surplus after technology grant revenue	<u>246,354</u>
	Non cash flows in operating profit	
13,981	Depreciation	12,288
—	Depreciation (technology upgrade)	29,607
8,394	Long service leave	11,286
(715)	Annual leave	2,914
	Changes in Assets & Liabilities	
7,059	(Increase)/decrease in debtors	123
(2,258)	(Increase)/decrease in accrued income	(134)
(1,755)	(Increase)/decrease in prepayments	1
737	(Increase)/decrease in NSW bond money	—
(4,279)	Increase/(decrease) in creditors (non-asset)	(20,569)
3,067	Increase/(decrease) in accrued charges	1,826
90,850	Increase/(decrease) in grants in advance	(54,975)
680	Increase/(decrease) in exam fees in advance	5,600
10,641	Increase/(decrease) in entry fees in advance	1,131
<u>\$162,444</u>	Net cash provided by operating activities	<u>\$235,452</u>

NOTE 12 - ACCUMULATED SURPLUS

The Authority shows an accumulated surplus of \$678,761 that includes the Technology Upgrade at a written down value of \$276,618 (Note 5). 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. Management must ensure that there is sufficient cash to meet liabilities as and when they fall due. The cash management issue is quite different to profitability.

This year NAATI has returned an accounting surplus of \$246,354 but this includes \$230,350 in grants for the technology upgrade. In cash terms however these grants have been fully expended along with a further \$97,000 of NAATI's reserves leaving NAATI with reduced cash reserves. The growth in the accumulated surplus is not represented by cash but additional equipment that NAATI will utilise in the coming years.

NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE 1999

NAATI's cash position has actually been weakened in 1999. As with prior years NAATI's cash flow can still be significantly affected by such factors as the timing of grant payments from the Federal and State Governments and the considerable up front costs that are incurred in running an exam program before any revenue is received. In addition it is not possible to budget with certainty as to how many candidates will sit any given exam. NAATI has operating costs, not including exams, of \$1.38 million per annum, or \$115,000 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 four 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 the accumulated surplus is required so that operational stability can be ensured.

NOTE 13 – SEGMENT INFORMATION

The Authority is a national body that provides and maintains standards for translators and interpreters and promotes, encourages and develops competence and skills in translating and interpreting from one language to another. It operates throughout Australasia.

NOTE 14 – ECONOMIC DEPENDENCY

A significant portion of the Authority's revenue each year is from Commonwealth, State and Territory Government grants.

NOTE 15 – FINANCIAL INSTRUMENTS

Terms, conditions and accounting policies

The Authority's accounting policies, including the terms and conditions of each class of financial asset, financial liability and equity instrument, both recognised and unrecognised at the balance date are as follows:

Recognised financial instruments	Note number	Accounting policies	Terms and conditions
(i) Financial assets			
Receivables		Debtors are carried at nominal amounts due less any provision for doubtful debts. A provision is recognised when collection of the full nominal amount is no longer probable	Accounts receivable are 30 day terms
(ii) Financial liabilities			
Trade creditors and accruals	6,7	Liabilities are recognised for amounts to be paid in the future for goods and services received, whether or not billed to the Authority	Trade creditors are normally settled on 30 day terms

Each class of financial asset and liability is recorded at the aggregate net fair value at 30 June 1999

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NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE 1999

NOTE 15 – FINANCIAL INSTRUMENTS (cont)

Interest rate risk

Financial instruments 30 June 1998	Floating interest rate	Fixed interest rate maturing in:			Non interest bearing	Total carrying amount per accounts	Weighted average effective interest rate
		1 year or less	Over 1 to 5 years	More than 5 years			
(i) Financial assets							
Cash & short term deposits	188,102	561,002	-	-	12,623	761,727	3.89%
Receivables	-	-	-	-	3,380	3,380	N/A
Total financial assets	188,102	561,002	-	-	16,003	765,107	3.87%
(ii) Financial liabilities							
Trade creditors and accruals	-	-	-	-	-	82,784	N/A
Total financial liabilities	-	-	-	-	-	82,784	N/A

NOTE 16 – TECHNOLOGY GRANT REVENUE

During the financial year technology grant income was received from various states. This revenue was used along with \$97,000 of NAATI's reserves to finance the upgrade of the entire computer system. For accounting purposes the total grant received had to be recognised as revenue this year. The costs incurred have been capitalised and will be depreciated over the life of the upgrade. This means that the cost of the upgrade is only expensed at the rate of the depreciation over the years of useful life that the upgrade has in the organisation.

Because of this treatment NAATI has an abnormally high profit for 1999 of \$246,354. Without the Technology grant the profit would have been \$16,004.

NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE 1999

NOTE 15 – FINANCIAL INSTRUMENTS (cont)

Net fair values

Financial assets and financial liabilities, both recognised and unrecognised, at balance date, are carried at their net fair value. The carrying amounts of the Authority's financial assets and financial liabilities have been disclosed below.

The following methods and assumptions are used to determine the net fair values of financial assets and liabilities:

Recognised financial instruments

Cash and cash equivalents: The carrying amount approximates fair value because of their short term to maturity

Accounts payable: The carrying amount approximates fair value

Unrecognised financial instruments

There are no unrecognised financial instruments.

Interest rate risk

Financial instruments 30 June 1999	Floating interest rate	Fixed interest rate maturing in:			Non interest bearing	Total carrying amount per accounts	Weighted average effective interest rate
		1 year or less	Over 1 to 5 years	More than 5 years			
(i) Financial assets							
Cash & short term deposits	43,394	652,678	–	–	11,710	707,782	4.39%
Receivables	–	–	–	–	3,257	3,257	N/A
Total financial assets	43,394	652,678	–	–	14,967	711,039	4.37%
(ii) Financial liabilities							
Trade creditors and accruals	–	–	–	–	–	84,041	N/A
Total financial liabilities	–	–	–	–	–	84,041	N/A

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DETAILED INCOME & EXPENDITURE STATEMENT FOR THE YEAR ENDED 30 JUNE 1999

1998 \$		1999 \$
GOVERNMENT REVENUE		
406,600	Commonwealth Government	416,750
6,500	ACT Government	6,650
134,400	NSW Government	137,700
101,100	VIC Government	103,650
62,000	QLD Government	63,550
33,600	SA Government	34,450
34,150	WA Government	35,000
3,450	NT Government	3,550
10,850	TAS Government	11,100
<u>\$792,650</u>	Total Government revenue	<u>\$812,400</u>
TEST-RELATED REVENUE		
5,379	Cancellation fees	3,412
33,975	Language Aide test	34,100
-	Language Aide review	100
4,360	Paraprofessional - Translation	4,981
45,636	Interpreting	99,590
280	Review	1,645
118,031	T & I - Translation	124,042
80,850	Interpreting	67,155
2,530	Review	2,990
5,550	AT/CI - Translation	3,085
-	Interpreting	220
805	Review	-
63,485	On Demand tests	58,069
69,139	Sale of sample tests	62,740
1,895	Viewing of tests	2,091
<u>\$431,915</u>	Total testing revenue	<u>\$464,220</u>

DETAILED INCOME & EXPENDITURE STATEMENT FOR THE YEAR ENDED 30 JUNE 1999

1998 \$		1999 \$
OTHER REVENUE		
16,110	Accreditation – course	17,110
3,245	Accreditation – institution	3,615
77,790	Application fees	81,885
36,001	Directory entry fee	46,682
1,980	Education services – ACT	2,045
32,463	Education services – NSW	20,405
4,985	Education services – QLD	6,550
2,410	Education services – SA	3,840
390	Education services – TAS	40
14,665	Education services – VIC	11,190
900	Education services – WA	5,940
44,098	Interest	48,315
7,800	Late application fee	9,500
926	Newsletter advertising	–
1,149	Other revenue	1,518
4,413	Overseas qualifications	2,770
4,000	20 th Anniversary	–
2,270	Re-instatement fee	4,511
2,122	Recognition fee	675
7,553	Sale of 'Ethics of the Profession'	9,010
390	Sale of 'Interpreting in Australia'	150
1,799	Sale of 'Introduction to Interpreting'	1,814
1,009	Sale of other publications	9,990
1,040	Sale of 'Working with Interpreters'	1,438
14,515	Sale of certificates	15,123
4,987	Sale of directory	6,357
11,585	Sale of ID cards	10,321
11,528	Sale of NAATI news	14,407
875	Sale of RMIT publications	2,395
6,116	Sale of translator stamps	8,791
455	Sale of 'Walking a Tightrope'	900
7,534	Special overseas assessment fee	8,820
<u>\$327,103</u>	Total Other Revenue	<u>\$356,107</u>
<u><u>\$1,551,668</u></u>	TOTAL REVENUE	<u><u>\$1,632,727</u></u>

Statements

DETAILED INCOME & EXPENDITURE STATEMENT FOR THE YEAR ENDED 30 JUNE 1999

1998 \$		1999 \$
TEST RELATED EXPENDITURE		
15,292	Language Aide	15,167
990	Paraprofessional – setting translation	1,105
3,165	Paraprofessional – setting interpreting	6,916
1,035	Paraprofessional – marking translation	889
8,817	Paraprofessional – marking interpreting	16,501
159	Paraprofessional – review of tests	373
1,120	Paraprofessional – monitoring interpreting	–
5,144	T & I – setting translation	5,057
13,907	T & I – setting interpreting	14,540
71,922	T & I – marking translation	73,690
20,935	T & I – marking interpreting	18,562
1,641	T & I – review of tests	2,436
1,560	T & I – monitoring translation	–
1,040	T & I – monitoring interpreting	–
3,350	AT/CI – setting translation	400
900	AT/CI – setting interpreting	–
4,110	AT/CI – marking translation	1,080
385	AT/CI – review of tests	2
11,043	Printing of tests	12,316
808	Purchase & erasure of tapes	2,024
5,918	Tape production – master	6,879
3,216	Hire of test venues	2,590
1,066	Supervision – Translation	1,324
1,473	Supervision – Interpreting	732
3,883	Readers for Interpreting tests	3,546
420	Technician - Language aide & Interpreting tests	138
18,631	On Demand tests	17,365
8,210	Sample tests – stock	8,641
4,987	Sample tests – development	2,453
6,404	Examiner training	4,248
–	Examiner superannuation	4,469
9,150	Chairperson honorarium fees	8,293
1,929	Telephone/postage/courier – reimbursement	1,678
<u>\$232,610</u>	Total testing expenditure	<u>\$233,414</u>

DETAILED INCOME & EXPENDITURE STATEMENT FOR THE YEAR ENDED 30 JUNE 1999

1998		1999
\$		\$
OPERATING EXPENDITURE		
6,350	Accountancy fees	7,205
1,004	Advertising	—
10,400	Auditor's remuneration	14,200
—	AUSIT costs	1,000
9,485	Bank charges	9,347
301	Books purchased	308
25,670	Communications – postage/courier	24,715
831	Communications – internet	6,597
22,688	Communications – telephone/facsimile	23,190
684	Consultants	—
13,981	Depreciation	12,288
—	Depreciation – Technology upgrade	29,607
65,730	Directors' remuneration & other costs	59,665
18,312	Education services	18,186
10,275	Electricity	12,623
1,279	Enterprise Bargaining costs	1,926
19,217	Equipment – photocopier lease	20,014
2,256	Equipment – purchase	1,564
3,295	Equipment - repairs and maintenance	3,909
482	Furniture & fittings	500
—	Human resources review	10,000
69	Identification cards	58
3,647	Insurance - contents & liability	6,141
2,350	Insurance - directors & travel	772
5,608	Insurance - workers' compensation	12,780
9,714	Legal costs	28,991
3,174	Office - general expenses	2,584
108,602	Office – rental	131,606
10,241	Office - upkeep (including cleaning)	10,714
26,288	Payroll tax	24,147
1,976	Penalties	—
49,159	Printing - directory/newsletter/stationery	61,170
4,332	Printing - photocopier charges	5,043
80	Publicity and functions	1,351
18,021	QAAC sitting fees & other costs	13,168
1,115	RAC other costs	734
6,878	Relocation costs	534

Statements

DETAILED INCOME & EXPENDITURE STATEMENT FOR THE YEAR ENDED 30 JUNE 1999

1998 \$		1999 \$
	OPERATING EXPENDITURE (cont.)	
11,156	Salaries – casual	11,703
8,395	Salaries – movement provision LSL	11,286
8,054	Salaries – overtime	3,735
703,629	Salaries - permanent/contract	730,473
6,740	Special Projects & Events	–
846	Staff training	495
75,416	Superannuation contributions	64,378
2,550	Translator stamps	3,649
2,460	Travelling expenses	953
276	Video production & royalty costs	–
<u>1,283,016</u>	Total operating expenditure	<u>1,383,309</u>
<u>1,515,626</u>	TOTAL EXPENDITURE	<u>1,616,723</u>
<u>\$36,042</u>	OPERATING SURPLUS/(DEFICIT) BEFORE TECHNOLOGY GRANTS	<u>\$16,004</u>
	TECHNOLOGY GRANT REVENUE	
–	Commonwealth Government	139,500
–	ACT Government	2,300
–	NSW Government	39,100
–	VIC Government	29,900
–	QLD Government	18,400
–	NT Government	1,150
<u>–</u>	Total Technology Grant revenue	<u>\$230,350</u>
<u>\$36,042</u>	OPERATING SURPLUS/(DEFICIT)	<u>\$246,354</u>



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