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**LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY**

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**PUBLIC ACCOUNTS COMMITTEE**

**ANNUAL REPORT**

**YEAR ENDED 30 JUNE 1994**

**REPORT NUMBER 22**

---

**OCTOBER 1994**

Presented and  
Ordered to be  
printed by the  
Legislative  
Assembly of the  
Northern Territory  
on 13 October 1994



## THIS ANNUAL REPORT

The aim of the Public Accounts Committee annual report is to inform the Parliament, the Executive and the public about the Committee's role, structure, responsibilities and activities.

Whilst the Public Accounts Committee produces a separate annual report, a summary of activities is also included within the Department of Legislative Assembly annual report for the same reporting year. The presentation of the Department of Legislative Assembly Annual Report is a requirement under Section 28 of the *Public Sector Employment and Management Act*. Likewise, the Public Accounts Committee is required to report annually in accordance with Section 21A of the Standing Orders of the Legislative Assembly of the Northern Territory.

The Public Accounts Committee aims to promote and encourage pride and excellence in the presentation of annual reports in the Northern Territory Public Sector. In doing so, this report has been prepared to closely comply with the format and content prescribed by the Treasurer's Directions. These Directions are financial administration practices and procedures observed by units of administration of the Northern Territory Public Service.



**LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY**

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**PUBLIC ACCOUNTS COMMITTEE**

**ANNUAL REPORT**

**YEAR ENDED 30 JUNE 1994**

**REPORT NUMBER 22**

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**OCTOBER 1994**



**MEMBERS**

Mr Mick Palmer, MLA  
(Chairman)

Mr Rick Setter, MLA

Mr John Bailey, MLA

Mr Ken Parish, MLA

Mr Terry McCarthy, MLA

**SECRETARIAT**

Jennifer Mollah  
Secretary to the Committee

Judith Herring  
Administrative Assistant to the Secretary

**Legislative Assembly of the Northern Territory**

**PUBLIC ACCOUNTS COMMITTEE**

GPO Box 3721  
Darwin NT 0801

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## CHAIRMAN'S REVIEW

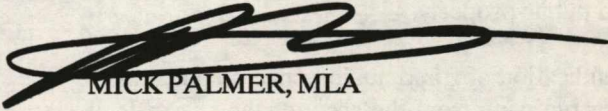
On behalf of the Members of the Public Accounts Committee of the Sixth Assembly, I am pleased to present the eighth Annual Report of the Committee.

The Public Accounts Committee is one of ten Standing and Sessional committees of the Sixth Assembly. These parliamentary committees are used to inquire into a range of specific issues and often members are required to sit on a number of committees, in addition to their other parliamentary, electorate and community duties. The diverse range of information required by members of the Public Accounts Committee increases as we move further into the '90s.

We have witnessed improved accountability within Public Sector reporting and accounting systems in the Northern Territory. These changes have not happened overnight. They are a process of building blocks: building on our knowledge as we proceed into the 21st Century.

I commend the contribution made by all members of the Committee during the past year and look forward to a continued bipartisan working relationship with Members of the Seventh Assembly.

My appreciation is also extended to the Committee's staff for their continued support during the year.



MICK PALMER, MLA





Legislative Assembly of the Northern Territory  
PUBLIC ACCOUNTS COMMITTEE

Telephone (089) 46 1465  
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G.P.O. BOX 3721  
DARWIN, N.T. 0801

The Hon. Terry McCarthy, MLA  
Speaker  
GPO Box 3721  
DARWIN NT 0800

Dear Mr Speaker,

In accordance with the provisions of Section 21A of the Standing Orders of the Legislative Assembly of the Northern Territory, I have pleasure in submitting this Annual Report to you on the activities, staffing and operations of the Public Accounts Committee for the financial year ended 30 June 1994.

In doing so, I advise that to the best of my knowledge and belief, the system of internal control provides reasonable assurance that:

- (a) proper records of all transactions affecting the Public Accounts Committee are kept by the Department of Legislative Assembly and that provisions of the *Financial Administration and Audit Act*, Treasury Regulations and the Treasurer's Directions have been observed; and
- (b) procedures within the Department are such as will at all times afford a proper control over expenditure, receipts and public property.

I am not aware for the 1993/94 year of any indication of fraud, malpractice, major breach of legislation or delegation, major error in or omission from the accounts and records of the Department of Legislative Assembly.

In my opinion the financial accounts included in the Report for 1993/94 have been prepared from proper accounts and records to present fairly the financial transactions and other information required by Section 24 of the Treasurer's Directions.

Yours sincerely

MIK PALMER, MLA  
CHAIRMAN

27/9/94



## PROFILE OF COMMITTEE MEMBERS

### MR MICK PALMER, MLA Chairman

Appointed 18 August 1986  
Chairman from 30 April 1987  
Country Liberal Party  
Member for Karama. First elected 1983.  
*Other Committees:* Environment (Chairman); House; Subordinate Legislation and Tabled Papers.

### MR JOHN BAILEY, MLA

Appointed 4 December 1990  
Australian Labor Party  
Member for Wanguri. First elected 1989.  
Deputy Leader of the Opposition  
Shadow Minister for Education and Training (includes Northern Territory University), Conservation, Lands and Planning; and Ethnic Affairs.  
*Other Committees:* Constitutional Development; Environment.

### MRS LORAINÉ BRAHAM

Appointed 27 June 1994  
Country Liberal Party  
Member for Braiiling. First elected 1994.  
*Other Committees:* Use and Abuse of Alcohol by the Community

### MR BRIAN EDE, MLA

Reappointed 27 June 1994  
Australian Labour Party  
Member for Stuart. First elected 1983.  
Leader of the Opposition  
Shadow Minister for Treasury; Police, Fire and Emergency Services; Legislative Assembly, Electoral Office, Ombudsman, Mines and Energy, Primary Industries and Fisheries, Attorney-General, Auditor-General; Industries and Development and the Trade Development Zone..

### MR TERRY McCARTHY, MLA

From 24 August 1993 to 17 May 1994  
Country Liberal Party  
Member for Goyder. First elected 1983.  
Chairman of Committees  
*Other Committees:* Use and Abuse of Alcohol by the Community; Standing Orders; Subordinate Legislation and Tabled Papers; Constitutional Development; Environment



**MR KEN PARISH, MLA**

From 25 February 1992 to 17 May 1994

Australian Labor Party

Member for Millner. First elected 1991.

Shadow Minister for Industries and Development, Tourism and the Arts, Territory Insurance Office and Work Health

*Other Committees:* Subordinate Legislation and Tabled Papers.

**MR RICK SETTER, MLA**

Appointed 17 May 1988

Country Liberal Party

Member for Jingili. First elected 1984.

Leader of Government Business.

*Other Committees:* Publications (Chairman); Subordinate Legislation and Tabled Papers (Chairman); Constitutional Development.

**MR ROGER VALE, MLA**

From 4 March 1993 to 24 August 1993.

Country Liberal Party

Member for Brainting. First elected 1974.

*Other Committees:* Privileges; Publications; Environment.



## CHARTER

### ***ESTABLISHMENT OF THE COMMITTEE***

The Northern Territory Public Accounts Committee was first established by temporary Standing Order 21A of the Legislative Assembly on 18 June 1986. The Committee's status was altered, by way of motion of the Chief Minister on 23 August 1988, from a Sessional Committee on a trial basis only to a Standing Committee of the Parliament.

As a Committee of the Assembly, its authority is derived from the *Northern Territory (Self Government) Act* (of the Commonwealth) and the *Legislative Assembly (Powers and Privileges) Act* (of the Northern Territory).

### ***REPORTS OF THE COMMITTEE***

The Committee is required to report to the Legislative Assembly on an annual basis as well as providing specific reports from time to time to report its proceedings and evidence taken. (Refer Appendix 3 for previous reports of the Committee.)



## **CORPORATE PLAN**

### ***MISSION***

the role of the Public Accounts Committee is to contribute to the awareness of public accountability to the Parliament and the citizens of the Northern Territory.

### ***OBJECTIVES***

- to increase the efficiency and effectiveness with which government policy is implemented
- to increase the public sector's awareness of the need to be efficient and effective and accountable for its operations
- to increase the awareness and understanding of parliamentarians and members of the public of the financial and related operations of government

### ***STRATEGIES***

- examine public sector financial, administration and accountability issues
- develop strategies which aim to bring about the reforms necessary to improve accountability
- complement the role of the Auditor-General in the promotion of improved public sector financial reporting and accounting
- lead by example in the conduct of committee's activities, financial accountability and best practices in public sector administration
- maintain the Committee's relevance, credibility and respect with members of the Parliament, the public sector and the public.



**PERFORMANCE MEASURES**

- **Examine public sector financial and management issues**
  - Number of issues investigated within the public sector
  - Diversity of areas investigated within the public sector
  - Number of reports tabled during the financial year
  - Amount of interest generated by inquiries and reports
  
- **Develop strategies which aim to bring about the reforms necessary to improve accountability**
  - Number of Committee recommendations rejected by Executive
  - Implementation of Committee recommendations
  - Associated domino effect of reform in public sector resulting from review of particular agency
  - Committee follow up on outstanding issues/ recommendations not yet implemented
  
- **Improved public sector financial reporting and accounting**
  - Acceptance of Australian Accounting Standards where relevant
  - Consistency in financial reporting and accounting methodology within Government instrumentalities
  - Adjudicator's report from NT Public Sector Annual Report Awards
  
- **Lead by example**
  - Application of financial accountability to the operations of the Committee
  - Quality of interaction with members and clients
  - Budget performance

- **Maintenance of Committee's relevance, credibility and respect**

Timeliness, precision and quality of information supplied to Committee

Timeliness to which Committee recommendations are considered/  
implemented

Extent to which matters are independently brought to the attention of the  
Committee

Acceptance of Committee's recommendations and degree to which the  
recommendations are acted upon.



## ACTIVITIES 1993/94

### COMMITTEE MEMBERSHIP

The Committee is comprised of five (5) members, presently three (3) Government and two (2) Opposition members. At the commencement of the 1993/94 financial year, the Committee members were:

Mr Mick Palmer, MLA  
 Mr John Bailey, MLA  
 Mr Ken Parish, MLA  
 Mr Rick Setter, MLA  
 Mr Roger Vale, MLA

On 24 August 1993, Mr Roger Vale, MLA was replaced by Mr Terry McCarthy, MLA.

On 17 May 1994, the Administrator of the Northern Territory, His Honour the Hon. Austin Asche, QC, prorogued the Legislative Assembly of the Northern Territory for the purposes of a general Northern Territory election. This election resulted in two changes to the Committee. Mr Terry McCarthy (appointed Speaker) and Mr Ken Parish were replaced by Mrs Loraine Braham and Mr Brian Ede.

### MEETINGS

The Committee met on 17 occasions during the year. These meetings were all deliberative and included 12 briefing sessions. Briefings were received from 23 witnesses. The Committee held one public hearing during its inquiry into the Auditor-General's Annual Reports for the years ended 30 June 1991 and 1992. Part of this hearing was held *in camera* at the request of the Department of Transport and Works.

	Deliberative Meetings Attended	Deliberative Meetings held while Member
PALMER, Mick	17	17
SETTER, Rick	15	17
BAILEY, John	14	17
PARISH, Ken (1.7.93 - 17.5.94)	13	17
VALE, Roger (1.7.93 - 24.8.93)	1	5
McCARTHY, Terry (24.8.93 - 17.5.94)	9	12
EDE, Brian	1	1
BRAHAM, Loraine	1	1



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## **REPORTS TABLED**

The following reports were tabled before the Northern Territory Legislative Assembly during the 12 months to 30 June 1994:

### **Annual Report Year Ended 30 June 1993 - Report No. 20**

This report was tabled on 26 August 1993 and reviewed the activities of the Committee over the previous 12 months.

### **Report on the Australasian Council of Public Accounts Committees Mid-Term Meeting held Monday, 20th July 1992 (Transcript of Proceedings) - Report No. 18**

Although this Report was mentioned in the Public Accounts Committee Annual Report for the year ended 1993 and was distributed during that financial year, the Chairman tabled the proceedings before the Legislative Assembly on 26 August 1993.

### **Report on the Auditor-General's Annual Report 1990/91 and 1991/92 - Report No. 21**

The Committee has a standing reference to inquire into the Auditor-General's Reports on an annual basis.

During the year, the Committee reviewed the Auditor-General's Annual Reports for 1991 and 1992. Ten briefing sessions were held with the Northern Territory Treasury, the Department of Education, Department of Transport and Works and the Northern Territory Museum and Art Galleries Board.

The Report on the Auditor-General's Annual Reports 1990/91 and 1991/92 was published by the Clerk, pursuant to Section 10 (1) of the *Legislative Assembly (Powers and Privileges) Act* and Standing Order 253 on the 30 June 1994.

## **CURRENT INQUIRIES**

### **Report by the Working Party on Public Accounts Committee Report No. 12**

The Committee engaged Professor Bob Walker to review the Working Party's report against his previous recommendations. (Refer Public Accounts Committee Report No. 12 *Report on Auditor-General's Annual Reports 1987/88 and 1988/89.*) Professor Walker briefed the Committee on 24 February 1994.



**CONFERENCES, SEMINARS AND TRAINING**

The Committee was represented at the following external conferences/seminars/meetings during the year:

Northern Territory Society of CPAs *Accounting at the Top* Conference

Australian Chartered Accountants Professional Development Seminars

Public Sector Accounting Group Inc. Seminars

Northern Territory Statutory Corporations Accounting Group

Northern Territory Government Accounting System User Group

**OTHER ACTIVITIES**

**Annual Report Awards**

The Committee continues to provide support and sponsorship to the Northern Territory Public Sector Annual Report Awards co-sponsored by Pannell Kerr Forster (Chartered Accountants) and the Northern Territory Division of Royal Institute of Public Administration Australia.

The Chairman, Mr Palmer, participated on the adjudication panel for the 1994 awards. These awards were announced in April 1994.

A total of 28 entries were received for the 1994 awards. The overall winner was the Work Health Authority. (Refer Appendix 4 for Adjudicators' Report.)



**SUMMARY OF MEETINGS**

<i>Meeting No.</i>	<i>Date</i>	<i>Type of Meeting</i>	<i>Key Agenda Items Organisation Represented</i>	<i>Witness</i>
103	14.7.93	Deliberative   Briefing	Auditor-General's Annual Reports 1991 & 1992 - Quality Management - Government Accounting System and Asset Management - Museums  NCOM  NT Treasury  NT Museums of Arts & Sciences  Museums & Art Galleries Board	Mr R. Allwright Mr S. Jackson  Mr M. Martin Mr W. van de Werken  Dr P. Murray Mr K. McRae  Mr K. Ford
	21.7.93	Deliberative   Briefing	Auditor-General's Reports 1987/88 & 1888/89 -Working Party Final Report on PAC Report No. 12 Grants-in-Aid Annual Report  NT Treasury  Department of Education	Mr M. Martin Mr W. van de Werken  Mr M. Fong Mr J. Cossons Mr M. Higgins
104	28.7.93	Deliberative   Briefing	Auditor-General's Annual Reports 1991 & 1992 - Asset Management - State Square - Museums Format of Meetings Grants-in-Aid Annual Report  Department of Transport & Works	Mr D. McHugh
105	12.8.93	Deliberative	Auditor-General's Annual Reports 1991 & 1992 - State Square - NT Museums Annual Report	
106	18.8.93	Deliberative	Auditor-General's Annual Reports 1991 & 1992 - NT Museums Grants-in-Aid Annual Report NCOM Report Auditor-General's Annual Report 1993	



Annual Report Year Ended 30 June 1994

<i>Meeting No.</i>	<i>Date</i>	<i>Type of Meeting</i>	<i>Key Agenda Items Organisation Represented</i>	<i>Witness</i>
107	9.9.93	Briefing  Public Hearing (part <i>in camera</i> )  Deliberative	Office of the Auditor-General  Department of Transport & Works  Confidentiality of Evidence Auditor-General's Annual Reports 1991 & 1992 - Museums Grants-in-Aid Auditor-General's Annual Reports 1988 & 1989 - Working Party Report Budget	Mr A.W. Ross Mr I. Miller Ms A. McCullum  Mr W. Steel Mr P. McQuinn Mr M. Davis Mr J. Dunn
108	23.9.93	Deliberative  Briefing	State Square Budget Allocations Auditor-General's Annual Reports 1988 & 1989 - Working Party Report  Office of Sport, Recreation & Ethnic Affairs  NT Museum of Arts & Sciences	Mr R. Flannery Mr D. Jones Mr L. Zagorskis Mr R. Trigwell  Mr K. McRae Dr P. Murray
109	14.10.93	Deliberative	Budget Allocations Auditor-General's Annual Reports 1991 & 1992 - State Square - NT Museums of Arts & Sciences Grants-in-Aid 1994 Public Sector Annual Report Awards	
110	28.10.93	Deliberative	Auditor-General's Annual Reports 1991 & 1992 - State Square Auditor-General's Annual Reports 1988 & 1989 - Working Party Report 1994 Public Sector Annual Report Awards Budget 1993/94 Grants-in-Aid	
111	18.11.93	Deliberative	Auditor-General's Annual Reports 1991 & 1992 - State Square Auditor-General's Annual Reports 1988 & 1989 - Working Party Report	



**Public Accounts Committee**

<i>Meeting No.</i>	<i>Date</i>	<i>Type of Meeting</i>	<i>Key Agenda Items Organisation Represented</i>	<i>Witness</i>
112	24.2.94	Briefing  Deliberative	Consultant on Auditor-General's Annual Reports 1987/88 & 1988/89 - Working Party Report  Auditor-General's Annual Reports 1991 & 1992 - State Square Northern Territory Land Corporation Public Sector Annual Reports Awards Staffing of Public Accounts Committee Budget	Prof. R. Walker
113	2.3.94	Deliberative	Auditor-General's Annual Reports 1991 & 1992 Schedule of 1994 Meetings State Square Reference	
114	24.3.94	Deliberative	Auditor-General's Annual Reports 1991 & 1992 - Draft Report Audit Committees	
115	14.4.94	Deliberative	Auditor-General's Annual Reports 1991 & 1992 - Final Draft Report Audit Committees	
116	5.5.94	Deliberative	Auditor-General's Annual Reports 1991 & 1992 - Report Auditor General's Annual Report 1993 Mid-Term Meeting of Australasian Council of Public Accounts Committees Treasurer's Quarterly Financial Statements	
117	16.5.94	Deliberative	Auditor-General's Annual Reports 1988 & 1989 - Report from Prof. Walker on Final Report of Working Party	
118	30.6.94	Deliberative	Establishment of Committee Election of Chairman Auditor-General's Annual Reports - 1987/88 and 1988/89 - 1990/91 and 1991/92	



## ADMINISTRATION AND STAFFING

### **SECRETARIAT**

Staffing for the Public Accounts Committee Secretariat is provided by the Department of the Legislative Assembly.

The Committee currently has a full-time secretary with support from an Administrative Assistant.

Staff as at 30 June 1994:

<b>Secretary</b>	-	Mrs Jenny Mollah B.Bus CPA
<b>Administrative Assistant</b>	-	Mrs Judy Herring







**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED**  
**30 JUNE 1994**



**MEMBERS STATEMENT**

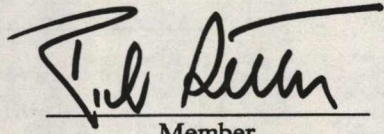
We certify that the accompanying Statements have been prepared in accordance with the requirements of the Standing Orders and Treasurer's Directions (where applicable) and in our opinion

- (a) the Statements are based on proper accounts and records of the Department of Legislative Assembly and have been drawn up so as to present a true and fair view of the financial transactions of the Committee for the financial year ended 30 June 1994.
- (b) the prescribed requirements in respect of the establishment and keeping of accounts have been complied with in all material aspects.
- (c) there are no circumstances which would render the financial statements to be misleading or inaccurate.

Dated at Darwin, Northern Territory, this 27<sup>TH</sup> day of July 1994.



Chairman  
Public Accounts Committee



Member  
Public Accounts Committee



**Notes to the Financial Statements  
for the reporting period ended 30 June 1994**

**1. Accounting Entity**

The Public Accounts Committee is a sub program of administration of the Department of the Legislative Assembly. The Agency is wholly funded by annual Parliamentary appropriations and maintains an on-going dependency on these appropriations.

**2. Significant Accounting Policies**

(a) Basis of accounting

The financial Statements have been prepared in accordance with Section 24 of the Treasurer's Directions. The accounting records have been kept on a cash basis and reflect actual cash inflows and outflows during the financial year.

All amounts in the Committee's financial report are rounded to the nearest dollar and are expressed in Australian currency.

(b) Appropriation

Parliamentary appropriations have not been recognised as revenue during the reporting period.

(c) Authority

Payments have been made under the Authority of the Supply Act, the Appropriation Act and the Authority of the Treasurer's Warrant.

(d) Funding

The Public Accounts Committee does not have its own budget. Funds for Committee activities are provided by the Department of Legislative Assembly. Provision of salary and administrative activities are appropriated by the Parliament to the Members' Services (Activity), Committees (Program) within the budget appropriated to the Department of Legislative Assembly. The Public Accounts Committee is one of ten Standing and Sessional Committees receiving funds from this program.

(e) Income Tax

The Public Accounts Committee as part of the administration of the Department of Legislative Assembly is a public authority within the meaning of Section 23(d) of the *Income Assessment Act* and its income is exempt under the



provisions of that Act. However, the Department of Legislative Assembly and the Public Accounts Committee is subject to Fringe Benefits Tax.

- (f) The Committee does not operate any Trust Accounts.
- (g) There were no Accounts Receivable, Accounts Payable or authorised Write-offs and Waivers as at 30 June 1994
- (h) Committee Members' Remuneration

The Chairman of the Public Accounts Committee receives an allowance for services as presiding officer of the Committee. In accordance with Remuneration Tribunal Determination 1/93, effective 1 July 1993, this allowance was set at \$9824 per annum.

This allowance is met directly from the Department of Legislative Assembly budget, Members Services Activity, Members Program. Other sitting members do not receive an allowance.

- (i) Services received at no cost from the Northern Territory Government/ Department of Legislative Assembly

The Committee as a sub program of the Department of Legislative Assembly of the Northern Territory Government received the following services which have not been costed to the Committee:

- Rent of premises
- Electricity
- Briefings provided by employees of the Northern Territory Government
- Superannuation contributions
- Members' salary for sitting days
- Superannuation contributions in respect of employees' contributions
- Office cleaning
- Office security
- Payroll services and cheque production services provided by NT Treasury
- Accounting fees for services provided by Department of Legislative Assembly



**1993/94 EXPENSES BY STANDARD CLASSIFICATION**

Actual 1993	Category of Cost Standard Classification	Actual 1994
<b>109 341</b>	<b>PERSONNEL COSTS</b>	<b>77 209</b>
-	Advance to Payees	857
-	Fringe Benefits Tax	573
706	Leave Loading	1 337
994	Northern Territory Allowance	331
248	Other Allowances	-
1 388	Overtime	-
6 388	Payroll Tax	5 721
99 123	Salaries	68 390
494	Termination Payments	-
<b>195 437</b>	<b>OPERATIONAL COSTS</b>	<b>28 819</b>
2 795	Advertising	-
1 381	Communications	160
*124 365	Consultants Fees	12 730
664	Consumables/General Expenses	1 374
*24 053	Document Production	3 810
2 499	Entertainment	399
-	Freight	30
318	Furniture and Fittings	74
1 244	General Equipment and Machines	466
295	Information Technology Services	755
407	Legal Expenses	1 456
505	Office Requisites and Stationery	738
27 293	Official Duty Fares	5 248
2 712	Training and Study Expenses	1 579
197	Transport/Vehicles	-
6 709	Travelling Allowance	-
<b>3 807</b>	<b>CAPITAL EXPENDITURE</b>	<b>-</b>
3 807	Other	-
<b>308 585</b>	<b>TOTAL EXPENSES</b>	<b>106 028</b>

**Notes:**

\* Dalway Inquiry

**This is not an audited statement.**



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**EMPLOYEES ENTITLEMENTS OUTSTANDING  
AS AT 30 JUNE 1994**

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<b>1993</b>	<b>Entitlement</b>	<b>1994</b>
2 590	Airfares	2 072
9 476	Recreation Leave	12 088
16 359	Long Service Leave	3 444
1 593	Leave Loading	-
<b>30 018</b>	<b>TOTAL</b>	<b>17 604</b>

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**This is not an audited statement.**

**BASIS OF CALCULATIONS**

1. Leave Loading  
Entitlements are the value of actual leave loading.
2. Airfares  
Entitlements are calculated on the basis of an economy airfare between Darwin and Adelaide and includes full airfares for employees and half fare for other dependants.
3. Recreation Leave  
Entitlements are calculated using employee's nominal designation and salary rate for days of credited leave.
4. Long Service Leave  
Entitlements are calculated using employee's nominal designation and salary rate for years of service.



**APPENDICES**



**TERMS OF REFERENCE**

**STANDING ORDER 21A PUBLIC ACCOUNTS COMMITTEE**

- (1) A Standing Committee of Public Accounts to consist of five members shall be appointed at the commencement of each Assembly.
- (2) The duties of the Committee shall be -
  - (a) to examine the accounts of the receipts and expenditure of the Northern Territory and each statement and report transmitted to the Legislative Assembly by the Auditor-General, pursuant to the *Financial Administration and Audit Act*;
  - (b) to report to the Legislative Assembly with such comments as it thinks fit, any item or matters in or arising in connection with the receipt or disbursement of the moneys to which they relate, to which the Committee is of the opinion that the attention of Parliament should be drawn;
  - (c) to report to the Legislative Assembly any alteration which the Committee thinks desirable in the form of the public accounts or in the method of keeping them or in the method of receipt, control, issue or payment of public moneys;
  - (d) to inquire into and report to the Legislative Assembly on any question in connection with the public accounts of the Territory -
    - (i) which is referred to it by a resolution of the Assembly; or
    - (ii) which is referred to it by the Administrator or a Minister; and
  - (e) to examine the reports of the Auditor-General laid before the Legislative Assembly with the accounts of a Public Authority of the Northern Territory (including any documents annexed or appended to those reports).
- (3) The Committee shall examine only those accounts of receipts and expenditure of the Northern Territory and reports of the Auditor-General for financial years commencing after 30 June 1986; provided that this shall not prevent the consideration by the Committee of matters included in reports of the Auditor-General for the year ending 30 June 1986 which have or may have a continuing effect on the form of the public accounts; the method of receipt, control, issue or payment of public moneys.
- (4) Prior to determining whether to undertake an inquiry into any matter which may have arisen in connection with the public accounts of the Territory, pursuant to paragraphs (2)(a) and (e), with the concurrence of the Committee, the Chairman is



empowered to write to the Chief Executive Officer of the relevant Department or Public Authority for a report on the matter.

- (5) The Committee shall take care not to inquire into any matters which are being examined by a Select Committee of the Assembly especially appointed to inquire into such matters and any question arising in connection therewith may be referred to the Assembly for determination.
- (6) The Committee shall elect a Government member as Chairman.
- (7) The Chairman of the Committee may, from time to time, appoint a Member of the Committee to be the Deputy Chairman of the Committee and the Member so appointed shall act as Chairman of the Committee at any time when there is no Chairman or when the Chairman is not present at a meeting of the Committee.
- (8) In the event of any equality of voting, the Chairman, or the Deputy Chairman when acting as Chairman, shall have a casting vote.
- (9) The Committee shall have power to appoint sub-committees and to refer to any such sub-committee any matter which the Committee is empowered to examine.
- (10) Three members of the Committee shall constitute a quorum of the Committee and two Members of a sub-committee shall constitute a quorum of the sub-committee.
- (11) The Committee or any sub-committee shall have power to send for persons, papers and records, to adjourn from place to place, to meet and transact business in public or private session and to sit during any adjournment of the Assembly.
- (12) The Committee shall be empowered to print from day to day such papers and evidence as may be ordered by it and, unless otherwise ordered by the Committee, a daily *Hansard* shall be published of such proceedings of the Committee as take place in public.
- (13) The Committee may proceed to the despatch of business notwithstanding that all Members have not been appointed and notwithstanding any vacancy.
- (14) The Committee shall report annually and shall have leave to report from time to time and to report its proceedings and evidence taken; and any Member of the Committee shall have power to add a protest or dissent to any Report.
- (15) Unless otherwise ordered by the Committee, all documents received by the Committee during its inquiry shall remain in the custody of the Assembly; provided that, on the application of a department or person, any document, if not likely to be further required, may, in the Speaker's discretion, be returned to the Department or person from whom it was obtained.



- (16) The Committee shall be provided with all necessary staff, facilities and resources and shall be empowered, with the approval of the Speaker, to appoint persons with specialist knowledge for the purposes of the Committee.
- (17) The foregoing provisions of this Resolution, so far as they are inconsistent with the Standing Orders, have effect notwithstanding anything contained in the Standing Orders.





Legislative Assembly of the Northern Territory

## **Guidelines for Witnesses appearing before Assembly Committees**

That, unless otherwise ordered and not withstanding anything contained in the Standing Orders, the following procedures be followed by Committees of the Assembly when dealing with witnesses and prospective witnesses:

- (1) a witness shall be invited to attend a Committee meeting to give evidence: A witness shall be summoned to appear (whether or not the witness was previously invited to appear) only where the Committee has made a decision that the circumstances warrant the issue of a summons;
- (2) where the Committee desires that a witness produce documents relevant to the Committee's inquiry, the witness shall be invited to do so, and an order that documents be produced shall be made (whether or not an invitation to produce documents has previously been made) only where the Committee has made a decision that the circumstances warrant such an order;
- (3) a witness shall be given reasonable notice of a meeting at which the witness is to appear, and shall be supplied with a copy of the Committee's terms of reference, a statement of the matters expected to be dealt with during the witness's appearance, and a copy of these procedures: Where appropriate, a witness may be supplied with a transcript of relevant evidence already taken;
- (4) if possible, a witness shall be given opportunity to make a submission in writing before appearing to give oral evidence;
- (5) where appropriate, reasonable opportunity shall be given for a witness to raise any matters of concern to the witness relating to the witness's submission or the evidence the witness is to give before the witness appears at a meeting;



*Guidelines for Witnesses appearing before Assembly Committees*

- (6) a witness shall be given reasonable access to any documents that the witness has produced to the Committee;
- (7) a witness shall be offered, before giving evidence, the opportunity to make application, before or during the hearing of the witness's evidence, for any or all of the witness's evidence to be heard in private session, and shall be invited to give reasons for any such application: If the application is not granted, the witness shall be notified of reasons for that decision;
- (8) only in the most extraordinary circumstances shall the Committee table in the Assembly or publish evidence given in private session and before giving any evidence in private session, a witness shall be informed that it is within the power of the Committee to authorise publication of such evidence and that the Assembly has the power to order the production and publication of such evidence;
- (9) a Member, in a protest or dissent added to a report, shall not disclose evidence taken *in camera* unless so authorised by the Committee;
- (10) should the Committee consider it essential that evidence given or information received in private session be published or that it is essential that such evidence or information be included in the Committee's report the Chairman or Secretary of the Committee shall make every effort to discuss the matter with the relevant witness in an effort to minimise any potential damage to the witness which may flow from that publication or usage;
- (11) the Chairman shall take care to ensure that all questions put to witnesses are relevant to the Committee's inquiry and that the information sought by those questions is necessary for the purpose of that inquiry: Where a Member of the Committee requests discussion of a ruling of the Chairman on this matter, the Committee shall deliberate in private session and determine whether any question which is the subject of the ruling is to be permitted;
- (12) where a witness objects to answering any question put to the witness on any ground, including the ground that the question is not relevant or that the answer may incriminate the witness, the witness shall be invited to state the ground upon which objection to answering the question is taken: Unless the Committee determines immediately that the question should not be pressed, the Committee shall then consider in private session whether it will insist upon an answer to the question, having regard to the relevance of the



*Guidelines for Witnesses appearing before Assembly Committees*

question to the Committee's inquiry and the importance to the inquiry of the information sought by the question: If the Committee determines that it requires an answer to the question, the witness shall be informed of that determination and the reasons for the determination, and shall be required to answer the question only in private session, unless the Committee determines that it is essential to the Committee's inquiry that the question be answered in public session; and

where a witness declines to answer a question to which the Committee has required an answer, the Committee shall report the facts to the Assembly;

- (13) where a Committee has reason to believe that evidence about to be given may reflect adversely on a person, the Committee shall give consideration to hearing that evidence in private session;
- (14) where a witness gives evidence reflecting adversely on a person and the Committee is not satisfied that that evidence is relevant to the Committee's inquiry, the Committee shall give consideration to expunging that evidence from the transcript of evidence, and to forbidding the publication of that evidence;
- (15) where evidence is given which reflects adversely on a person and action of the kind referred to in paragraph (14) is not taken in respect of the evidence, the Committee shall provide reasonable opportunity for that person to have access to that evidence and to respond to that evidence by written submission and appearance before the Committee.
- (16) a witness may make application to be accompanied by counsel and to consult counsel in the course of a meeting at which the witness appears: In considering such an application, the Committee shall have regard to the need for the witness to be accompanied by counsel to ensure the proper protection of the witness: If an application is not granted, the witness shall be notified of reasons for that decision;
- (17) a witness accompanied by counsel shall be given reasonable opportunity to consult counsel during a meeting at which the witness appears;
- (18) an officer of a department of the Territory or of the Commonwealth shall not be asked to give opinions on matters of policy and shall be given reasonable opportunity to refer questions asked of the officer to superior officers or to a Minister;



*Guidelines for Witnesses appearing before Assembly Committees*

- (19) reasonable opportunity shall be afforded to witnesses to make corrections of errors of transcription in the transcript of their evidence and to put before the Committee additional material supplementary to their evidence; and
- (20) where the Committee has any reason to believe that any person has been improperly influenced in respect of evidence which may be given before the Committee, or has been subjected to or threatened with any penalty or injury in respect of any evidence given, the Committee shall take all reasonable steps to ascertain the facts of the matter: Where the Committee considers that the facts disclose that a person may have been improperly influenced or subjected to or threatened with penalty or injury in respect of evidence which may be or has been given before the Committee, the Committee shall report the facts and its conclusions to the Assembly.

*Motion moved by Mr Palmer, agreed to 20 August 1992.*

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Additional copies of this document can be obtained from the Table Office of the Legislative Assembly of the Northern Territory.



**APPENDIX 3**

**EXTRACTS FROM THE RECORDS OF THE LEGISLATIVE ASSEMBLY**

**MINUTES OF THE PROCEEDINGS OF THE LEGISLATIVE ASSEMBLY**

**Tuesday 24 August 1993**

**PUBLIC ACCOUNTS COMMITTEE - VARIATION OF MEMBERSHIP:**

The Leader of Government Business (Mr Setter) moved - That the Member for Braitling (Mr Vale) be discharged from further attendance on the Public Accounts Committee and the Member for Goyder (Mr McCarthy) be appointed as a member of the Committee in his stead.

Question - put and passed.

**Monday 27 June 1994**

**PUBLIC ACCOUNTS COMMITTEE - APPOINTMENT:**

The Leader of Government Business (Mr Coulter), by leave, moved - That, unless otherwise ordered and pursuant to Standing Order 21A, Mrs Braham, Mr Palmer, Mr Setter, Mr Ede and Mr Bailey be appointed as Members of the Public Accounts Committee.

Debate ensued.

Question - put and passed.



**APPENDIX 4**

**PUBLIC ACCOUNTS COMMITTEE REPORTS**

1	Annual Report - Year Ended 30 June 1987	September 1987
2	Report on the Actual & Contingent Liabilities of the Northern Territory Government	November 1987
3	Report on the Auditor-General's Annual Reports 1985/86	May 1988
4	Report on Accelerated Year End Spending	May 1988
5	Annual Report - Year Ended 30 June 1988	August 1988
6	Report on Public Administration Recurrent Expenditure (Waste Watch)	October 1988
7	Report on the Auditor-General's Annual Reports 1986/87	May 1989
8	Report on Aero-Medical Contract	May 1989
9	Annual Report - Year Ended 30 June 1989	November 1989
10	Second Report on the Actual and Contingent Liabilities of the Northern Territory Government	February 1991
11	Annual Report - Year Ended 30 June 1990	February 1991
12	Report on the Auditor-General's Annual Reports 1987/88 and 1988/89	May 1991
13	Annual Report - Year Ended 30 June 1991	October 1991
14	Report on 1990 Election Costs	November 1991
15	Report on Biennial Conference of PAC - Darwin May 1991	November 1991
16	Report on the Auditor-General's Report 1989/90	May 1992
17	Annual Report Year Ended 30 June 1992	October 1992
18	Australasian Council of Public Accounts Committees - Mid Term Meeting held Monday 20th July 1992	August 1993
19	Report on the Purchase, Operation and Sale of Dalway Pty Ltd	March 1993
20	Annual Report Year Ended 20 June 1993	August 1993
21	Report on the Auditor-General's Reports 1990/91 and 1991/92	June 1994



## APPENDIX 5

## MEMBERSHIP OF THE PUBLIC ACCOUNTS COMMITTEE

MEMBER	PERIOD	STATUS
Bailey, Mr J D	4 Dec 1990 - 17 May 1994	Member
	27 Jun 1994 - *	Member
Braham, Mrs L M	27 Jun 1994 - *	Member
Dondas, Mr N M	23 Aug 1988 - 10 Oct 1989	Member
Collins, Mr R L	20 Aug 1986 - 16 Feb 1987	Member
Ede, Mr B R	28 Apr 1987 - 23 Aug 1988	Member
	23 Aug 1988 - 5 Oct 1990	Member
	27 Jun 1994 - *	Member
Harris, Mr T	7 May 1987 - 17 May 1988	Member
Leo, Mr D M	18 Jun 1986 - 16 Feb 1987	Member
	28 Apr 1987 - 23 Aug 1988	Member
	23 Aug 1988 - 5 Oct 1990	Member
McCarthy, Mr T R	28 Apr 1987 - 7 May 1987	Member
	24 Aug 1993 - 17 May 1994	Member
Palmer, Mr M J	18 Jun 1986 - 16 Feb 1987	Member
	28 Apr 1987 - 30 April 1987	Member
	30 April 1987 - 23 August 1988	Chairman
	23 Aug 1988 - 5 Oct 1990	Chairman
	4 Dec 1990 - 17 May 1994	Chairman
	27 June 1994 - *	Chairman
Parish, Mr K A	25 Feb 1992 - 17 May 1994	Member



Public Accounts Committee

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<b>MEMBER</b>	<b>PERIOD</b>	<b>STATUS</b>
Perron, Mr M B	18 Jun 1986 - 16 Feb 1987	Chairman
Poole, Mr E H	28 Apr 1987 - 17 May 1988 10 Oct 1989 - 5 Oct 1990 4 Dec 1990 - 4 Mar 1993	Member Member Member
Reed, Mr M A	17 May 1988 - 16 Aug 1988	Member
Setter, Mr R A	17 May 1988 - 23 Aug 1988 23 Aug 1988 - 5 Oct 1990 4 Dec 1990 - 17 May 1994 27 June 1994 - *	Member Member Member Member
Smith, Mr T E	18 Jun 1986 - 20 Aug 1986	Member
Stirling, Mr S J	4 Dec 1990 - 25 Feb 1992	Member
Tuxworth, Mr I L	18 Jun 1986 - 16 Feb 1987	Member
Vale, Mr R W S	4 Mar 1993 - 24 Aug 1993	Member

**NOTES:**

The Public Accounts Committee was established by provisional Standing Order 21A to operate on a trial basis as a Sessional Order on 18 June 1986.

Pursuant to a resolution of the Assembly on 23 August 1988, the status of the Public Accounts changed from a Provisional Standing Committee to a Standing Committee.

\* Current Membership





Chairman  
M. J. Martin 89 7911  
Secretary  
C. Hudson 89 6050

**PUBLIC SECTOR ACCOUNTING GROUP INC.**

G.P.O. Box 3381 DARWIN N.T. 0801

**APPENDIX 6**

**NORTHERN TERRITORY PUBLIC SECTOR  
ANNUAL REPORT AWARDS**

**ADJUDICATORS' REPORT - APRIL 1994**

INDEX

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## EXECUTIVE HIGHLIGHTS

- The Awards continue to receive substantial recognition and support and are proudly sponsored by:
  - Northern Territory Offices of Pannell Kerr Forster;
  - Northern Territory Division of the Royal Institute of Public Administration Australia; and
  - Northern Territory Public Accounts Committee.
- The Awards have been judged according to the evaluation criteria at Appendix 1, with emphasis continuing to be placed on substance over form.
- A total of 28 entries were received, of which 4 were new nominations.

The entries were in the following categories

	1994	1993	1992	1991	1990
Departments	16	16	14	8	9
Corporations	6	9	10	13	10
Local Government	2	2	0	0	0
Other Public Entities	4	7	6	1	3
<b>TOTAL</b>	<b>28</b>	<b>34</b>	<b>30</b>	<b>22</b>	<b>22</b>

- The standard of reports submitted continues to improve. Accordingly, this year's decision of the overall winner was extremely difficult given the high quality reports honoured with an Award of Excellence. Each Excellence report is a winner in it's own right. Their differing styles and approaches to reporting provided interesting reading and contributed to the Panel's dilemma.
- The improvement in the standard of reporting by Departments has been substantial and resulted in one quarter of entrant Departments being nominated for the Special Award of "Most Improved".
- It is notable that most reports adequately addressed the reporting of corporate objectives. The reporting of achievements/outcomes against those objectives is also now adequately addressed by many organisations.

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- The illustration of an organisation's performance with performance indicator targets, outcomes and trends has also been addressed by more organisations. However, this criteria remains an area for improvement by many organisations.
- The number of awards issued this year has declined on past years. This principally reflects the revised criteria for determining recipients of each award category. However, whilst the criteria for Awards of Excellence or Merit are now more stringent, the number of organisations honoured by these awards have increased.
- Awards issued are

	1994	1993	1992	1991	1990
Award of Excellence	4	3	3	2	2
• Departments	2	1	1	2	2
• Corporations	2	2	2	0	0
• Local Government	0	0	0	0	0
• Other	0	0	0	0	0
Award of Merit	4	3	3	2	3
• Departments	3	2	2	0	1
• Corporations	1	1	1	2	2
• Local Government	0	0	0	0	0
• Other	0	0	0	0	0
Award of Commendation	5	9	11	4	4
• Departments	3	7	4	2	2
• Corporations	0	2	4	1	1
• Local Government	1	0	0	0	0
• Other	1	0	3	1	1
<b>TOTAL AWARDS</b>	<b>13</b>	<b>15</b>	<b>17</b>	<b>8</b>	<b>9</b>

-----  
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## OBJECTIVES OF THE AWARDS

### OUR MISSION

The Awards strive to assist with the effectiveness of management of Northern Territory Public Sector entities.

### OBJECTIVE

More specifically, the Awards were established with the objective: to promote, and encourage the quality of information in public sector reporting.

### STRATEGIES

The above objective is accomplished through:

- . the provision of a guideline (in the form of the evaluation criteria) to Public Sector entity managers:-
  - . on the likely requirements of clients and users, for reports on the efficiency and effectiveness of service delivery, and
  - . on how best to account to the taxpaying public on how effectively funds were managed in the delivery of the services of the entity;
- . confidential commentaries provided to each entrant organisation on the strengths and weaknesses of their reports;
- . the publishing of an Adjudicators' Report which summarises the quality of reporting and identifies areas for further improvement; and
- . public recognition of excellence in public sector reporting through the presentation of Awards.

### ACCOMPLISHMENTS AGAINST THE OBJECTIVE

The Award Scheme's success in promoting and encouraging quality public sector reporting is evident from the high quality reports now being presented by many organisations and the growing awareness of this Scheme.

The number of organisations that now enter is substantially greater than those entering at the inauguration of the Awards. It is believed that this indicates:

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- . greater acceptance of the need for quality reporting within the public sector; and
- . utilisation by many organisations of the Awards process, incorporating independent analysis, to improve reporting standards.

#### HOW IS THE MISSION ACHIEVED?

*The Awards process contributes significantly to the efficiency of Public Sector entities, by promoting the identification and reporting of Public Sector entity goals, objectives and performance.*

The reporting of this information results in Public Sector managers more sharply focused and oriented towards the efficient and effective achievement of their objectives.

By defining an entity's objectives in quantifiable or measurable components, and communicating those targets and expected outcomes to its employees, clients and other interested persons, each Public Sector entity can be more effectively motivated to work towards those targets.

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## RESULTS OF THE 1994 AWARDS

OVERALL WINNER: Work Health Authority

	AWARD OF EXCELLENCE	AWARD OF MERIT	AWARD OF COMMENDATION
PUBLIC SECTOR CORPORATIONS	NT Tourist Commission Work Health Authority	Power & Water Authority	
DEPARTMENTS	Department of Mines & Energy Office of the Auditor-General	Department of Correctional Services Department of Health & Community Services Department of Transport & Works	Department of Lands, Housing & Local Government Department of the Chief Minister NT Police Fire, & Emergency Services
OTHER ENTITIES			Road Safety Council
LOCAL GOVERNMENT			Jabiru Town Council

-----  
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-



SPECIAL AWARDS

(n.b. Nominees are those organisations nominated for the Award by members of the Adjudication Panel. The winner is the nominated organisation selected by majority vote.)

Best Reporting of Performance

Nominees: Department of Correctional Services  
 Department of Health and Community Services  
 Department of Mines and Energy  
 Jabiru Town Council  
 Northern Territory Police, Fire and Emergency Services  
 Northern Territory Tourist Commission  
 Office of the Auditor-General  
 Power and Water Authority

Winner: Northern Territory Police, Fire and Emergency Services

Best Communication of Corporate Objectives

Nominees: Department of Correctional Services  
 Department of Lands, Housing and Local Government  
 Department of Mines and Energy  
 Department of Primary Industry and Fisheries  
 Jabiru Town Council  
 Northern Territory Police Fire and Emergency Services  
 Northern Territory Tourist Commission  
 Work Health Authority

Winner: Northern Territory Tourist Commission

Best Reporting of People

Nominees: Department of Mines and Energy  
 Northern Territory Treasury  
 Office of the Ombudsman  
 Power and Water Authority  
 Work Health Authority

Winner: Northern Territory Treasury

-----  
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Best Financial Informationa) Departments

Nominees: Department of Mines and Energy  
 Department of Transport and Works  
 Office of the Auditor-General

Winner: Office of the Auditor-General

b) Public Sector Corporations/Other

Nominees: Power and Water Authority  
 Work Health Authority

Winner: Power and Water Authority

c) Local Government

Nominees: None

The Most Readable Report

Nominees: Darwin Port Authority  
 Department of Health and Community Services  
 Department of Mines and Energy  
 Department of Transport and Works  
 Northern Territory Tourist Commission  
 Northern Territory Treasury  
 Work Health Authority

Winner: Work Health Authority

The Most Improved Report

Nominees: Department of Correctional Services  
 Department of the Legislative Assembly  
 Department of Primary Industry and Fisheries  
 Northern Territory Police, Fire and Emergency Services  
 Jabiru Town Council

Winner: Jabiru Town Council

-----  
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## OVERALL OBSERVATIONS OF THE PANEL

The evaluation criteria at Appendix 1 to this report detail the type of content expected in a quality annual report. In the review of the annual reports submitted, the Panel made the following general observations where further improvement is required to satisfactorily address the criteria.

- . Reporting of performance indicators is still not adequately addressed by many organisations. Performance indicators assist in illustrating how well an organisation has performed in terms of efficiency and effectiveness. For some guidance of good performance indicator usage refer to the reports of the Northern Territory Tourist Commission and Northern Territory Police, Fire and Emergency Services.
- . Some organisations have addressed the new criteria requiring a layman's interpretation of all financial information. However, many have not. Some good examples of a layman's interpretation is provided in the reports of the NT Tourist Commission (page 46) and the Department of Correctional Services (page 75).
- . Whilst many organisations report financial results against budget, very few provide an analysis and explanation for any variances.
- . The financial statements provided by many Departments do not comply with the statutory requirements of the Treasurer's Direction 24. For an example of a set of good Departmental financial statements refer to the Department of Mines & Energy.
- . Again many organisations still need to provide profile information on key management and Board member personnel. Reports which address this well are those of the Northern Territory Treasury and the Northern Territory Tourist Commission.
- . The future directions of an organisation are not included in many reports. Future directions have been well reported by the Office of the Commissioner for Public Employment.
- . More organisations have this year provided a definition of the goal of the annual report and its target audience. However, this was absent in a number of reports. The definition provided by the Department of Lands, Housing and Local Government at page 4 is a good example.

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- . Details of reviews, consultancies and internal audits conducted during a year continue to be either difficult to identify or not reported. This was particularly well done this year by the Northern Territory Treasury at pages 76, and pages 99 to 107.

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-



**ANNUAL REPORTS ENTERED**DEPARTMENT

Department of Correctional Services  
 Department of Education  
 Department of Health and Community Services  
 Department of Industries and Development  
 Department of Lands, Housing and Local Government  
 Department of Mines and Energy  
 Department of Primary Industry and Fisheries  
 Department of the Chief Minister  
 Department of the Legislative Assembly  
 Department of Transport and Works  
 Northern Territory Police, Fire and Emergency Services  
 Northern Territory Treasury  
 Office of Sport, Recreation and Ethnic Affairs  
 Office of the Auditor-General  
 Office of the Commissioner for Public Employment  
 Office of the Ombudsman

CORPORATION

Aboriginal Areas Protection Authority  
 Darwin Port Authority  
 Northern Territory Housing Commission  
 Northern Territory Tourist Commission  
 Power and Water Authority  
 Work Health Authority

OTHER

Menzies School of Health Research  
 Northern Territory Government and Public Authorities  
     Superannuation Scheme  
 Road Safety Council  
 Territory Insurance Office

LOCAL GOVERNMENT

Jabiru Town Council  
 Katherine Town Council

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## AWARD CATEGORIES

Awards are made in three main categories. This year due to the increasing improvement in the reports being submitted and the need to encourage further improvement, the criteria for earning an award was substantially reviewed. The revised criteria places greater emphasis on the need to adequately satisfy the key evaluation criteria and was forecast in the Adjudicator's Report accompanying the 1993 Awards. The three award categories are:

- Excellence - satisfies each part of the Evaluation Criteria in an exemplary manner;
- Merit - satisfies the key evaluation criteria (ie Objectives, Performance and Financial) in an exemplary manner and adequately addresses most of the remaining criteria; and
- Commendation - contains features worthy of recognition, particularly with regard to the key criteria, although not satisfying all of the evaluation Criteria.

### SPECIAL AWARDS

In addition, Special Awards are made for some of the most important features of Annual Reports. Of note this year is the inclusion of a new award for the most improved report on last years' entries.

This year, Special Awards have been made for:

- Best Reporting of Performance;
- Best Communication of Corporate Objectives;
- Best Reporting of People;
- Best Financial Information, (with separate awards for the different divisions according to the type of financial reporting required);
- The Most Readable Report; and
- The Most Improved Report.

-----  
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## EVALUATION CRITERIA

Appendix 1

### PART 1 GENERAL SECTION

1. Compliance with Government legislative requirements and/or guidelines.

#### Overview, Basis of Authority and Objectives

2. Statement of the organisation's charter detailing any enabling legislation and the nature of the organisation (eg Department, Authority etc) with brief details of the organisation's profile and history.
3. Statement of the organisation's corporate mission.
4. Objectives and strategies for achieving the mission.
5. Objectives of the annual report and the identity of the target audience.
6. Chief Executive's report or summary.
7. Brief 'highlights' section (point form) emphasising achievements, major policy changes, key financial and non-financial data, major new projects planned or undertaken etc.

#### Organisation & People

8. Description of operating or administrative structure and organisation chart and where relevant, comparatives of staffing levels to goals.
9. Names of board, committee members and key personnel, together with their areas of responsibility. Brief list of the qualifications, experience, method and terms of appointment of each board or committee member.
10. The organisation's people, clients and other people of importance during the period.
11. Training and staff development objectives and achievements.
12. Reviews, consultancies and internal audits conducted to monitor and improve organisational efficiency.
13. Industrial matters including, where appropriate:
  - . equal employment;
  - . occupational health and safety; and
  - . industrial relations.
14. Location of office(s) and operations including telephone and facsimile numbers, and hours of service.

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## Performance

15. Review of the organisation's operations and activities indicating the extent of achievements against objectives, in terms of efficiency and effectiveness (with appropriate use of quantitative measures). To assist in appreciating the operations and activities of the organisation, the review may include:
  - . description of changes in legislation, policies and in the organisation's environment;
  - . community awareness and promotional activities - describing any steps to promote awareness amongst the general public and any groups specifically affected by the organisation's activities; and
  - . customer satisfaction analyses, as appropriate.
16. Performance of the organisation illustrated through the provision of relevant financial and non-financial performance indicators or targets together with actual outcomes including, where appropriate:
  - . explanatory notes to aid understanding of performance measures, indicators and other strategies; and
  - . description or explanation of how efficiency and effectiveness was achieved.
17. Trends analysis of performance indicated by the provision of statistical summaries of key performance indicators over at least the last five years.

## The Future

18. An indication of the expected future for the organisation. This could include plans, strategies and targets and be reported either separately or in conjunction with other matters (in a readily identifiable manner).

## PART 2 FINANCIAL SECTION

### Certification of Financial Statements

1. Dated Certificate from Board/Committee/Council, Chief Executive Officer or Accountable Officer.
2. Auditor's report (\*).

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  - . Northern Territory Public Accounts Committee.
-



3. Narrative interpretation of financial statement information to explain key and/or significant financial data in a manner which can be easily understood by members of the public.

#### Financial Statements

4. Operating Statement (Income and Expenditure Statement) or Statement of Receipts and Payments.
5. Statement of Financial Position (Balance Sheet) (\*) or Statement of Assets and Liabilities.
6. Statement of Cash Flows (\*).
7. Adequate explanatory notes accompanying the financial statements including a statement of significant financial and accounting policies and, in the case of government departments, information on significant assets controlled.
8. Accounts by activity, function or program.
9. Comparison of budgeted and actual results.
10. Compliance with statutory financial reporting provisions.

(\*) Denotes not applicable to government departments.

### PART 3 FORMAT/PRESENTATION AND COMMUNICATION SECTION

#### Presentation

1. Design of report, including appropriate use of visual elements - print style, graphs, charts etc.

#### Communication

2. Readability, considering such aspects as; language, (including use of technical jargon), structure, layman's interpretations of specialised matters (eg. financial statements), document size, appearance and print size.

#### Format

3. Logical order with essential elements such as table of contents, numbered pages etc.

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ADJUDICATION PANEL MEMBERS

Appendix 2

ORGANISATION

REPRESENTATIVE

Pannell Kerr Forster  
(Sponsor)

Mr Robert Hudson  
*Chairman of Panel*

Public Sector Accounting Group Inc

Ms Kathleen Robinson

Ms Katrina Neenan

Mr Iain Summers

Public Accounts Committee  
(Sponsor)

Mr Mick Palmer

Royal Institute of Public  
Administration Australia  
(Sponsor)

Mr Garry Pridham

Office of the Commissioner  
for Public Employment

Mr David Hawkes

Academia

Mr Guy Andrew  
(NT University - Faculty of  
Business)

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