

Chapter Three SUPPORT SERVICES

The audit operations are supported by two divisions that provide corporate, and finance and administrative services.

FINANCE AND ADMINISTRATION DIVISION

The Finance and Administration Division's activities are aimed at achieving targets set on specific time frames, by responsible officers, in measurable outcomes and required outputs.

The Division has the following responsibilities:

- Negotiating and securing adequate funding;
- Cultivating and maintaining good public relations;
- Maintaining an adequate supply of materials and stores to support operations;
- Properly administering and paying salaries and allowances;
- Managing and maintaining the Information Technology capability;
- Developing policies, guidelines and manuals for the efficient operations of the Office; and
- Ensuring value for money is received on the operations of office automated systems for effective management of financial, personnel, payroll and operational plan database.

In the period covered by this report, the Division started on the development of an on-line database for all policies and procedures, the development of financial management manual, and a review and update of administrative rules.

The major achievements in 2006 and 2007 included the installation of an accounting system with supporting polices and procedures, which improved the ability to track expenditure, provide an accurate and timely payroll function and the proper execution of financial transactions. Staff in the Division also improved the Office's IT capability by installing a restricted local area network and providing timely support to audit staff as required.

CORPORATE SERVICES DIVISION

The Corporate Services Division primary functions are to assist the AGO with the provision of in-house legal services, strategic planning, policy monitoring, international liaison, and staff training and development. The Division is headed by an Assistant Auditor-General who reports to the Deputy Auditor-General.

The Division is responsible for the following specific activities:

- Providing strategic management services relating to strategic planning and implementation of the Office's Corporate Plan;
- Provide corporate services including preparation of policy and technical submissions for endorsement by the Office of the Auditor-General's Strategic Policy and Management Committee
- Monitoring of implementation of policies and participating in systems development based on best audit practices suited to the Office.

In 2006, the Division's major achievements included the development and finalisation of the AGO's Corporate Plan for the period 2007-10, and the development of a recruitment strategy of employing graduates with a long term goal of training our own staff to become future senior managers. Four graduates were recruited in 2006.

In 2007, the Division's major achievements included the development of a system for monitoring progress of the action items in the Corporate Plan, the hosting of Tenth Congress of the South Pacific Association of Supreme Audit Institutions in Port Moresby and the development of a comprehensive training program for all staff on auditing and other skills. In continuation of the graduate recruitment program started in 2006, ten graduates were recruited and put through the Office's one year graduate training program.

A significant training opportunity arose in 2007, when the AGO developed, with the support of AusAID, a program with the Australian National Audit Office in Canberra that allowed AGO graduates to participate in the year long ANAO's graduate training program.

Australian Government Funding

The Office has been fortunate to secure technical assistance from Australia through the Enhanced Cooperation Program and Advisory Support Facility. In 2006, two advisors were attached to my Office and in 2007 two additional advisers were appointed. These advisers are presently helping in programs relating to strengthening of the Office in line with the Corporate Plan strategies.

In 2006, the AGO secured assistance from Stantons International to undertake an in-depth audit into the preparation of the accounts and the disclosures of the public accounts of PNG. Stanton International also helped introduce risk based and corporate governance audit approaches into the audit branches.

In 2007, in depth audit reviews were performed into the Central Supply and Tender Board Procurement and the Lands Department's land title management through the support of AusAID

The capacity building of the Office is being given top priority so that the Office is able to deliver quality audit services in line with its Corporate Plan. The use of advisors in this area is seen as the catalyst for improvement both in quality of human resources and the achievement of corporate goals.

The Office also recognises the support of AusAID and the Australian National Audit Office in 2007 in allowing two of our graduates to attend the ANAO's graduate training program.

Independent Audit Report on the Auditor-General's Office for the years ended 2006 and 2007

In accordance with the requirements of the Audit Act, the financial statements for the years 2006 and 2007 have been produced and furnished to Deloitte, the company appointed by the Governor General as the auditor of the Office.

Copies of the appropriation account and in more details, receipts and payments statements for the years ended 31 December 2006 and 31 December 2007 together with the audit opinion by the Auditor are attached.