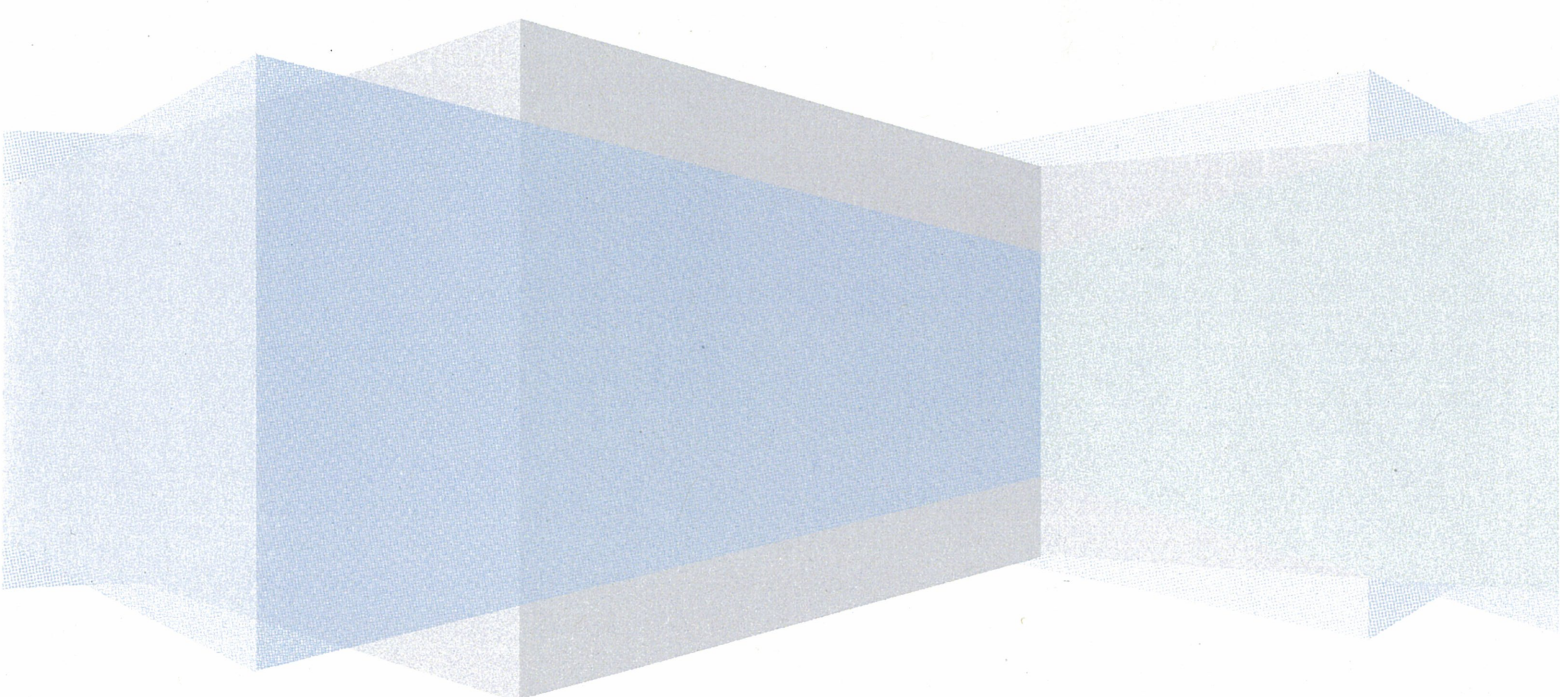




International Education Association Inc.

[www.isana.org.au](http://www.isana.org.au)

# Annual Report 2010





[www.isana.org.au](http://www.isana.org.au)

## EDUCATE - ADVOCATE

ISANA: International Education Association:

- Provides a means for the exchange of information and networking;
- Facilitates the professional development of members;
- Builds links with associated organisations both locally and overseas; and
- Liaises with government and other agencies on policy matters relating to international students in Australia and New Zealand.

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## **ISANA President's Report**

It is with great pleasure that I provide this report to members on the association's activities for the last 12 months. At the 2009 AGM a new team of national office bearers were elected, consisting of:

President – Danielle Hartridge  
Vice President – Melanie Duncan  
Vice President (Planning & Development) – Peter Spolc  
Vice President (Professional Development) – Desma Smith  
Treasurer – Joshua Beggs  
Communications Manager – Ben Hooper

The national office bearers, along with the branch representatives form the ISANA National Council who has responsibility for the management of the association.

Early in 2010 we decided to set some priorities. It is very easy to sit in a room and talk about all the wonderful activities we could become involved in, but we wanted to make sure that our targets were realistic and achievable and represented the most immediate needs of the association. We are a volunteer organisation and all national office bearers have full-time positions.

We decided that our priorities for 2010 would be to employ a new secretariat; review our internal governance procedures and financial reporting; the ISANA website hosting and maintenance agreement and the need to redevelop our website; communication with members; understanding who we are as an organisation and how we can support our members.

It is very tempting to try and be everything to everyone. ISANA's foundations are clearly in area of welfare and support for our international students. This is what we are known for and this is where we must establish ourselves as the peak representative body who understands and advocates for the importance for improving the support offered to international students and the work undertaken by our members.

### **SECRETARIAT**

ISANA signed a contract with Conference Design for the role of secretariat. Tracy Noble was appointed to this position and along with Ben Thiessen, Director of Conference Design they have worked very closely with the ISANA National Council to streamline our procedures. Their advice and support has been invaluable. A lot of credit to the increase in membership over the last 12 months has to be given to Conference Design. We look forward to continuing this productive relationship in 2011.

### **GOVERNANCE**

A Constitutional Working Party was established from expressions of interest sought from our membership. The working party is considering amendments required to our constitution to ensure we meet the requirements of the Incorporated Associations Act. Legal advice has been sought from a solicitor with expertise in this area and we are waiting for advice on the changes we are required to make. We are also considering governance models under which our association operates. As part of our constitutional requirements we are required to have a public officer who resides in the ACT. We are very grateful to Ann Bell who agreed to take on this role.

The bookkeeping function is now part of the secretariat role. All state branches have adopted the same chart of accounts to ensure consolidated reporting requirements and BAS lodgements. The Auditor's Report is included and indicates that ISANA is in a healthy financial position.



## **WEBSITE**

ISANA National Council established a Web Working Group. Their immediate responsibility was to address the web hosting and maintenance requirements for the ISANA website as the existing agreement was due to expire. Three quotes were received and the group decided to appoint InfoRED to provide web hosting and maintenance requirements in addition to the redevelopment of our website. We acknowledged that the website needed some major work to make it more user friendly for our members. Although we would have liked to have launched the new website at our conference, this will now take place early in the new year.

## **NATIONAL COUNCIL**

ISANA National council has held 1 face to face meeting and 5 teleconferences during the year. Our final face to face meeting will take place immediately following the conference where we will be setting our priorities for 2011. We always welcome feedback from members about what the association can do to support you.

## **GOVERNMENT MEETINGS**

In 2010, ISANA was represented at three government stakeholder forums: the Government Industry Stakeholder Consultation (GISC) in May; a DIAC Financial Modelling meeting in June; and a DIAC Review of Assessment Level meeting in September. ISANA also made a submission to the Senate Inquiry on the ESOS Legislation Amendment Bill of July 2010.

At the Government Industry Stakeholder Consultation meeting, there were presentations from both DIAC and DEEWR. Presentations from DIAC included an update on the student visa program; a statistical overview of the international education sector and an update on the General Skilled Migration program. Presentations from DEEWR included the ESOS Review; the International Student Strategy of Australia and the transition of functions from AEI to Austrade.

At the meeting in May, DIAC expressed their willingness to explore alternative financial models which would improve client service, support the student visa program and maintain immigration integrity. Alternative financial models for student visa applicants to demonstrate their financial capacity - particularly for Assessment Level 3 & 4 countries - were discussed and debated with the overriding view to arrive at a financial model that would ensure that funds are genuine, available and accessible to students when they arrive to study in Australia.

ISANA were invited by DIAC to comment on imminent proposed changes to country Assessment Levels at a meeting in September. The proposed changes were presented in the course of the meeting with an hour timeframe for comment. As the peak body on international student welfare, our feedback reinforced the importance of bonafide students as part of the student visa program and the importance of the assessment level criteria to determine student capabilities to study successfully in Australia.

A submission was made by Council on behalf of ISANA to the Senate Inquiry on the ESOS Legislation Amendment Bill of July 2010. With the election announced after the senate inquiry, this bill was deferred and then re-opened. ISANA maintained its original submission for the updated November round of submissions.

## PROJECTS

As reported in the 2009 Annual Report, ISANA had commenced work on two projects funded by the Australian Government Department of Education, Employment and Workplace Relations (DEEWR) - *The Good Practice in Enhancing International Student Experience Beyond the Classroom*. The second project was for the production of *the Education Agents Manual, Parents Guide and the Postgraduate, Research and Students with Families Guide*.

I am pleased to advise that these projects have now been completed and the manual and guides will be made available on the ISANA website along with other resources such as the Rainbow Guide and ESOS Tutorial. We are waiting for final sign off of the good practice guidelines and will notify members when this is available.

ISANA did not enter into any new agreements in 2010.

ISANA worked closely with Victoria Police and the Australian Network to launch Think Before: a student safety initiative to improve safety awareness among international students using video animation and social media. Think Before was conceived to complement traditional forms of communication that warn students to be aware of their surroundings via digital tools and services in forums and on formats they use everyday i.e. social media, video sites and SMS - to promote engagement.

The campaign was launched via a national teleconference that continues to receive considerable media coverage. International students have responded positively and this approach of communicating other duty of care issues is now being considered. ISANA will continue to play an active role in this exciting new development that will see a more coordinated and effective approach to the delivery of important information to international students.

We look forward to building on the work we have done in 2010 and extending the services we offer to our members in 2011.

Danielle Hartridge  
National President

## VICTORIA

In 2010, we marked a record-breaking 12<sup>th</sup> ISANA Victoria Branch Annual “Professional Development and Networking Day”, and well over a decade of advancing the interests of improved services and support for the overall experience of international students studying in Victoria.

As a voluntary membership organisation, the assets and intrinsic value of the ISANA Victoria Branch, per se, continue to be the hardworking volunteers, who tirelessly give up their time, to attend meetings, deliver presentations, write newsletter articles, make submissions to enquiries and co-ordinate the organisation of our regular meetings and Professional Development events.

### ISANA Victoria Branch Committee 2010

Branch President	Joshua Beggs
Vice President & Annual PD Day Convenor	Mary Pozzobon
Secretary	Stephen Henderson
Deputy Secretary	Leanne Fairbrother
Treasurer	Danielle Hartridge
Deputy Treasurer	Jeremy Lemish
Professional Development Co-ordinator	Wendy Blastock
VET Sector Co-ordinator	Denis Sheehan
School Sector Co-ordinator	Jason Bain
E-news/Communications Co-ordinator	Terri Faber
Branch Rep to National Council	Wendy Blastock

Thanks to such volunteers, we have enjoyed a diverse and large number of branch activities this year. These activities have enabled the Victorian Branch of ISANA to provide membership with relevant up-to-date information and professional development in many key areas.

Wendy Blastock and the team have organised some wonderful ISANA Victoria Branch Professional Development sessions this year, which included:

### March 2010: “International Student Accommodation”

*A forum to examine the issues and support services for international student tenants in the many varied types of housing within Victoria.*

### Presentations by:

- Molly Bonnefin – Convenor of the ISANA Pre-tertiary and Accommodation Special Interest Group and Manager of Homestay Accommodation Services
- Dr Katie Richardson - Director of International Education Consultants Australia Pty Ltd. (*Has undertaken research into homestay and international student welfare*)
- Keith Sykes - Residential Accommodation, Consumer Affairs Victoria
- Toby Archer - Policy and Liaison Worker, Tenants Union of Victoria

**April 2010** – We trialled interest for attendance in the Victorian regional city of Geelong for: **“Good practices in international student support at regional**

**campuses – what we can learn from them?”**

The above event was unfortunately cancelled due to lack of registrations, but we'll continue to keep trying to meet regional Victorian needs as we can.

**June 2010 - “International Student Health and Wellbeing”**

*International students face many challenges: adapting to a new culture, maintaining a healthy lifestyle whilst studying, making friends, relationships, mental health, financial pressures, and so on. The session addressed some of these issues and highlighted what is being done by Government and community groups to support the wellbeing of our international students.*

**Presentations by:**

- Therese Barwick - Program Manager (“Culture Card”), Committee for Melbourne
- George Lekakis - Chairperson, Victorian Multicultural Commission
- Elias Tsigaras - Manager, International Student Care Service (Victoria)
- Kate Little - Community Educator. (“Multicultural Gamblers Health Program”)
- Winifred Cunningham - Director, The Psychologists Richmond. (“Looking after the Mental Health of international Students”)

**Nov 2010 - “Using new technologies to engage with International Students”**

**Speaker:** **Dr Shanton Chang** - Senior Lecturer at the Department of Information Systems, The University of Melbourne.

*Followed by our 2010 ISANA Vic Branch member break-up drinks!*

**Sept 2010 –  
12<sup>th</sup> Annual ISANA Victoria Branch:**

**“Professional Development and Networking Day”**

**“Striving for Student Support Excellence: Going beyond the call of duty”**

The day sought to explore the multitude of factors challenging the Australian international education sector - which have changed the environment to which international students come to study and contribute to the Victorian community. We examined the ongoing pathway to improving the quality of student support within institutions, by government, student organisations and Victorian community groups.

To achieve excellence one must go beyond what is regulated. The day involved many stakeholders and explored examples of how various groups have endeavoured to improve the support available to students. We closed with an opportunity to review and participate, in discussions relating to student support issues.

**Keynote Guest Speakers on the day included:**

- Ms Ewa Kuriata - Director International Education, DIIRD.  
*Thinking Globally – Victoria Action Plan for International Education*
- Danielle Hartridge - ISANA National President  
*ISANA – Practical solutions for student support excellence*
- Gary Bourton, Manager – International Education, VRQA  
*Recent Developments in Quality Assurance of International Education*
- Kanwal Josan, Director – Visa Services, DIAC



*What is happening with our students in Victoria?*

- Caroline Kaur - Trinity College

*What is Health & Wellbeing – The international student perspective*

***Very special thanks go to ISANA Vic Branch Committee members Mary Pozzobon (VIC PD Day Convenor), Wendy Blastock and Terri Faber for their immense work in making the 12<sup>th</sup> Annual ISANA Vic Professional Development and Networking Day possible.***

As well as specific professional development opportunities each Branch meeting is also an opportunity for the membership to receive reports from various forums attended by members. Some of these forums have included DIAC reference groups, international

education seminars, and professional development workshops and seminars in Melbourne and interstate. During the year there has been ISANA representation in numerous workshops, seminars and reference groups and reporting back at Branch meetings concerning these meetings.

I want to thank all members who have contributed so generously of their time and energy during 2010. In particular, I want to thank our wonderful ISANA Vic Branch committee members for their outstanding commitment. Through the voluntary contributions of these people, we have been able to keep our membership well-informed, developing professionally, in order to have a professionally fulfilling international student support year.

Joshua Beggs  
Victoria Branch President

## WESTERN AUSTRALIA

The WA branch of ISANA annually convenes a one day conference in conjunction with the local branch of ANZSSA - Australian New Zealand Student Services Association.

The 9th Duty of Care ISANA/ANZSSA conference was held on Friday September 17 2010 at the Burswood Convention Centre, Burswood.

The theme for this year's conference was "Keeping the Balance".

Our opening keynote speaker Dr Stuart Middleton, Director, External Relations, Manukau Institute of Technology, gave a very insightful and entertaining address. In looking at "Dutiful Care or Careful Duty: Looking Ahead or Harking Back, Stuart outlined the issues that characterise education systems in the English speaking world and the challenges they pose educators.

Parallel sessions followed and included the topics:

- ***Burqa, Jihad and Halal meat – The life of a Muslim Student?***

Presenter: Yhayha Ibrahim, Islamic Chaplain

- ***Addressing Student Mental Health Issues at University***

Presenter: Nicci Lambert and Leeanne Purdom, Counsellors, Curtin University

- ***Indigenous Students: Aspiration, Access, Participation and Persistence***

Gerry Moran, Centre Aboriginal Studies, Curtin University

- ***Indian Students: Bollywood or Bust***

Presenter: Mr Suresh Rajan, Executive Officer, Ethnic Communities Council of WA

- ***Medical Issues and the "Global Student"***

Dr Fiona Coombes, Head, Health Service, Curtin University

- ***Academic Strategies for Supporting and Retaining "At Risk" Students: A Case Study***

Mr Colin J Beasley, Snr Lecturer in ESL, Student Learning Centre, Murdoch University

Our afternoon keynote speaker was Dr Adrienne Kinnear, Honorary Associate Professor, Edith Cowan University. Dr Kinnear provided a different perspective on student retention examining why students stayed with their studies as opposed to why many students withdraw.

We ended the day with "***The Great Debate***".

Two teams lead by our keynote speakers explored the topic "Everyone Needs a degree". This proved to be fabulously entertaining. Humour is such a wonderful way engaging an audience in taking a light hearted look at our profession.

180 delegates enjoyed a stimulating professional development day and the opportunity to network with fellow student services colleagues from across the tertiary education sector. Conference feedback was overwhelmingly positive which was gratifying to the organising committee who annually volunteer their time (and enthusiasm) to make this such a successful event.

Sue Elliott  
West Australian Conference Committee

## QUEENSLAND

The Queensland committee decided to concentrate on coordinating regular PD sessions on a variety of topics covering the wide interests of members and also to encourage attendance by non-members with the view to their joining ISANA. Most sessions attracted equal numbers of members and non-members.

### **Safety Issues for International Students - Wednesday 24<sup>th</sup> March**

We started the year with the very topical issue of safety for international students. Speakers from QLD Police Service Cultural Liaison Unit and Crime Prevention Unit discussed the current issues of safety for students in Queensland. The second speaker was Retired Detective Chief Superintendent Chris Gould from the UK Charity Childsafe, who spoke about safeguarding and prevention of abuse of young people away from home (including educational, cultural and language trips abroad). Approx 60 participants attended. The session was video taped.

### **Queensland Rooming Accommodation Legislation - Thursday 22<sup>nd</sup> April**

The seminar concentrated on changes to the Queensland Rooming Accommodation Legislation and was presented by Ms Selina Toohey, from the Tenants' Union of Queensland. Some of the issues covered included: who is covered by the legislation; key stakeholders involved in rooming accommodation; basics of the Residential Services Accreditation Act. Selina also focused on areas of this Act that cover rights for residents; the Residential Tenancies and Rooming Accommodation Act rights & responsibilities for rooming residents and rooming accommodation agreements; during, ending, bonds and disputes processes in the

Act; tips on advocating for residents and creative community development processes. Approx 30 participants attended. This session was also recorded.

### **Update on DIAC Changes affecting International Students - Thursday 27<sup>th</sup> May**

With the release of the Skilled Occupation List the previous week, this seminar aimed to help answer some of the questions members had about the changes to Graduate Skills Migration.. While there is more information to come, it was timely to have an update of the changes and how this may affect students wanting to stay on in Australia. The Presenter was Helen Duncan who is an experienced Migration Consultant and currently Director of AVISA Migration Solutions Pty Ltd. She is based in Brisbane and has worked in the immigration field since 1987 including working for the Department of Immigration in Canberra, Chile and the USA. With a strong training background she is currently teaching in the Graduate Certificate of Migration Law at ANU. Approximately 45 participants attended the session.

### **An Insight into Japanese Students and Mental Health Issues - Friday 25<sup>th</sup> June**

The seminar presented an insight into the main issues faced by students from Japan, including how mental health is perceived, identified and managed. Some tips were also given on how best to work with students from Japan, particularly in relation to mental illness. The presenter was Naomi Kikkawa who was born in Australia to Japanese parents. She has a background in social work as well as a keen interest in the multicultural sector and has been working in multicultural mental health since 2005. She is currently in the role of Multicultural Mental Health Coordinator for Child and Youth Mental Health Service,

Children's Health Services. Approximately 40 participants attended.

To plan for the second half of the year a general meeting of members was held in August with a PD session on Sexual Health planned for 13th October.

ISANA Qld is also planning a Professional Development Day in North Queensland in November in collaboration with QETI.

Other achievements this year include a growth in memberships and the publishing of three

State ISANA Newsletters and regular email communication with members. The committee consisting of Shereen Ghobrial (UQ) Vice-President, Liz Wright (Griffith University) Secretary, Nelson Ng (QUT) Treasurer and Lio Lay (QUT) Communications Officer are still very enthusiastic and buoyed by the interest of members, including long term members, who have contributed positively to the planning in 2010.

Graeme Baguley  
QLD Branch President



## NEW ZEALAND

Our conference this year was held in Wellington with a PD day before the conference which was very well attended by members across all sections of the International Education Community. This year's theme for conference was "Communicating across Cultures" which was extremely popular and led to some very informative sessions and lots of discussions. It was once again our pleasure to have Dr Shanton Chang as our plenary and main speaker. His opening address on the "Online behaviour of Young People" had us all thinking and wondering where to from here – Gen Z or M??? This year we also looked at the issue of New Zealand student forming friendships with the International Students and what their expectations were (the other side of the coin). The Government Ministers and Government Department speakers were also on hand to give us the latest information from their areas. Some very thought provoking ideas for everyone. Our dinner and presentations, held in the old Museum Building with the wonderful old tiles and music supplied by students from the Creative Arts School, was another highlight. Presentations were made to the winners of the ISANA NZ Award and recipient of our scholarships for 2010.

We continue to foster a close working relationship with several Government Departments and with this in mind we have had meetings again this year with the Minister of Education Anne Tolley and Education New Zealand. These meetings have all as always been very worthwhile and very constructive and we look forward to continuing these each year.

The communications/secretariat continues to work very well, with so much more regular information (both from within New Zealand and overseas) getting out to all members. Grateful thanks for an exceptionally well done job to Claire Hastings, and we will continue to work on improving and developing this again next year.

Membership has been steady again but we are continuing to promote ISANA at every opportunity and word of mouth about the organisation is really starting to have a very good effect on the increase in membership, with enquiries about how to access information and asking for assistance particularly in such areas as critical incidents being the norm rather than the exception now.

PD also continues to be of great importance to this committee and we take every opportunity to run workshops again New Zealand when able.

The Executive Committee was once again confirmed for another year and the dedication and commitment from this team is enormous and tremendous – ISANA NZ is such good hands.

My thanks to this wonderful committee who work tirelessly to promote ISANA and the support they give to me is very much appreciated as always.

Sylvia Hooker  
New Zealand Branch President

## SANiTy

2010 has been a busy year for SANiTy – the SA and NT branch of ISANA.

This year ISANA has welcomed new members from:

Department of Further Education, Employment,  
Science and Technology  
Office of The Training Advocate  
International Australian Academy  
Le Cordon Bleu Australia  
Loreto College  
Pulteney Grammar School  
Woodcroft College  
TAFE SA International  
Annesley College  
ACPET  
Navitas  
ANZ Bank  
University of Adelaide  
Charles Darwin University

Our branch now has over 70 members.

Professional development remains an important area for ISANA and to date we ran three PD workshops:

- Pronouncing Asian Names – Anthony Siew
- Cultural Awareness – Mary Ann Seow and Nadia Lovett
- Peer Mentoring – Hedley Reberger

With Education Adelaide, ISANA supported a forum exploring the issues relating to the transition of international high school students to tertiary study. This was well attended by representatives from all sectors as well as students. Michael Jacobsen and I gave presentations along with A/Prof Betty Leask, Dean: Teaching and Learning, UniSA. It is hoped that discussions will lead to collaborations across sectors and better preparation of international high school students to further education in Adelaide.

ISANA with Education Adelaide and ACPET co-sponsored Managing Cultural Diversity in the Workplace facilitated by Robert Bean – this workshop was presented to management level staff. The workshop was well received and further workshops may be organized next year.

At the SA level, ISANA continued to represent the sector and membership at the DIAC Client Reference Group where ISANA contributed to discussions on student visa processing in Adelaide and the SAPOL Multicultural Advisory Group where our feedback has led to changes and improvements to corporate training packages. ISANA will also participate in the current consultative discussions conducted by the Community Engagement Board for the SA Strategic plan.

The recent State conference was held on Friday 17 September. The theme for this year's State Conference was "Enhancing the Student Experience". The theme was chosen because the overall student experience is an important indicator of retention, success and satisfaction. Student experience includes engagement and interaction with peers and the community. This year's presenters from Study Adelaide, Charles Sturt Local Council, Rotary SA, University Senior College, Adelaide University, Volunteers SA/NT and student ambassadors from Study Adelaide shared issues, challenges and strategies. With student commencement data indicating a softening in numbers, it is even more important than ever for providers to collaborate and share information on best practice to enhance the overall student experience.

We look forward to an interesting and busy year in 2011.

Mary Ann Seow  
SANiTy Branch President

## NEW SOUTH WALES

Firstly, I would like to thank ISANA for providing me with an opportunity to lead the NSW Branch since November 2009. I have thoroughly enjoyed my experience and am looking forward to a new year ahead in 2011.

As we have a relatively new committee in NSW, my goal in the first 12 months has been to establish new ISANA links and professional networks. Moreover, ISANA NSW has sought to engage with new education providers and subsequently increase its membership number. Currently our membership stands at 78, and my goal is to reach a membership of 90 by July 2011 and 100 by July 2012. Considering the growing number of members from the VET Sector, ELS and private providers, ISANA NSW is currently re-considering the planned PD sessions for 2011 to meet the needs of the ever-changing membership.

The ISANA NSW financial situation has remained relatively constant since 2009, with a current Account Balance of \$4191.35. Whilst I do not anticipate large financial growth in 2010, a more robust PD plan will hopefully result in sustained growth in 2011 and beyond. At the stage there are plans to offer PD workshops on Student Mentoring/Gen Y Engagement, e-student/external students, mental health first aid, engaging with older/mature aged students in 2011.

In what follows, is a chronological account of all ISANA NSW 2010 activities, workshops, initiatives and engagements to date.

### **March 2010 - ISANA NSW New Initiative**

To increase ISANA's profile and to engage more effectively with its members, ISANA NSW launched its own Facebook group. The site also facilitates resources, information and ideas to be exchanged between members.

The site is available to all NSW ISANA Members, currently there are 15 members signed up to the group.

### **April 23<sup>rd</sup> 2020 – ISANA NSW Community Engagement**

I was invited to attend the NSW DIAC - Client Reference Group and represent the interests of International students on behalf of NSW Education Providers.

### **April 30<sup>th</sup> 2010 - ISANA NSW PD Session**

Topic - Sexual Health and Diversity-Meeting the Needs of GLBTI Students. Successful session held at Macquarie University. The 15 attendees and speakers discussed the work ACON, Counselling of GLBTI Students, The ALLY Network and heard some stories/perspectives of current and former Macquarie University Students. This was a full day session, inclusive of a buffet style lunch. The session was held at Macquarie University. The cost of the session was \$70 for ISANA Members and \$100 for non-members.

### **July 2<sup>nd</sup> 2020 – ISANA NSW Community Engagement**

I was invited to attend the NSW ESOS Reference Group and represent the interests and role of ISANA. The reference group is made up representative of all NSW/ACT education providers, particularly concerned with compliance, legislation and ESOS.

### **July 16<sup>th</sup> 2020 – ISANA NSW Community Engagement**

I attended the second NSW DIAC Client Reference Group and raised questions relating to supporting international students and their Student Visa's.

### **August 2010 - ISANA NSW PD Session**

Topic - Student Safety. This event was planned, but was subsequently cancelled to the clash in timing with the *Think Before* - Student Safety Campaign launch.

#### **August 6<sup>th</sup> 2010 - ISANA Safety Initiative launched**

ISANA NSW committee members attended and supported the official launch of *Think Before* at the Telstra Media Centre in Sydney. The event was a great success, received very positive media coverage and was welcomed by Education Providers, students and various community stakeholders.

In the following weeks, I was invited by the ISANA National President, to promote the *Think Before* Campaign in and around Sydney. Hence, I liaised with ISANA National President to facilitate the *Think Before* character 'George's visit and attendance to various sporting events, Bondi surf clubs, education providers etc.

#### **October 12<sup>th</sup> 2010 - ISANA NSW Community Engagement**

I was invited to join the City Sydney Council's Steering Committee on supporting Gay, Lesbian, Bi-sexual, Transgender and Inter-sex (GLBTI) members from Culturally and Linguistically Diverse communities in Sydney. Currently the steering committee is working on a December event to raise awareness of

GLBTI issues and promote community engagement with people from CALD backgrounds. My specific involvement is to advocate for various international student needs, whilst also build some new ISANA contact and professional networks.

#### **Forthcoming**

#### **November 12<sup>th</sup> 2010 - ISANA NSW PD Session**

ISANA NSW will host a Professional Development session on 'Foundations of International Education. This will be a half day session, facilitated by Mr Peter Spolc. The event will be held at Sydney University and cost has been confirmed as \$50 for members and \$80 for non-members. Following the PD session will be the ISANA NSW AGM.

#### **November 30<sup>th</sup> - December 3<sup>rd</sup> - ISANA National Conference - Melbourne**

I will be attending the National Conference which will focus on the topic of 'Engaging with the Wider Community'. My employer Macquarie University is funding my attendance to the conference. Furthermore, ISANA NSW is currently finalising plans to reward one ISANA NSW member a complimentary registration (funded by ISANA NSW) to attend the National ISANA Conference.

Thank you.

Peter Komsta  
NSW Branch President



## SECRETARIAT REPORT

This year I have taken over the roll of Secretariat from Liz Wright who performed this roll up until March 2010.

The main functions of the Secretariat are:

- providing administrative support to the President, Vice Presidents, Treasurer and branch committee members.
- being the first point of contact via phone and email for members.
- to facilitate the signing of new members, including supporting the branches and contacting non-members who attended the national conference.
- liaising closely with the branch treasurers to gather and collate financial data for the BAS.
- maintaining the memberships database, the processing of which includes the actual data entry, banking cheques, cross checking Eftpos remittances plus the paperwork continues to be a large part of the Secretariat role.
- routine administrative procedures include liaising via email with new members, responding to enquiries, arranging printing, constructing the annual report, updating the website.

- this year the Secretariat's roll has expanded to take on the responsibility of book-keeping (MYOB), preparing and lodging the BAS for each quarter.

Membership is up in comparison to the same time in previous years:

November 2007	- 441
November 2008	- 374
November 2009	- 348
November 2010	- 485

I would like to thank all the people that I have been involved with within ISANA, they have made my job enjoyable and I am looking forward to meeting you all at the 2010 ISANA Conference.

Tracy Noble  
ISANA Secretariat

## WHAT WE DO

### ISANA MEMBERS IN AUSTRALIA AND NEW ZEALAND HOLD THE FOLLOWING POSITIONS:

Academic Administrator	Campus Manager	Director of NZ Programmes	Housing Advisor
Academic Dean	Case Manager	Director of Staff	Housing Officer
Academic Learning Advisor	Catholic Chaplain to Intl Students	Director of Students	HR Consultant
Academic Registrar	CEO	Director of Studies	Inbound Coordinator - Victoria Abroad
Academic Student Advisor	CEO & President	Director of Studies - ELICOS	Insurance & US Financial Aid Administrator
Academy Manager	Chief Executive Officer	Director of Studies/Program Manager	International & Exchange Students Program Asst.
Accommodation & Welfare Advisor	Christchurch Program Coordinator	Director Student Services	International & Migrant Student Support Officer
Accommodation Administrator	Client Services Coordinator	Director Student Welfare	International Accommodation Manager
Accommodation Assistant	Code Advisory Officer	Director, Education & Government Relations	International Accommodation & Welfare Officer
Accommodation Coordinator	Communications Officer	Director, International Student Programme	International Administration Team Leader
Accommodation Officer	Community Engagement Strategist	Director, Ivanhoe International	International Administrator/Homestay Coordinator
Accommodation Services Coordinator	Compliance Coordinator	Director, Policy & Research	International Admissions Manager
Acting HOD International	Compliance Officer	Director/CEO	International Admissions Officer
Acting Team Leader International Admissions	Compliance/Quality Assurance Team Leader	Discipline Executive Officer	International Business Development Officer
Admin Assist - Arrivals and Program Support	Consultant	EATC Manager	International Centre Manager
Administration	Consultant (Cross-cultural Issues)	Edu International Adviser	International Code of Compliance Officer
Administration Manager	Consultant: Intl Learning & Teaching Unit	Education Abroad Adviser	International Coordinator
Administration Officer	Contract Coordinator	Endeavour Awards - Senior Case Manager	International Director
Administrative Assistant	Co-Ordinator - International Student Experience	Enrolments Manager	International Director
Administrative Officer	Coordinator International Student Services	Enrolments Officer	International Education Export Officer
Administrator	Coordinator Student Welfare	ESL teacher	International Education Project Coordinator
Administrator of International Students	Coordinator, Intl Student Services Unit	ESOS Compliance Officer	International Health Services Manager
Admissions Coordinator	Coordinator, Intl Student Support Services	Executive Manager	International Homestay Coordinator
Admissions Manager	Coordinator, Research Relations	Executive Manager International Student Services	International Liaison Co-ordinator
Admissions Officer	Coordinator, Sponsored Students	Executive Officer	International Liaison Officer
Assistant CEO	Corporate Manager	General Manager	International Officer - Student Support
Assistant Dean (International Programs)	Counsellor	Global Leadership Program Officer	International Officer Support Services
Assistant Director, NZ Programmes	Dean of International Students	Global Mobility Officer	International Policy and Process Officer
Assistant Director, Strategic Engagement	Deputy Director	Graduate Program Co-ordinator	International Programs Manager
Assistant Manager	Deputy Head of College	Group Manager Risk Assessment	International Services Manager
Assistant Principal	Deputy Principal	Head of Administration	International Student & Youth Project Officer
Assistant to PD/Curriculum	Director	Head Of Department	International Student Adviser
Assistant, Academic Relations	Director - Intl Student Program	Head of Program (Administration)	International Student Adviser, Student SVCS
Associate Director	Director - Student Development	Head, International Admissions	International Student Advisor (Middle East)
Associate Director International Student Support	Director - Uni-Care	Head, International Student Services	International Student Advisor/Homestay Coordinator
Associate Director, Student Services	Director International Admissions	Head, Student Services	International Student Advisor/KASP Coordinator
AusAID Administrative Officer	Director Intl Students	HOD International Programs	International Student Affairs Officer
AusAID Liaison Officer	Director of Admissions & Marketing	HOD Library/Info Services/LOTE/EQI	International Student Coordinator
AusAID Liaison Officer Asst	Director of Enrolments	Homestay Accommodation Coordinator	International Student Counsellor
AusAID Student Advisor	Director of International Programs	Homestay Accommodation Officer	International Student Facilitator
Branch Manager	Director of International Students	Homestay Coordination	International Student Manager
Business Manager	Director of Marketing	Homestay Manager	International Student Officer

International Student Program Coordinator	Manager, Residential Life and Smart Stays	Residential Services Manager	Student Mobility Advisor
International Student Program Manager	Manager, Student International Services	Retention Equity Officer	Student Relations Manager
International Student Programs Support Officer	Manager, Student Learning	Scholarships Officer	Student Services
International Student Project Officer	Manager, Student Life	School Counsellor	Student Services Administration Assistant
International Student Registrar	Manager, Student Services	Secretariat	Student Services Coordinator
International Student Services Manager	Manager, Victoria Intl. Leadership Programme	Senior Advisor Education Abroad	Student Services Manager
International Student Support	Manager/Chinese Student Advisor	Senior Case Manager	Student Services Officer
International Student Support Advisor	Managing Director	Senior Counsellor	Student Support & Homestay Coordinator
International Student Support Coordinator	Middle East Student Adviser	Senior Education Manager	Student Support Advisor - International
International Student Support Officer	Migration Agent	Senior Enrolments Officer	Student Support and Engagement Coordinator
International Student Support Team Leader	National Client Services Manager	Senior International Student Adviser	Student Support Officer
International Student Welfare Adviser	National Coordinator ISM NZ	Senior Intl Student Adviser	Student Support Services / Counsellor
International students Program Head of School	NSW State Manager	Senior Intl Student Support Officer	Student Visa Coordinator
International Students Support Officer	NZAID Contract Manager	Senior Learning Adviser	Student Welfare & Administration Officer
International Study Abroad Officer	Operations Coordinator - Admissions	Senior Manager, International Admissions	Student Welfare Administrative Assistant
International Welfare Officer	Operations Manager	Senior Marketing and Recruitment Officer	Student Welfare Advisor
Intl Student Co-ordinator, Learning Support	Outbound Programs Adviosr	Senior Program Manager - (APS)	Student Welfare Counsellor
ISP Coordinator	Outbound Programs Co-ordinator	Senior Project Officer	Student/Industry Liaison
Learning Advisor	Outbound Programs Officer	Senior Project Officer, Quality Directorate	Study Abroad & Exchange Coordinator
Learning Centre Co-ordinator	Overseas Student Co-ordinator	Senior Student Services Coordinator	Study Abroad and Exchange Officer
Learning Support Teacher - International Students	PA To Director	Senior Tutor	Study Group Support Coordinator
Lecturer	Partner/Arabic Language Expert	Service Manager	Support Officer
Lecturer - Marketing and Business	PHD Candidate	Service Quality Manager	Support officer - advocate
Lecturer, Academic Support & Transition	Postgraduate Student	Social Worker	Support Officer Families
Lecturer/Consultant	Principal	Sponsored Student Project Officer	TCFS Student Welfare Administration Assist
Liaison Officer/Accommodation Co-ordinator	Principal Executive Officer	State Manager - QLD	Teacher
Management Student Consultant - International	Principal Lecturer	State Manager - SA	Teacher/Student Counsellor
Manager	Program Manager	State Manager OSHC NSW/ACT	Teaching & Learning Advisor
Manager - International Sponsored Students Unit	Program Officer, Student Mobility Program	Student	Teaching & Learning Coordinator
Manager - Professional Development Programs	Project Manager	Student & Community Support Manager	Team Leader - Accommodation & Welfare
Manager - Student Development	Project Officer	Student (PhD)	Team Leader - International Student Support
Manager International Office	QA Manager	Student Accommodation Coordinator	Team Leader Front of House
Manager International Sponsored Student Unit	Rcreation Coordinatior	Student Activities & Liaison Coordinator	Team Leader, Counselling
Manager International Student Affairs	Reception - Administration	Student Adviser	Team Leader, International Admissions
Manager International Student Support	Receptionist	Student Adviser/ESL Teacher	Team Leader, International Student Support
Manager Intl Student's Office	Regional Account Manager	Student Centre Manager	Team Leader, Student Support Services
Manager Quality & Compliance	Regional Account Manager - WA & NT	Student Consultant	Training Advocate
Manager Student Welfare	Registrar	Student Counsellor	VIC State Manager
Manager Victoria Abroad	Research Fellow	Student Equity & Diversity Liaison Officer	Village Director
Manager, Exchange and Study Abroad	Research Fellow/Dental Education Support Officer	Student Events & Accommodation Co-Ordinator	Welfare Coordinator and Counsellor
Manager, Foundation Studies Programs	Research Fellow/Lecturer	Student Experience Coordinator	Welfare Officer
Manager, Housing Advisory Service	Resident Director Programs	Student Liaison Officer	
Manager, International Student Programs	Residential Manager	Student Mentor Coordinator	



## WHERE WE WORK:

### ISANA MEMBERS WORK FOR THE FOLLOWING AUSTRALIAN AND NEW ZEALAND ORGANISATIONS:

Academic Colleges Group (NZ)	Campus Life Villages	DOLIE - Curtin University	International Australian Academy
Academic Link International	Campus Living Villages	DUELI/Deakin University	International College of Homeopathy (NZ)
ACPET	Campus Living Villages Kelvin Grove	Eastern Institute of Technology Hawke's Bay (NZ)	International Education Services
ACT Dept of Education	Canadian High Commission	Education Adelaide	International Student Services, Queensland Uni
ACT Dept of Education & Training	Canberra Institute of Technology	Education Professionals International Ltd (NZ)	International Students Ministries of NZ (ISM NZ)
ACU National	Canterbury College	Education Queensland International	Ipswich Girls' Grammar School
AIFE	Canterbury Sports Management College (NZ)	Elanora State High School	Ivanhoe Grammar School
American Universities International Programs (NZ)	Career Shapers Education Consultants	Eynesbury College	James Cook University
Annesley College	Cashmere High School (NZ)	Eynesbury International	KC Consultancy Services
ANU College	Casual E.T. various orgs	FACTS	Keebra Park State High School
ANZ Bank	Centenary Heights SHS	Faculty of Economics & Business, Uni of Sydney	Kelvin Grove State College
Arabic Language Experts	Central Queensland University	Familystay Australia Pty Ltd	King's International College
Asia:NZ Foundation (NZ)	Centro Education Australia	Firbank Grammar School	La Trobe University
Auckland Normal Intermediate (NZ)	Challenger TAFE	Flinders University	La Trobe University International College
Auckland University of Technology (AUT)	Charles Darwin University	Focal Holdings Pty Ltd	Language Studies International
Aust-One Education Services	Chisholm Institute	Forest lake international college	Le Cordon Bleu Australia
Austrade	Christchurch College of English (CCEL) (NZ)	Geraldine High School (NZ)	Le Cordon Bleu TAFE SA
Austraining International	Christchurch Polytechnic Inst. of Technology (CPIT)	Global Experience	Likeaustralia International Students
AustraLearn	CIT Solutions	Globe Education Marketing Consultants Pty Ltd	Lincoln University (NZ)
Australia Education & Career Consultants	City of Melbourne	Gold Coast Education & Training Network	Loreto College
Australian Catholic University	Cleveland District State High School	Gordon Institute of TAFE	Lynfield College (NZ)
Australian Education International	CLPD - The University of Adelaide	Greenwood Senior High School	Macleans College (NZ)
Australian Homestay Network	Columba College NZ	Griffith English Language Institute	Macquarie International
Australian Homestay Network (AHN)	Corinda State High School	Griffith University	Macquarie University
Australian Industrial Systems Institute	CQ University Melbourne Campus	Griffith University Village	Macquarie University Village - CLV
Australian Institute South Australia	Craigslea State High School	Hagley Community College (NZ)	Manukau Institute of Technology (NZ)
Australian National Inst. of Business & Technology	Crombie Lockwood (NZ)	Hawthorne - Melbourne	Marlborough Girls' College (NZ)
Australian National University	Currie Hall	Helensvale State High School	Massey University (NZ)
Auzzie Families Homestay Care&Internships&Study	Curtin University	Hobart Academy	mediagogy
Balmoral State High School	Curtin University (ISSU)	Holmesglen Institute of TAFE	Medibank Private
Beaconhills College	Curtin University of Technology	IDP Education Australia	Melbourne College of Divinity
Benowa State High School	Cut Above Academy (NZ)	IES - PIER	Melbourne Institute of Business & Technology
Bond University	CV Graduate	IES Abroad (NZ)	Melbourne University
Bradford College	Deakin International	IFSA-Butler	Mentone Grammar
Brighton Grammar School	Deakin University	Immanuel College	Mercedes College
Brighton Secondary School	Deakin University English Language Inst.	Immigration & Education Advanced Centre	Merrimac State High School
Brisbane International Students Services	Deakin University Faculty of Arts and Education	Imperial College of Technology and Management	Metro College of Technology Pty Ltd
Bupa Australia - Overseas Student Health Cover	Deakin University Student Association	Imperial College of Trades	Metropolitan Fire Brigade
C Management Services Pty Ltd	DECS - IES	Indooroopilly State High School	Metropolitan South Institute of TAFE
Caloundra Christian College	Dental Nursing Australia	Institute for Study Abroad - Butler University (NZ)	Miami State High School
Cambridge High School (NZ)	Dept of Further Educt,Employment,Science& Technology	Intensive English Language Institute	MIBT
Cambridge International College	Discover Matrix Pty Ltd	Internation Education Services	Ministry of Education (NZ)



Mitchelton SHS	RMIT	Tas Polytechnic - Govt Education and Training International	University of Southern Queensland
Monash College	RMIT English Worldwide	Taylor's College	University of Sydney
Monash College Pty Ltd	RMIT University	Technical College of Western Australia	University of Sydney Centre for English Teaching
Monash Residential Services	RMIT, School of Computer Science & IT	The Australian National University	University of Tasmania
Monsu Students Ltd	Robina State High School	The Scholar Ship	University of Technology Sydney
Multicultural Communities Council of SA Inc	Rochedale State High School	The University of Melbourne	University of Waikato (NZ)
Murdoch University	Sacred Heart College Senior	The University of New South Wales	University of Western Australia
Murdoch University Village - CLV	Sacred Heart Girls' College - Hamilton (NZ)	The University of Newcastle	University of Wollongong
National Technology Institute (NZ)	SAIBT/CELUSA	The University of Queensland	University Senior College
NAVITAS (Saibt/Celusa/Eynesbury)	Smithfield State High School	Trinity	UNSW - Student Development International
Nelson Marlborough Institute of Technology (NMIT)	South Australian Inst of Business and Technology	Trinity Bay State High School	UNSW Global
New Zealand Management Academies	South Pacific Institute	Trinity College	UNSW Student Development International
Northern Melbourne Institute of TAFE	Southbank Institute of Technology	Trinity College Gawler Inc	UNSW@ADFA
Nyanda State High School	Southern Cross University	Trinity College, University of Melbourne	USQ Sydney Education Centre
Office of Knowledge Capital, City of Melbourne	St Aloysius College	Tuart College	UTS
Office of The Training Advocate	St John's Grammar	UCL School of Energy & Resources	UWS
Onslow College (NZ)	St Mary's Anglican Girl's School	Uni of QLD	Venture Solutions Holdings
OSHC Worldcare	Stanley College	Uni-Care International Travel Insurance (NZ)	Victoria University
Otago Polytechnic (NZ)	Stay DownUnder Pty Ltd	UniLodge Auckland (NZ)	Victoria University of Wellington (NZ)
OZ Homestay	Storm International Group Pty Ltd	Unitec New Zealand	Waikato Institute of Technology (Wintec) (NZ)
Palm Beach Currumbin State High School	Student Accommodation Services Pty. Ltd.	Univeristy of South Australia	Wanganui Girls' College (NZ)
Pearson Language Tests	Student Housing Australia Pty Ltd	Universal College of Learning (UCOL) (NZ)	Wellington Institute of Technology (Weltec) (NZ)
Perth institute of business and Technology	Student Support Services QUT	University of Adelaide	Wesley College
Perth Institute Western Australia	Study Group	University of Auckland (NZ)	Westbourne Grammar School
PolyEthnic Institute of Studies (NZ)	Sunnybank State High School	University of Ballarat	Western Institute of Technology (WITT) (NZ)
Practical Education Institute (NZ) Ltd	Swinburne International	University of Canberra	Whitefriars College
Pukekohe High School (NZ)	Sydney Institute of Business & Technology	University of Canberra Village	Whites Hill State College
Pulteney Grammar School	Sydney University Village	University of Canterbury (NZ)	Whitireia Community Polytechnic (NZ)
Qld Institute of Business & Technology	Tabor Adelaide	University of Melbourne	William Angliss Institute
Qld Non-Government Schools Intl Edu Co-operative	TAFE SA International	University of Melbourne/IECA	William Angliss Institute of TAFE
Queensland University of Technology	TAFE South Australia International	University of New England	Wollongong College Australia
Queensland Uni of Technology International College	TAFESA Croydon campus	University of New South Wales	Woodcroft College
Queenstown Resort College (NZ)	Tai Poutini Polytechnic (NZ)	University Of Newcastle	Young's International Language Academy (NZ) Lt
QUT Faculty of Science and Technology	Taradale High School (NZ)	University of Otago (NZ)	
QUT International College	Tasmania Polytechnic	University of South Australia	
Riverina Institute of TAFE			

## Declarations of Interest from ISANA Council Members

As per statutory requirements under Section 65 of the Associations Incorporation Act 1991 (ACT), the below named ISANA Council members make the following declarations for their preceding year of office to the 2 Dec 2010 Annual General meeting with regard the nature and extent of any pecuniary (financial/monetary) interest held in contracts either before, or entered into, by ISANA: International Education Association Inc.

### **NATURE AND EXTENT OF PECUNIARY INTEREST HELD BY COUNCIL MEMBER**

**Ms Melanie Duncan, ISANA Vice President Contract:** *“Contract for the production of materials to enhance the experience and support of students studying in Australia under the Study in Australia 2010 initiative” DEEWR (AEI) – ISANA, executed Sept 23 2009 by ISANA President Dr. F. Fallon.*

**Nature of Interest:** Provision of consultancy services to ISANA at \$50.00 (net) per hour – total fees invoiced to date \$2,625.00. **Extent of interest:** Acquired pecuniary interest on 26th of Oct 2009 upon engagement by Ms Desma Smith, (unpaid) ISANA Project Manager. Engagement approved by DEEWR (AEI) November 1, 2009 as per contract requirements. Pecuniary interest ceased 3 July 2010.

**Date declared to and ratified by ISANA Council:** 27 March 2010.

**Mr Peter Spolc, ISANA Vice President, Planning & Development Contract:** *“Contract for the production of materials to enhance the experience and support of students studying in Australia under the Study in Australia 2010 initiative” DEEWR (AEI) – ISANA, executed Sept 23 2009 by ISANA President Dr. F. Fallon.*

**Nature of Interest:** Provision of consultancy services to ISANA at \$50.00 (net) per hour – total fees invoiced to date \$2,475.00. **Extent of interest:** Acquired pecuniary interest on 26th of Oct 2009 upon engagement by Ms Desma Smith, ISANA (unpaid) Project Manager. Engagement approved by DEEWR (AEI) November 1, 2009 as per contract requirements. Pecuniary interest ceased 10 Sept 2010.

**Date declared to and ratified by ISANA Council:** 27 March 2010.

**Ms Desma Smith, ISANA Vice President, Professional Development Contract:** *“Contract for the production of materials to enhance the experience and support of students studying in Australia under the Study in Australia 2010 initiative” DEEWR (AEI) – ISANA, executed Sept 2009 by F. Fallon.*

**Nature of Interest:** Provision of consultancy services to ISANA at \$50.00 (net) per hour – total fees invoiced to date \$7,300.00. **Extent of interest:** Acquired pecuniary interest on 4th of March 2010 upon her self-engagement (following departure from project of Dr F. Fallon and Ms Chandra Rao as sub-contractors). Engagement approved by DEEWR (AEI) March 3, 2010 as per contract requirements. Pecuniary interest ceased 4 May 2010.

**Date declared to ISANA Council and ratified:** 27 March 2010.

Unpaid Project Management transferred to ISANA President, Danielle Hartridge 27 March 2010.



## ISANA INTERNATIONAL EDUCATION ASSOCIATION INC.

### TREASURER'S REPORT AND INCOME AND EXPENDITURE STATEMENT FOR THE TWELVE MONTH PERIOD TO 30 SEPTEMBER 2010

#### 2010 ISANA Treasurer's Report

##### Overview:

The year commenced with a 'modest' budget, and I was grateful for the diligence and economies shown by ISANA Council as we sought to restore a balanced and sustainable financial outcome for our members. I am particularly grateful to our National President, Danielle Hartridge, who was willing and able to reduce the President's annual travel budget significantly from previous years.

Operationally, 2010 has been a busy year for ISANA's finance and administration. Tracy Noble, Ben Thiessen and the Conference Design team plus Danielle and I have worked progressively as best we can amidst our busy full-time schedules, to gradually bed down productive operational practices. I am grateful for Tracy's patience and willingness to follow-up with me where required, her diligence and attention to detail, plus those little investigations I ask her to make, re. invoices for payment of services and products we don't appear to have ordered or no longer require.

It's difficult for any ISANA Councillor to operate off the side of a full-time work desk, and I am grateful for the professional support of our Conference Design Secretariat team.

##### **Governance and Fiduciary Responsibilities of the Treasurer and ISANA Councillors:**

2010 has marked a significant increase in the conversation and dialogue about our governance responsibilities as ISANA Councillors.

I have recently referred ISANA Council members to some valuable resources available online from the Australian Centre for Philanthropy and Nonprofit Studies at QUT, in an effort to build constructive conversation and dialogue about our fiduciary obligations as members of ISANA Council:

##### ***As a member of a board or management committee you have fiduciary obligations to your organisation***

##### ***In legal terms, this means —***

- *you have a very strong obligation of loyalty to your organisation*
- *you must not get any unauthorised benefit (profit) from your position, even unintentionally; and*
- *you have a primary duty to your organisation — this means*
  - you must not place your own interests ahead of the interests of your organisation (avoid conflicts of interest and duty);*
  - you must not place your duty to anyone else ahead of your duty to your organisation (avoid conflicts of duty and duty).*

*To avoid these problems and conflicts, no board or management committee member should take part in decisions in which he or she has an interest. This is reinforced in most Australian jurisdictions by the relevant legislation, and penalties can be imposed for breaches of the legislation. There can also be an action for a civil remedy if an organisation suffers a loss because of breach of fiduciary duty. For example, a board member found to be in breach may have to pay compensation for loss, or pay over any unauthorised profit, to the organisation.*

Danielle Hartridge, National President, has made a significant effort to improve the frequency of ISANA Council meetings this past year, which in turn, assists the ISANA Council to exercise its legal responsibilities to our membership as per Section 14 (1) of the ISANA Constitution.

Section 14 (1) of the ISANA Constitution (<http://www.isana.org.au/files/ISANAConstitution2005.pdf>)

**14 (1) The ISANA Council:**

(a) shall **control** and **manage** the business and affairs of the Association;

(b) may, subject to this Constitution, *\*the Regulations and \*the Act*, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by this Constitution to be exercised by a general meeting of the Association; and

(c) subject to this Constitution, the *\*Regulations and \*\*the Act*, has power to perform all such acts and things as appear to the ISANA Council to be essential for the proper management of the business and affairs of the Association.

\*"the Act" = Associations Incorporation Act 1991 (ACT)

\*\*"the Regulations" = Associations Incorporation Regulation 1991 (ACT)

As Treasurer, I have sought to remind ISANA Councillors of their necessary, yet sometimes onerous, obligation to exercise oversight over my own (and other Councillor's) financial activities, particularly in relation to my constitutional obligations under Section 17 (a) of the ISANA Constitution:

**17 The Treasurer shall:**

(a) collect and receive all money due to the Association and make all payments authorised by the Association

Given the explicit constitutional responsibility conferred upon ISANA Council, to **control** and **manage** the business affairs of the Association, I have sought to provide ISANA Council with detailed reports of expenditure made, as well as take to ISANA Council, requests to approve any:

1. Requests for expenditure of non-ancillary matters which have not already been approved by ISANA Council
2. Requests for payment of significant commercial fees (greater than \$2,500) to ISANA Council members performing commercial contract work for ISANA.

There has been recent ISANA Council discussion as to whether it is necessary to have ISANA Council provide direct oversight over payment of commercial fees to members of ISANA Council who have performed commercial contract work for ISANA. My own position on this matter is that:

1. ISANA Council needs to fully and objectively practice our complete fiduciary responsibilities due diligence in relation to such commercial decisions and payments made to current ISANA Council members
2. ISANA Council needs to **appear** to our members and the general public as fully and objectively practicing our complete fiduciary responsibilities in relation to such commercial decisions and payments made to current ISANA Council members

Separate to the above, I have drawn the ISANA Constitutional Working party's attention to the fact that we have no guidelines on management of conflict of interest within our current ISANA Constitution. Given the growing numbers of commercial contractors to ISANA, who also concurrently serve as Public Directors upon ISANA Council, this would appear to be an area of some urgent review. At present, the only related written requirements for ISANA Councillors in this area of governance, is contained within Section 65 of the *Associations Incorporation Act 1991 (ACT)*.

**Section 65 Disclosure of committee member's interest**



(1) If a member of the committee of an incorporated association has any direct or indirect pecuniary interest in a contract or proposed contract to which the association is or may be a party, the committee member must—

(a) as soon as the interest becomes apparent to him or her, disclose the nature and extent of the interest to the committee; and

(b) disclose the nature and extent of the interest at the next general meeting of the association.

(Max penalty: 20 penalty units)

(2) A member of the committee of an incorporated association who has an interest in a contract or proposed contract referred to in subsection (1) must not take part in making any decision in relation to the contract or proposed contract, but may, subject to this section and section 66, participate in any deliberations of the committee in relation to the contract or proposed contract.

(Max penalty: 20 penalty units)

(3) Subsection (1) does not apply in relation to a member of the committee of an incorporated association in relation to an interest in a contract or proposed contract that arises only because the committee member is an employee of the association.

(4) If a member of the committee of an incorporated association discloses an interest in a contract or proposed contract in accordance with subsection (1), or has an interest in a contract or proposed contract of the kind referred to in subsection (3)—

(a) the contract is not liable to be avoided by the association on any ground arising from the fiduciary relationship between the committee member and the association; and,

(b) the committee member is not liable to account for any profits derived by him or her from the contract or proposed contract.

(5) A person who contravenes a provision of this section is liable to the association for any profit made by that person or any other person, and any damage or loss suffered by the association, as a result of that contravention.

### **Review of the policy and practices with regard ISANA Councillors serving as commercial sub-contractors of the ISANA Association.**

In accompaniment to my above actions, I have suggested to ISANA Council that it conduct an independent review of the policy and practices with regard ISANA Councillors serving as commercial sub-contractors of ISANA.

As 2010 has drawn to a close, I have drawn to Council's attention that during the past financial year:

1. **50%** of our elected National Officers of the ISANA Council have been commercially engaged simultaneously by ISANA Council on the same project.
2. a **\$50.00** (nett) per hour payment rate has applied to all current or past office bearers engaged in the project (total of \$12,975 invoiced by this cohort - 84% of all invoiced fees)
3. a **\$45.45** (nett) per hour payment rate has applied to all general ISANA members and members of the public engaged in the project (total of \$2,425 invoiced by this cohort - 16% of all invoiced fees).

I have raised the question with ISANA Councillors as to what fiduciary obligations should apply to our **control** and **management** this situation. Acting on behalf of our members, have we delivered:

1. **value for money** in the procurement of goods and services for our Association?
2. **equitable opportunity** for all members to apply for these commercial activities?
3. **transparent and diligent oversight** over the quality and value of service rendered to the

I welcome any feedback or queries which ISANA members or stakeholders may wish to email to me via [isana@cdesign.com.au](mailto:isana@cdesign.com.au).



## Statutory Reports:

As per statutory requirement under Section 73 of the Associations Incorporation Act 1991 (ACT), please find below a list of ISANA Council members who have occupied office during the previous Oct 2009 to Sept 2010 financial year, and at time of this report:

### COMMITTEE MEMBERS COMPLETING TERM OF OFFICE:

Name	Position Held	Cessation of Appointment
Felicity Fallon	President	3 Dec 2009
Kate Smart	Vice-President (Planning & Development)	3 Dec 2009
Cassandra Colvin	Vice-President (Prof. Development)	3 Dec 2009
Brett Hohn	Treasurer	3 Dec 2009
Elizabeth Wright	Secretariat	19 Mar 2010
Sylvia Lewohl	QLD Branch Rep	3 Dec 2009
Joshua Beggs	VIC Branch Rep	3 Dec 2009
Ann Bell	ACT Branch Rep	3 Dec 2009
Benjamin Hooper	SA Branch Rep	3 Dec 2009
Aditya Tater	NSW Branch Rep	3 Dec 2009
Desma Smith (ex-officio)	Exchange/Study Abroad rep.	3 Dec 2009
Paula Dunstan (ex-officio)	Past President	3 Dec 2009

### CURRENT COMMITTEE MEMBERS AT TIME OF THIS REPORT:

Name	Position Held	Date of Appointment
Danielle Hartridge	President	3 Dec 2009
Melanie Duncan	Vice-President	3 Dec 2009
Peter Spolc	Vice-President (Planning & Development)	3 Dec 2009
Desma Smith	Vice-President (Prof. Development)	3 Dec 2009
Joshua Beggs	Treasurer	3 Dec 2009
Benjamin Hooper	Communications Manager	3 Dec 2009
Elizabeth Wright	Secretariat	3 Dec 2009
Graeme Baguley	QLD Branch Rep	3 Dec 2009
Peter Komsta	NSW Branch Rep	3 Dec 2009
Mary Ann Seow	SA Branch Rep	3 Dec 2009
Wendy Blastock	VIC Branch Rep	21 Feb 2010
Sylvia Hooker (ex-officio)	NZ Branch President	Pre 2009

### Closing Remarks:

I welcome your emailed feedback or questions via [isana@cdesign.com.au](mailto:isana@cdesign.com.au).

I thank my fellow Councillors, Staff and Australian ISANA Branch Treasurers for their invaluable assistance this year. I look forward to continuing to work with all ISANA stakeholders and partners as we continue to build upon our financial and administrative strengths, and continually reviewing and improve our financial position and processes for the benefit of ISANA members.

Joshua Beggs  
National Treasurer

***ISANA INTERNATIONAL EDUCATION  
ASSOCIATION INC.***

*Financial Statements  
For the Year Ended 30 September 2010*

## **INDEPENDENT AUDIT REPORT TO THE MEMBERS OF ISANA INTERNATIONAL EDUCATION ASSOCIATION INC.**

### **Scope**

We have audited the attached financial report, being a special purpose financial report of ISANA International Education Association Inc for the financial year ended 30 September 2010. The Association's office bearers are responsible for the financial report and have determined that the accounting policies used and described in Note 1 to the financial statements are appropriate to meet the financial reporting requirements of the Association's constitution and are appropriate to meet the needs of the members. We have conducted an independent audit of the financial report in order to express an opinion on it to the members of the Association. No opinion is expressed as to whether the accounting policies used, and described in Note 1, are appropriate to the needs of the members.

The financial report has been prepared for distribution to members for the purpose of fulfilling the office bearers' financial reporting requirements under the Association's constitution. We disclaim any assumption of responsibility for any reliance on this audit report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

Our audit has been conducted in accordance with Australian Auditing Standards. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report and the evaluation of significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with the accounting policies described in Note 1 to the financial statements. These policies do not require the application of all Accounting Standards and UIG Consensus Views.

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

### **Audit Qualification**

As is common for organisations of this type, it is not practicable for ISANA International Education Association Inc to maintain an effective system of internal control over fundraising and other activities until their initial entry into the accounting records. Accordingly, our audit in relation to fundraising and other activities was limited to the amounts recorded.

### **Audit Opinion**

In our opinion, except for the matters referred to in the audit qualifications paragraph, the financial report presents fairly in accordance with the accounting policies described in Note 1 to the financial statements, the financial position of ISANA International Education Association Inc as at 30 September 2010 and the results of its operations for the year then ended.



**Kaizen Audit & Assurance Pty Ltd (Authorised Audit Company)  
Michael Ian Derbyshire  
Director**

Hobart  
Date: 26 November 2010

**ISANA INTERNATIONAL EDUCATION ASSOCIATION INC**  
**INCOME & EXPENDITURE STATEMENT**  
**FOR THE YEAR ENDED 310 SEPTEMBER 2010**

	2010	2009
	\$	\$
<b>INCOME</b>		
<b>ACTIVITIES</b>		
Membership Fees	75,939	47,548
Professional Development	71,274	78,650
Interest Income	3,129	3,620
Sponsorship	29,843	28,059
Product Sales	72	547
<b>TOTAL INCOME</b>	<u>180,257</u>	<u>158,424</u>
<b>COST OF ACTIVITIES</b>		
Accommodation	122	1,851
Airfares	1,066	5,862
Business Development	14,298	-
Conference Fees & Expenses	7,160	39,370
Consultancy	21,562	429
Catering & Meals	6,767	17,468
Printing & Stationery	256	668
Taxis, Parking & Fuel	225	684
<b>TOTAL COST OF ACTIVITIES</b>	<u>51,456</u>	<u>66,332</u>
<b>GROSS PROFIT - ACTIVITIES</b>	<u>128,801</u>	<u>92,092</u>
<b>OTHER EXPENSES</b>		
<u>Overhead Expenses</u>		
Audit Fees	1,387	1,000
Bookkeeping	619	2,180
Bank Charges	237	185
Depreciation	-	448
Insurance	3,167	3,702
Legal Expenses	1,364	-
Postage	619	585
Printing & Stationery	1,367	3,083
Registration Fees	2,273	-
Secretariat	12,449	-
Sundry Expenses	8,924	-
	<u>32,406</u>	<u>11,183</u>
<u>Employment Costs</u>		
Wages & Salaries	12,459	31,250
Superannuation	1,213	3,828
Staff Amenities	1,952	-
Workers Compensation	-	173
Communications Consultants	182	2,891
	<u>15,806</u>	<u>38,142</u>
<u>Communication Costs</u>		
Telephones & Mobiles	1,705	1,972
Web Design & Maintenance	8,564	-
	<u>10,269</u>	<u>1,972</u>
<u>Travel Costs</u>		
Airfares	3,014	1,412
Taxis & Fuel	208	-
Accommodation	1,154	-
	<u>4,376</u>	<u>1,412</u>
<b>TOTAL OTHER EXPENSES</b>	<u>62,857</u>	<u>52,709</u>
<b>SURPLUS/(DEFICIT)</b>	<u>65,944</u>	<u>39,383</u>
Bursaries	3,500	3,500
<b>NET SURPLUS/(DEFICIT) AFTER AWARDS</b>	<u>62,444</u>	<u>35,883</u>

**ISANA INTERNATIONAL EDUCATION ASSOCIATION INC**  
**BALANCE SHEET**  
**AS AT 30 SEPTEMBER 2010**

	2010	2009
	\$	\$
<b><u>ACCUMULATED FUNDS</u></b>		
Opening Balance as at 1 October	126,464	90,581
Net Surplus/(Deficit) for the Year	62,444	35,883
Closing Balance as at 30 September	<u>188,908</u>	<u>126,464</u>
<i>Represented by:</i>		
<b><u>CURRENT ASSETS</u></b>		
Cheque Account - MECU	3,773	28,554
Business Account	56,445	-
Special Project Account	2,212	2,201
ACT - Bank Account	1,333	291
NSW - Bank Account	4,072	5,374
VIC - Bank Account	7,289	11,489
QLD - Bank Account	4,733	4,728
SA - Bank Account	9,227	6,710
WA - Bank Account	12,348	8,669
TAS - Bank Account	2,155	-
National - Investment Account	60,000	41,609
Victoria - Investment Account	30,289	20,289
GST on Acquisitions	1,971	5,327
	<u>195,847</u>	<u>135,241</u>
<b><u>NON-CURRENT ASSETS</u></b>		
Equipment at Cost	-	2,241
Accumulated Depreciation	-	(1,243)
Credit Union Membership	10	10
	<u>10</u>	<u>1,008</u>
<b>TOTAL ASSETS</b>	<u>195,857</u>	<u>136,249</u>
<b><u>CURRENT LIABILITIES</u></b>		
GST on Supplies	2,661	5,756
Other Creditors - ATO	4,288	4,029
	<u>6,949</u>	<u>9,785</u>
<b>NET ASSETS</b>	<u>188,908</u>	<u>126,464</u>



**ISANA INTERNATIONAL EDUCATION ASSOCIATION INC**  
**NOTES TO AND FORMING PART OF THE ACCOUNTS**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2010**

**NOTE 1 – Summary of Significant Accounting Policies**

The Association is not a reporting entity because, in the Association's opinion, there are unlikely to exist users of the accounts who are dependent on general purpose financial reports of the Association for information.

Accordingly, this special purpose financial report has been prepared for distribution to members to fulfil the Management Committee's financial reporting requirements under the Association's constitution and rules, and to satisfy the *Associations Incorporation Act of ACT*, and must not be used for any other purpose. The accounting policies used in the preparation of this report, as described below, are consistent with the reporting requirements of the Association's constitution and rules and are, in the opinion of the Management Committee, appropriate to meet the needs of the members.


The Association is of the type identified in Statement of Accounting Concepts 1 as a non-reporting entity. No regard has been paid to other Statement of Accounting Concepts or Australian Accounting Standards in the preparation of these accounts.

The financial statements are prepared on an accrual basis and are based on historic costs and do not take into account changing money values or, except where stated, current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets.

The following is a summary of the material accounting policies adopted by the Association in the preparation of the financial statements. The accounting policies have been consistently applied, unless otherwise stated:

**Income Tax**

The Association is not subject to income tax on its profits.

  
Joshua Beggs  
Treasurer

Date 30/11/2010

  
Danielle Hartridge  
President

Date 30/11/2010



**ISANA**

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