

## **NSW Branch Chair Report - August 2014**

**by Amale Hourani**

It is my pleasure to present you with my report for the past year. NSW branch committee members met every month, usually the first Thursday of the month and the Conseil des Sages members attended the meetings when their time permitted. Everyone took time to volunteer and help AUSIT and I would like to express my appreciation and gratitude for their input and support. Our branch was very active socially and the committee members tried to stay in touch as frequently as possible. We welcomed new members, organised professional development events and coffee mornings.

### **Committee Meetings**

The Committee of the NSW Branch organised face to face meetings, via email and skype to discuss branch issues, process membership applications and coordinate professional development events.

The meetings took place on the following dates: 3 Oct, 7 Nov and 5 Dec 2013; 16 Jan, 6 Feb, 6 Mar, 3 Apr, 1 May, 12 June, 3 July, 14 Aug 2014, on level 5, 280 Pitt Street, in the NAATI office. I would like to thank NAATI for letting us use their premises.

### **New Membership Applications**

The NSW Branch processed 44 membership applications. All except one were approved and one was withdrawn. NSW branch has now 160 full members with voting rights not counting Associates and Candidates.

### **Professional Development Sessions**

Event on 01/02/2014: Cybercrime and CAT tools; was presented by Constable Mimi Barsh from NSW Police Force and Vivian Stephenson; 40 attended this event.

Event on 07/03/2014: Workshop for New (and not so new) Translators; was presented by Senior AUSIT member Michele Miller; 22 attended this event.

Event on 26/06/2014: Legal Interpreting Seminar; was presented by Professor Sandra Hale; 41 attended this event.

### **Treasurer Report**

The Treasurer functions in NSW are limited to issuing events financial reports. The above events have resulted respectively in the following income and expenses:

Event on 01/02/2014: Income: \$1905, Expenses: \$444.60

Event on 07/03/2014: Income: \$820, Expenses: \$150.20

Event on 26/06/2014: Income: \$1735, Expenses: \$437.75

For more details, please consult the events financial reports.

### **Coffee mornings**

29/09/13 at MCA Café for International Translation Day, about 30 attendees.

25/10/13 at UWS library attracted 25 attendees.

14/03/2014 at La Renaissance, The Rocks, 18 attendees.

17/05/2014 in Hornsby.

08/08/2014 in Strathfield, 16 attendees.

**Christmas dinner**

On 28 November, we celebrated the end of year festivities during which Professor Sandra Hale was awarded Fellowship of AUSIT.

**NSW branch website**

Please note that NSW branch website is now permanently closed. Please consult AUSIT website [www.ausit.org](http://www.ausit.org) instead.

Finally, I would like to thank the committee members for their time and efforts. Without their commitment none of the above would have been possible. I would also like to thank Barbara, Bob, Helen and Terry for their sage advice and for helping us with the difficult issues. It has been my pleasure and honour to be part of this valuable team.

Thank you.

Australian Institute of  
Interpreters and Translators Inc

ANNUAL  
REPORT  
2012-13

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## Notice of 26<sup>th</sup> National Annual General Meeting

All financial members of the Australian Institute of Interpreters and Translators (AUSIT) are hereby notified that pursuant to the provisions of clause 10.2 of the Constitution, the National Council has made appropriate arrangements for the Institute's 26th National Annual General Meeting to be conducted according to the Association's Standing Orders (by-law C) and held at the time and place indicated below. There will be no meeting of the retiring Council, since the National Council meets "virtually" on a regular basis.

Date: Saturday, 16 November 2013  
Time: 4:00 to 5:00pm  
(registration starts 3:45pm)  
Venue: CQ Functions, 113 Queen Street, Melbourne

Only members who have paid their membership fees in full may attend the AGM. Senior Practitioners and Full Members have voting rights, whilst Associates, Students and Candidate Members may attend as observers.

## Proxies, Postal Voting and Nomination Forms

**Proxies:** Pursuant to provisions of clause 10.5 of the Constitution, it will be possible for proxies to be appointed. We urge members who are unable to attend the National AGM to use the APPOINTMENT OF PROXY FORM. Proxy forms should be mailed or emailed to the Returning Officer by the date stated on the proxy form to avoid delays on the day of the AGM. No member may hold more than 25 proxies (clause 10.4.6 of the Constitution). The proxy form is available on the AUSIT website at <http://tinyurl.com/ausitnagm13> and in the appendix of this document.

**Postal Voting Form:** If you appoint a proxy AND submit a postal voting form, then the postal voting form will be counted for the Special Resolution and your assigned proxy will be allowed to vote for you on all other matters. The postal voting form is available on the AUSIT website at <http://tinyurl.com/ausitnagm13> and in the appendix of this document.

**Nominations:** Nominations for elected positions must be made on the nomination forms and must be received by the returning officer no later than the date stated on the nomination form. The nomination form is available on the AUSIT website at <http://tinyurl.com/ausitnagm13> and in the appendix of this document. Nominations must be received by 1 November 2013.

## Agenda

1. Confirmation of the Minutes of the 25<sup>th</sup> National AGM (2012)
2. Presentation of the Report of the 25<sup>th</sup> National Council by the National President.
3. Presentation of the statement of accounts and balance sheet for the financial year 2012-2013 by the General Treasurer.
4. Presentation of the General Secretary's report for the year 2012-2013.
5. Presentation of state branch reports.
6. Presentation of administration report by the Executive Officer
7. Special Resolutions
8. Other business
9. Election of national office bearers and declaration of non-contested positions on the National Council.
10. Date and venue for the 27<sup>th</sup> National AGM.

# Special Resolution

## Proposed Changes to the AUSIT Constitution – November 2013

Dear AUSIT member

A proposal will be put to you at the National Annual General Meeting (NAGM) this year to do away with the Corporate category of membership.

Please consider the amendment before the 2013 NAGM, when the formal motion will be moved to approve these changes.

The NAGM allows only limited time for discussion of the amendment. You are asked to clarify any questions you might have regarding these amendments before voting at the NAGM by communicating with your Branch Secretary in advance of the NAGM.

Thank you,

AUSIT National Council

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## Motion to Amend the AUSIT Constitution

“That the category of AUSIT Corporate Member be abolished and that mentions of it be deleted from the Constitution.”

Moved by Annamaria Arnall

Seconded by Amale Hourani

### Reasoning

1. Previous and current National Councils were unable to specify suitable requirements and benefits for this category.
2. Most of the major and several minor language service providers (T/I agencies) have recently formed their own association, the Australasian Association of Language Companies Inc. (AALC).
3. AUSIT is now in a position to enter into and effectively manage commercial agreements (such as bulk purchasing of PD attendance).
4. This category has not attracted significant enough interest during the last 25 years.
5. Keeping the category in the Constitution obliges the Institute to accept applications from interested parties, and not having the requirements defined, thus having to defer decision on applications would create a bad impression about the Institute.

### Wording

- The left-hand column below contains the wordings.
- The right-hand column contains notes explaining changes.
- Text that has been struck through is text to be deleted from the 2012 constitution.
- Regular text without strikethrough is text from the 2012 constitution that would remain unchanged.
- Text in bold is text to be added.
- The deletions would necessitate renumbering of clauses. The new numbering appears below in bold.

WORDING (DELETIONS and RENUMBERING)	NOTE
<p>[Table of CONTENTS]</p> <p>6 MEMBERSHIP</p> <p>6.3 ELIGIBILITY</p> <p>6.3.1 Member</p> <p>6.3.2 Associate</p> <p><del>6.3.3 Corporate Member</del></p> <p>6.3.4 <b>3</b> Non-resident Members</p> <p>6.5 RIGHTS, PRIVILEGES AND LIABILITIES OF MEMBERS</p> <p>6.5.1 Members</p> <p>6.5.2 Associates</p> <p><del>6.5.3 Corporate Members</del></p>	<p>Renumbering of 6.3.4 to 6.3.3. due to deletion of the preceding clause</p>
<p>3 INTERPRETATION</p> <p>3.1 DEFINITIONS</p> <p><del>"Corporate Member" means the category of membership referred to in Clause 6.</del></p>	
<p>6.1 CATEGORIES</p> <p>There shall be <del>three (3)</del> two (2) categories of membership:</p> <p>Member; and</p> <p>Associate.; <del>and</del></p> <p><del>Corporate Member.</del></p>	
<p>6.2 NUMBERS AND EXCLUSIVITY</p> <p>There shall be no limitation to the numbers admitted to any category of membership or award. No member shall hold more than one category of membership at any one time <del>with the exception of a Corporate Member.</del></p>	

WORDING (DELETIONS and RENUMBERING)	NOTE
<p><del>6.3.3 Corporate Member</del>  <del>The prerequisites for Corporate membership are:</del></p> <p><del>a reputable business that employs persons having eligibility for membership of the Institute; or</del></p> <p><del>a business that provides services to the translation or interpreting profession or its clients.</del></p> <p><del>An eligible applicant for Corporate membership shall be admitted if:</del></p> <p><del>the nomination is supported by the Committee of the Branch through which the nomination is forwarded; and</del></p> <p><del>the nomination is approved by a majority of the members of the National Council.</del></p>	
<p><del>6.3.4-3</del> Non-resident Members</p>	Renumbering due to deletion of the preceding clause
<p><del>6.5.3 Corporate Members</del>  <del>Corporate Members shall have the same rights as a Member with the exception that they are not entitled to stand for election to any office and may only have one vote.</del></p>	
<p>6.6 CESSATION OF MEMBERSHIP  Membership of the Institute ceases forthwith if the member:</p> <p>dies, or in the case of Corporate Member ceases operations,</p>	



## National President's Report

The last twelve months have flown by for AUSIT, full of events and activities that all added up to strengthen the course which we established in the previous 2 years. A few changes occurred in the composition of the National Council and in several branch committees, and the individuals who came to replace their predecessors brought fresh energies. On behalf of all members I acknowledge with deep gratitude the contribution of colleagues who stepped down and those who took their places on the committees.

The transition from volunteering to more professional service delivery to members continues, but the powerhouse of our association is fuelled by passion and dedication nonetheless. These essential energy sources are provided by volunteer and employed members alike. It would have been impossible to be where we are now without the incredibly generous and skilful work of our Executive Officer, Daniel Muller. Thanks are also due to PAMS, our secretariat, newsletter editors new and old, professional development and communication managers and members who serve and represent AUSIT on various subcommittees and working groups.

### The state of the association

Of the 3000 or so translators and interpreters who are seriously active in the T&I field in Australia, approximately every fifth practitioner belongs to AUSIT. This proportion seems steady and essentially has not changed over the years. We note a slight increase, as more than 100 new colleagues have joined us during the last 12 months, however our association lost almost the same number of members, most of them leaving the profession for age-related reasons or for better career prospects elsewhere. Some ex-members left after a year or two with us because they misunderstood the nature of the professional body and their false expectations were not fulfilled. It is not easy to become an AUSIT member, so it is a pity to see someone leave so fast, before they could reap the benefits, as increasingly more employers and clients recognise the AUSIT logo as the hallmark of professionalism.

The financial situation of the organisation is comfortable. After some years in the negative, for the second time we achieved a modest surplus in 2012-13. This surplus allows us the luxury of confidence when planning more and even better services for our members in the immediate future.

The priorities for 2012-13 were delivered according to plan.

The Continuous Professional Development Programme, specifically enhanced and shaped to respond to the increased needs generated by NAATI's Revalidation of accreditation scheme, benefited greatly from the credentialing authority's continuing support. In addition to the 28 local face-to-face events and 4 webinars, a series of 6 DVDs was published with recordings of some outstanding lectures presented at the 2012 AUSIT Biennial Conference, Jubilation 25, which attracted an audience of more than 230. A volume of conference proceedings is due to be released soon by Cambridge Scholars Publishing. Mini-conferences were held in Alice Springs, Brisbane and Canberra. In addition to the opportunities aimed mainly at professional development, AUSIT branch committees have been organising purely networking and social events as well, because ours is a lonely profession and we cherish every chance to compare notes, exchange information and debrief with our peers. At the same time, with the popularity of social media ever increasing, the AUSIT Facebook page, Twitter account and YouTube channel also gained more and more visitors.

The new edition of the AUSIT Code of Ethics was successfully rolled out in Australia and New Zealand and the process will continue in 2013-14.

Trying to do the best that a small association can do towards ensuring better rates and working conditions, AUSIT has continued working with APESMA and our sister organisations. APESMA has 25 thousand members and 60 years of experience; it has resources and know-how that AUSIT cannot possibly possess. So it is pleasing to see that the T&I Professional Group within APESMA is growing steadily.

Raising the profile of our profession in the general community is another important area of AUSIT activity. We have reached out as often as we could, engaging with potential end users of language services mainly in other professional and government organisations. The promotion associated with the AUSIT Excellence Awards has been well received. We embarked on our own political campaign during the recent election and sent letters to many candidates.

Following the success of signing a Memorandum of Understanding with our colleagues in the NZSTI two years ago, AUSIT has further broadened its circle of close friends. A common Yahoo list was established with members of the French association SFT (the Société française des traducteurs), later opened to members of the Swiss association (ASTTI). It is possible that members of the Quebec association OTTIAQ will also join soon. If this partnership proves as useful as expected, similar arrangements could be started in other language pairs.

## **Plans for the future**

Thanks to the stability and efficient team spirit in the National Council, and the outstanding structural support we receive from the Executive Officer, I am confident that the coming year will see the continuation of the present trend: crystallisation of professionalism as our core value, provision of expertise to third parties in this regard, utilising alliances rather than trying to be everything for everyone, increasing the quality of services for members and honing our readiness to respond even better to their needs.

I have now enjoyed the honour and privilege of serving AUSIT as President for two years. There is one more year remaining in my term and if re-elected, I will focus on succession planning so as to ensure a smooth continuation of the Institute's growth in 12 months time.

Annamaria Arnall  
President AUSIT

## General Secretary's Report

At the last NAGM on Monday, 3rd December 2012 at Macquarie University, Sydney, the following office bearers were elected: President – Annamaria Arnall; Vice-President – Diana Rodriguez; General Treasurer – Amale Hourani; General Secretary – Ludmila Berkis. The position of the Immediate Past President remains vacant. In September 2013, Diana Rodriguez announced her resignation and Christian Schmidt assumed the position of Acting Vice-President. The above office bearers form the body commonly known as the National Executive (officially designated as the Executive Committee).

The National Council is comprised of the members of the Executive Committee together with the Branch Delegates from each branch. The Branch Delegates after the NAGM were: Daniel Frere (ACT); May Hu (Vic/Tas); Nathalie Ramiere (NSW); Christian Schmidt (SA/NT); Jean Deklerk (WA) and Tea Dietterich (Qld). In February, Jean Deklerk resigned and was succeeded by Yutaka Kawasaki. In May, Tea Dietterich also resigned to be succeeded by Ilke Bruckner-Klein.

As at 27 September 2013, AUSIT had 586 financial members of whom 40 are Senior Practitioners, 481 Full Members, 42 Associates, 20 Students, 2 Candidate Members and 1 Honorary Member.

The first major task for the year was the rollout of the new Code of Ethics, an exercise that involved the work of branches in the distribution and organisation of accompanying presentations around the country. Many thanks to all that helped with this and particularly to the two chief presenters – Christian Schmidt and Uldis Ozolins. The Code of Ethics is not merely important in providing guidelines for practitioners but also in raising the awareness and prestige of AUSIT amongst the stakeholders in our profession; the latter group were also included in our rollout strategy.

The next large undertaking that saw AUSIT members from all around Australia join ranks and engage in debate with passion was the call by NAATI for consultation on their INT (Improvements to NAATI Testing) project. Our membership accounted for a sizable proportion of those who participated in the consultation process, thus helping shape the future of our profession. A synthesis of the ideas and opinions expressed was then incorporated into a collective submission presented to NAATI by AUSIT.

On the 11<sup>th</sup> May 2013, the National Council met in Alice Springs. This meeting focused on improving operational issues and achieving a better understanding of new changes in the management of AUSIT, the appointment of a new editor of In Touch and other paid positions within AUSIT with decisions taken about directions in which they should proceed. As well as this, the changes to AUSIT's bylaws regarding the newly created subcategory of Associate Membership, called "Membership Candidate", were finalised and have since been implemented.

The Membership Candidate introduces a category for interpreters and translators who have either been recently accredited and are entering the profession or who are already practicing but do not hold any relevant official qualifications or accreditation. In order to progress to full membership, the member must demonstrate engagement in professional development. If the Membership Candidate meets this requirement for a year, then the membership category is upgraded to full membership at the start of the next financial year. The aim of this category is to ensure that people, with little knowledge or experience of the profession, gain some necessary knowledge and skills, whilst receiving support and guidance from their peers, before being accorded the full status of a practicing professional.

Looking retrospectively at changes to our membership over recent times, it is apparent that we are seeing some shifts in its composition. There is a noticeable increase in the proportion of interpreters joining; no doubt this is, to some extent, related to the start of NAATI revalidation. Another emerging trend is that a sizeable proportion of new members also come from the ranks of graduates of various tertiary institutions around the country. The demographic change in the audiences engaging in professional development offered by AUSIT is perhaps even more dramatic. It is becoming younger and including a greater percentage of practitioners in emerging languages. Consequently, we are facing a need to adjust the nature of our professional development sessions to cater for the needs and interests of a more diverse audience than in the past. These changes have resulted in a

far greater volume of professional development being offered and some innovations tried in order to find the right answers to what is by no means a simple problem. If attendance numbers can be considered as some measure of success, the results are encouraging.

I would like to thank Annamaria, and especially Yutaka, for their support and patience during my first term as General Secretary. I would also like to express my appreciation to Daniel Muller for his help, for the many improvements that he has made making my task so much easier and for so generously sharing his vast knowledge.

Ludmila Berkis  
AUSIT General Secretary

## General Treasurer's Report

I would like to start by thanking the board for their support during my first year in office and especially President Annamaria Arnall for her immense patience and understanding and for holding the fort when others could not. I would like also to thank the branch treasurers for helping in making my task easier.

AUSIT's financial situation continues to be stable; conservative spending and careful budgeting allows us to cover our expenses. In order to maintain the income stream, member retention strategy continues to be crucial. This could be an important aspect of the role of a future Membership Officer, a position I am hoping will be financially possible during the next financial year.

Regarding organising professional development events, as I have suggested before, I am in favour of less reliance on volunteer work and would prefer to see branches relieved of administrative chores. I am slowly working with the branches to arrive at a mutual acceptance of an organisational mechanism. The changes current underway are driven by branches' feedbacks and on what I feel would motivate committee members to continue to value their volunteer commitment. On this note, a special thank you goes to these committee members (Ilke, Sam, Daniel, Mecia and many more) who did not hesitate to open their homes or offer a meal to PD event presenters. This helped AUSIT minimise its expenses and promoted hospitality and networking in the AUSIT community.

So far, branches have responded well to adopting the current format of the PD financial report; after a few hurdles, everyone seems confident using it and a PD financial report is sent to me after each event. I can say that the PD exercise has been mostly profitable and has added financial value to AUSIT bottom line.

In regards to centralising the accounts, some branches have decided to waive their bank accounts, whilst others have preferred to retain them; they argued that this gives them a sense of achievement. It is my view that there is no harm in AUSIT having more bank accounts if it means that branches do not lose interest in what they do. Another argument for refusing to close the branch bank account was confidence, where some members fear mishandling of the moneys. This argument has come from more senior members and I have reassured them that AUSIT finances are under heavy scrutiny and that any expense larger than \$300 requires NC approval. Consequently, centralising the accounts is a work in progress and will have to wait until everyone is confident and ready.

NAATI reserves have helped with our intensive PD programme. The mid-year mini-conference was very successful and made a profit in excess of \$2000. Unfortunately, I cannot say the same thing about the upcoming Excellence Award as sponsors seem to be slower at responding. Tea is doing an excellent job, but she needs help and I urge talented marketing people in AUSIT to give her a hand (or two). We should not be running unprofitable events as it is not good for AUSIT's future; we also do not want to be wasting its resources.

Finally, I urge you to look at the accountancy documents for the financial year 2012-2013 posted on our website and send me any questions ahead of the NAGM to my email address [treasurer@ausit.org](mailto:treasurer@ausit.org). This will allow me to prepare my answers and ask our accountants if need be.

Thank you for the confidence you place in me.

Amale Hourani  
General Treasurer  
24/09/2013

## Executive Officer's Report

The main focus in 2012/2013 continued to be improving work processes and integration of our systems. The ultimate goal of this strategy is both cost savings as well as freeing up volunteers to contribute where they can contribute best rather than be bogged down in administrative work.

The biggest change was to engage PAMS at a more integrated level and making use of their full range of services. With the website now hosted by PAMS, we can offer integrated event management including registration, online shopping and online renewals all from within the membership administration database.

Other major changes involved a redesign of how we produce our newsletter and write communication and web contents. Other internal processes continued to be improved as well. The smoother running of the administration did not only improve AUSIT's bottom line but also allowed for more projects to be undertaken and properly supported.

For 2013/2014, it is my hope that my role continues to move away from supporting the administration and more towards running projects and incepting new activities to further progress AUSIT's objectives. This will however not be possible without the continued support of the National Council, Branch Committees and members in general.

# AUSIT ACT Branch Report

## New Membership Applications

The ACT Branch has processed 7 membership applications. All of them have been approved.

## Working Together with the Canberra Multilateral Community Forum (CMCF) and CIT Solutions

CMCF and CIT Solutions ran a pilot training program for community interpreters between July and November 2012. On 12 November 2012 the committee was invited to attend the graduation ceremony and to present Certificates and copies of the Code of Ethics to graduates. AUSIT ACT offered graduates PD sessions at non-member prices and free social events to provide an ongoing support network.

## Committee Meetings

The Committee of the ACT Branch has met face to face and via email to discuss branch issues, process membership applications, coordinate Professional Development events and has attended the NAATI consultation meeting regarding the improvements of NAATI Testing and welcomed new members. Our collegiate approach to decision making has been very effective. It has been an honour to work with such a great team.

	Date	Title	Venue
1.	11/11/2012	Committee Meeting with Daniel Muller	Southern Cross Club – Tuggeranong
2.	8/12/2012	Committee Meeting	Koko Black
3.	16/2/2013	Committee Meeting	Koko Black
4.	29/4/2013	Committee Meeting	Koko Black
5.	26/5/2013	Committee Meeting	Patricia's house
6.	3/6/2013	Committee Meeting	Costco
7.	12/7/2013	Committee Meeting	Patricia's house
8.	24/8/2013	Committee Meeting	Koko Black
9.	7/9/2013	AGM 2013	ANU

## Professional Development Sessions

The Mini-Conference 'Working Together in the ACT' was a success with 62 participants and well selected topics and presenters: Sam Berner on The Cloud be With You: Web 2.00 and the professional implications for Translators and Interpreters; Christian Schmidt on the Change to the Code of Ethics; John Beever, CEO NAATI, on Future Directions of Certification of Interpreters and Translators in Australia and Europe; David Smith, APESMA, on a Plan to Improve Translators and Interpreters Services; Gaye Campbell and Elaine Flynn, CIT SOLUTIONS, on Training and Job Opportunities in the ACT. An Article for the NAATI News was written by Mohammed Qassar, Secretary of the branch.

Our PD Session 'CAT Tools – An overview' covered two issues: CAT Tools –What they can do, presented by Vivian Stevenson, and Cyber Crime, Spam in the Social Media and Reputation Management, Privacy Management and Relationship Management as applicable to Translators and Interpreters, presented by Mimi Bartsch from the AFP.

	Date	Title	Venue
1.	6/7/2013	Mini Conference: 'Growing Together in the ACT'	CIT Solutions – Belconnen
2.	7/9/2013	PD event: 'CAT Tools – An overview'	ANU

## Social Events

Our branch has been very active socially and we have tried to stay in touch as frequently as possible. We have welcomed new members, organised picnics and meetings for coffee.

	Date	Title	Venue
1.	13/1/2013	Public Gathering for ACT members	Gungahlin Park
2.	16/2/2013	Welcome Coffee for new ACT members	Koko Black
3.	8/6/2013	ACT members gathering	Koko Black

## Committee Members

The ACT Branch Committee Members were re-elected on the AGM on 7 September 2013:

Chairperson	Patricia Eugenia Alvarez de Ellis
Secretary	Mohanned Qassar
Treasurer	Anne Roppola
NC Delegate	Daniel Freire
PD Coordinator	Mécia Freire
Committee Member	Ta-Yan Leong

## Projection and Goals for the Next Year

1. Continue to strengthen our links with NAATI, ASLIA, APESMA, ANU, CIT SOLUTIONS, Canberra Multicultural Community Forum, Government Agencies, Translators and Interpreters Practitioners, Linguists and Students.
2. Hold at least 2 Professional Development sessions.
3. Our enthusiastic team has already planned the next social gathering to celebrate St Jerome's day with a picnic in a park. The committee will continue to meet for coffee to welcome new members and to network at least twice a year.



# AUSIT New South Wales Branch Report

## 1. Committee Membership (as of 1 September 2013)

The NSW branch committee is constituted as follows:

Patricia Cruise (chair and professional development coordinator); Amale Hourani (treasurer); Hania Geras (secretary); Yoko Onuki (membership applications); Nathalie Ramiere (branch delegate and website coordinator); Michele Miller, Nancy Carrasco, Ching Gao and Amy Xwan (PD and other events).

Currently, the members of the "Conseil des Sages" participating in committee meetings are: Bob Desiatnik, Barbara McGilvray, Helen Slatyer and Terry Chesher.

The Committee meets monthly, generally on the first Thursday of the month and we have been fortunate over the past few years to have the use of NAATI's meeting room.

## 2. Committee Activities

The major activity of the committee is running a professional development (PD) program. Unfortunately this year, we lost our original PD coordinator before she could plan any events, and I nominally assumed this responsibility. Most of our efforts in the early part of the last 12 months were directed to preparations for the AUSIT biennial conference in Sydney. Nonetheless, since the last AGM there have been 4 formal PD sessions plus several informal events. (See attached PD report.)

The appointment of a national PD coordinator did not have any benefit for the local committee in terms of delivering PD sessions.

An innovation during the past year has been a series of coffee morning get-togethers during which professional issues are discussed by attendees. These commenced on 30 September 2012 at the MCA cafe. Yoko Onuki and Michele Miller have taken the initiative on these gatherings and have been responsible for their organisation and promotion.

The second main activity of the committee after PD is the processing of new membership applications that are then passed on to National Council for approval. Yoko Okuni, as membership officer, prepares a detailed summary of applications for discussion and decisions on whether to recommend admission. Earlier this year AUSIT's Executive Officer set up an online voting system that has proved to be very efficient and easy to use.

At this time last year our membership stood at 194. The current membership is 190 after the committee processed 62 applications and recommended admission for 52 applicants during the past year.

In addition to professional development and the processing of membership applications, the committee engages with National Council via our branch delegate, Nathalie Ramiere, and forms branch committee positions on issues raised for consultation.

## 3. Future Directions

In my last report I indicated that there were two responsibilities of the NSW Branch Committee we felt needed reform. The first was our banking arrangements, as we previously had two NSW bank accounts, one of which was dormant. This was resolved by moving NSW AUSIT term deposit funds to the national account. We now have only one bank account with a small balance for operational requirements.

The other matter we identified as requiring review was the processing of applications, as there is considerable work involved in this and double handling, since the National Council reviews the branch recommendation on each application. There is also the issue of consistency to consider, as different branches can give different weight to the various criteria. We believe the processing of applications would be both more efficient and consistent if this function was centralised for all branches.

I have served on the committee for 5 years now, the last two as chair, and will not be continuing into the next year. However the other committee members have indicated they intend to stay on, with the exception of Ching Gao, although there will be some role changes.

We trust that the new committee will continue to maintain and build on the achievements of past years and work towards goals of providing services to members, raising membership and retaining existing members.

I would like to thank all the committee members who give so freely of their time to ensure that the AUSIT NSW branch runs smoothly and effectively.

I also thank NAATI, in particular the NSW manager, Gary Harkins, for continued use of the NAATI office for our meetings.

Patricia Cruise  
Chair  
AUSIT NSW

September 2013

## 4. Branch Professional Development report for 2013

The following events were held during the 2012-2013 committee year:

1. Interpreting for the NSW Police, presented by Judy Saba (09.10.2012) (30 participants)
2. AUSIT's revised Code of Ethics, presented by Christian Schmidt (27.04.2013) (30 participants)
3. Revalidation, presented by Gary Harkins (22.05.2013) (40 participants)
4. MemoQ training workshop, presented by Claudia McQuillan-Koch (27.07.2013) (11 participants)

## 5. Membership Report: Sep 2012-Sep 2013 (as of 9 Sep 2013)

Number of admitted members: 52, of which 39 Full Members, 7 Associates, 4 Students, 2 Candidate Members  
Abandoned Applications: 6, due to insufficient evidence of work experience or qualification.

I sent an invitation to Candidate Membership to 5 of them recently, but have not heard back. It may mean that they lost interest, decided to withdraw their application, or are not checking email.

Applications in process: 4. "In process" means that I am in communication with applicants and/or their referees to put together their work history, reference letters, or degree certificates, so their applications can proceed to the decision phase.

Total: 62 applications received, 52 admitted.

### *Information on Candidate Membership:*

The Candidate Membership was introduced and implemented in July to ease the admission in AUSIT. Applicants who have sufficient qualification but insufficient evidence of work experience, or sufficient evidence of work experience but insufficient qualification, may now be admitted as a Candidate instead of an Associate. The Associate membership criterion is simply "interest in the industry" and it was not intended for people who are qualified to practice or are already practicing. From now on, applicants who are qualified or experienced will not be considered for Associate category, even if they have insufficient work experience or qualification. They will be welcomed in AUSIT as a Candidate, and when they acquire sufficient work experience/qualification, they will be upgraded to full membership. This system will make the membership processing easier and faster, as we no longer need to wait forever for the referees to respond, in which time the applicants may get exasperated and lose interest in joining AUSIT. Current Associates will be contacted by the national office in due course for reclassification in Candidate membership or upgrading to Full membership.

NSW Branch Membership Officer.

## AUSIT Queensland Branch Report

It never ceases to amaze me how quickly a year goes by, but looking back at what the AUSIT QLD Branch achieved, it should not really surprise anyone.

We facilitated workshops with topics on T&I in the health sector, tips for translators how to survive the new world order, a three-part series on ethics (introduction, health, and legal), a workshop on benefits, disadvantages and pitfalls for the Translator in the 21st Century, a double-workshop on translation theory & the revised Code of Ethics, a business workshop and last but not least our 5th Annual Mini Conference. These workshops and the quarterly Chat Breakfasts, usually held at a local café on Saturday mornings, provide AUSIT members as well as non-members with the vital opportunity to gather professional development points, keep up-to-date with T&I industry relevant topics and network with peers.

We attended the NAATI consultation meeting regarding the improvements to NAATI testing, and sent our meeting notes and views to the AUSIT National Council who prepared a submission to NAATI, based on feedback from all branches.

Together with representatives from ASLIA, we collaborated with APESMA, the union representing interpreters and translators, to help launch the campaign “Many Languages – One Voice” currently being rolled out nationwide. This was a continuation of the work started by our Victorian colleagues who contacted APESMA about two years ago, seeking union representation.

The QLD Branch Committee continued throughout the year to meet face to face and discuss branch issues via email, despite all of the committee members being very busy with their work and family lives. These issues include for example membership applications, which no longer need to wait to be presented and discussed at committee meetings. Thus, decisions can be made and action can be taken speedily. We strive to hold face-to-face meetings every couple of months, usually at the Queensland State Library, where we book a meeting room. In the last 12 months, the first committee meeting was held during the AUSIT Biennial Sydney Conference on 2 December 2012, simply because it so happened that most of us were attending – an opportunity which was not to be missed. Our remaining meetings were held on 11 January, 22 March, 4 May, and 12 July 2013 and the first meeting of the newly elected QLD Branch Committee will have been held on 27 September, the day after the QLD Branch AGM. Since it is not always possible for everyone to attend in person, sometimes those committee members who cannot travel to the meeting on a particular day join via Skype.

Looking ahead, this coming year we will be planning for a big and exciting event, as the next Biennial AUSIT Conference will be held in Brisbane in October 2014. A separate QLD Branch Event Organising Committee will work together with the National Event Organising Committee to ensure this is a successful event.

In closing, I would like to thank the outgoing QLD Branch Committee members for the great team work, the fun and camaraderie:

- Alison Rodriguez, vice chair
- Tea Dietterich, branch delegate until May, when I stepped into that role, because of Tea’s business commitments; Tea is also our representative at the NAATI Regional Advisory Committee
- Elisabeth Kissel, branch secretary
- Asanka Haluwana, branch treasurer
- Yvonne Goldmann and Yoyo Dong, branch PD coordinators
- Ita Szymanska, representative at the NAATI Regional Advisory Committee when Tea is not available
- Sam Berner, branch membership applications officer
- and last but not least our committee members Rona Zhang, Vicky Zeng and Max de Montaigne.

I would also like to welcome and introduce the new QLD Branch Committee:

- Chair/Branch Delegate: Ilke Brueckner-Klein
- Vice Chair: Alison Rodriguez
- Secretary: Elisabeth Kissel
- Treasurer: Max de Montaigne
- Committee Members:
  - Sam Berner (Membership Applications)
  - Yvonne Goldmann (looking after PD schedule and bookings)
  - Tea Dietterich (1st RAC representative)
  - Ita Szymanska (2nd RAC representative)
  - Rona Zhang
  - Jadranka Brown

But let's not forget YOU! Thank YOU for coming to the QLD AGM and perhaps even the NAGM, thank YOU for coming to the PD events throughout the year, and thank YOU for perhaps considering to become a branch committee member. While you may see enough hands on deck already, eventually there comes a time or reason for each of us to step down from active participation in the branch's management. And it does take some time for a newcomer to find their feet and role in a committee, so please, if you are interested in becoming a committee member, put your hand up, nominate yourself to participate in the committee's work and learn the ropes. We already have a conference organising committee in place, but more hands on deck are needed. So, if you are keen to get involved in either the branch committee or the conference organising committee, please come and talk to us.

Ilke Brueckner-Klein  
AUSIT Queensland Branch Chairperson

## AUSIT South Australia / Northern Territory Branch Report

This year has proven to be a year of many firsts for our Branch, with the most momentous being the dawn of AUSIT activity amongst our Northern Territory colleagues.

September was a busy month. We were privileged to be the first in Australia to hear about the revised AUSIT Code of Ethics. Later in the month, TAFE staff member Pip Cody and our Chair Maurite Fober organised a session about the new revalidation system and an introductory talk explaining the roles of ASLIA, APESMA and AUSIT to a large group of practitioners. They both fielded many questions about revalidation, coinciding with the commencement of the actual process.

November brought an unexpected innovative double workshop to Adelaide thanks to an opportunity arising from the visit of a former colleague, Justine Chim, who now practices as an ergonomist in Hong Kong. We thank Vera Gu and the NC for their part in making this event possible. It was a first for us in tackling the subject of wellbeing in our profession. Justine had much valuable advice to share with the audience on how to protect ourselves from injury at our computers, and the event proved quite successful. We extended this opportunity to consider health matters by including a second presentation by Dr. Janah James on how to increase energy levels as well as giving tips for a healthy life style.

After a much needed break early in the new year, we were back to workshops in March with Christian Schmidt giving another presentation as part of the rollout of the revised Code of Ethics; on this occasion with a bit more time devoted to practical aspects. The audience reaction led the Committee to consider the need for a more informal set of opportunities for interpreters and translators to discuss the many issues they face in their everyday working lives. This has resulted in the inception of a series of five interactive sessions focusing on ethics, which commenced in June. These sessions were designed to encourage people to frankly discuss, without fear, all those issues that have plagued them and to seek resolution of their dilemmas through mutual support and advice.

This venture is still in progress, offering people an opportunity to come to these unstructured, informal monthly discussions. The initiative appears to have found great favour, especially amongst interpreters, bringing together a number of new faces to our usual gatherings as well as a good cross-section of cultures in a very lively and interesting debate. The sessions have been moderated by Christian Schmidt and supported by a group of dedicated old hands willing to lend their experience and wisdom and learn a thing or two themselves. We are also very pleased to see a number of TAFE students joining these sessions and hopefully learning how to deal with problems in their new profession before actually encountering them. We would also like to thank Christian for his extensive work in the area of ethics and translation theory within our Branch through workshops, interactive events and networking sessions during the year. His contribution has been invaluable.

In May, a truly historical event took place in our Branch as the action shifted to Alice Springs. It was with great pleasure that our Branch recently witnessed a growth in the number of members in the Northern Territory. Upon a request from two of these members, an AUSIT event finally came to Alice Springs in the form of a mini-conference, made possible thanks to the efforts of David Moore, Maya Cifali and a team from AUSIT National. The involvement of our colleagues from the Northern Territory has been a topic of discussion for decades. It was wonderful to finally see it come to life in the shape of what proved to be a fascinating conference. In what is a first for AUSIT and the SA/NT Branch, the conference focused on issues in interpreting in Aboriginal languages. We look forward to the growth and involvement of our Alice Springs contingent and perhaps even from beyond in the future.

As we look to the new year, we sadly farewell two Committee members: Petra Junge and Maurite Fober. Petra did a wonderful job of organising and coordinating our numerous PD events. Thank you Petra for your time, efforts and great advice. We would also like to express our gratitude to Maurite who has been on the Committee

for a number of years and the Branch Chair for the last two years. Thank you Maurite for all the time, initiatives, knowledge and expertise that you have contributed over the years. Both of you will be greatly missed.

At the same time, it is wonderful to welcome to the Committee David Moore, Kay Zhang and Long Le. David is to be our new Branch Delegate, thus further advancing the role of Northern Territorians in AUSIT. Kay, the winner of our AUSIT prize for the TAFE SA Student of the Year in 2012, brings her wonderful youthful energy and vitality to the office of Branch Secretary. Long, an experienced Vietnamese interpreter, joins us as a Committee member. We trust that you find your new roles in AUSIT rewarding and interesting.

The Committee would also like to particularly acknowledge, with gratitude, the ongoing support of the NC and Daniel Muller. A richly deserved thank-you goes to Daniel for his many initiatives which have made a very significant difference to the operation of the branch.

Composition of new SA/NT Branch Committee:

Christian Schmidt	Chair
Ludmila Berkis	Deputy Chair
David Moore (NT)	Branch Delegate
Thomas Kruckemeyer	Treasurer
Xania (Kay) Zhang	Secretary
Caroline Sanders	Membership Officer
Maria José Harty	Ordinary member
Le, Long Hoang	Ordinary member

# AUSIT Victoria/Tasmania Branch Report

## Chairperson's Report 2012/13

The Committee for 2012/13 consisted of Meredith Bartlett, Denise Formica, Dorothy Prentice, May Chen, May Hu, BiYi Fang, and Nadesan Sundaresan. We have had a good year getting Vic back on track with some enjoyable social functions and some very interesting PD events. More importantly we have had some fun too, so I hope those who are nominating for the committee this year will find they enjoy their time as much as we have. You can read in the following reports of the Professional Development activities, and the social get-togethers we have enjoyed.

The success of our year is demonstrated in the membership figures for this year on a national level. Apparently Victoria is now leading the country in membership numbers, which is proof we have provided what many of you wanted, but also testament to the hard work of our membership secretary, Dorothy, who has managed to stay right on top of each application.

Our highlight this year has been several joint events with ASLIA Vic, especially on Ethics workshops, and combined committee meetings. This has been a wonderful opportunity for us to share our knowledge and plans for PD activities. We have one more planned joint activity which will be a roadshow of PD events to Tasmania in November. Some of the committee are going to Tasmania with ASLIA Vic committee members to offer some face to face training for Tasmania's translators and interpreters. We are also researching better opportunities for internet connection and access to Vic training events.

The final big function which we will be supporting is the national AUSIT Excellence Awards and D-Day Exhibition on Saturday 16th November from 9am, and 7pm for the Gala Dinner. I hope you will all support this event.

I would like to thank your Vic/Tas branch committee for their hard work and commitment to interpreters and translators and encourage you to jump on board and assist us, but also learn more about your profession as you do.

Dr Meredith Bartlett  
Chair

## Professional Development Report 2012-2013

The past year has seen a flurry of activity as the new committee has attempted to satisfy both members' need for points towards revalidation and the belief that the professionalisation of our industry is one of the major issues we need to address.

We began the PD year on March 23rd with a very-well attended session presented by Marc Orlando from Monash University's Translation and Interpreting Programme. More than 40 attendees took advantage of this session to learn about the new conference interpreting stream of the Master of Interpreting and Translation course on offer at Monash and Marc's current research into digital pen – Smartpen – technology. Our May PD event was directed towards translators and we invited Dr Rika Shimo-Malmberg, Computer Assisted Translation specialist, to present on some of the translation technology available free online. Rika's talk was aimed at a basic introduction to what is available on the internet and she led the participants through the most important features of both Wordfast Anywhere and Xbench.

A joint PD workshop entitled Ethics of the Profession was organised together with ASLIA Victoria in July. It was led by Teresa Cumpston-Bird (ASLIA Vic) and Dr Denise Formica (AUSIT Vic/Tas) and attracted more than 60 spoken and sign language interpreters. Problems of ethical conduct are common in daily practice and the chance to talk, reflect and listen to others' solutions to common dilemmas was a highlight of the evening. There are two



more PD events scheduled for 2013: a Mental Health Workshop in October and a weekend of training offered jointly by ASLIA Victoria and AUSIT Vic/Tas in Hobart in November.

Dr Denise Formica  
PD Co-ordinator

## **Membership Secretary Report October 2012 – 2013 & Social Activities**

During the last 12 months we have had a steady stream of applicants to the Vic/Tas Branch of AUSIT. In total, we have had 40 new applicants. It has been a pleasure to serve as the Membership Secretary for the Vic/Tas Branch.

Since the Annual meeting we have had several social get-togethers for social relaxation:

- December 2012 was an end-of-year dinner in Brunswick
- Saturday morning Coffee Meet in the city in March
- A Wednesday evening dinner in the city in April,
- Breakfast in Glen Waverley in May
- Saturday morning Coffee Meet in June in Seddon
- Dinner in Fitzroy after this year's AGM

Dr Dorothy Prentice  
Membership Secretary/Officer

## **Committee for 2013 / 2014**

Finally our new committee for 2013/14 consists of

- Dr Meredith Bartlett – Chair
- Yingfeng Dai – Deputy Chair
- Dr Dorothy Prentice – Membership Secretary and Social
- Dr Denise Formica – PD Co-ordinator
- May Hu – Branch Delegate
- Dongmei Chen – Treasurer
- BiYi Fang
- Wawan Putra

## AUSIT Western Australia Branch Report

It is my great privilege again to submit to you the chairperson's report for AUSIT WA Branch AGM 2013. First of all, I would like to congratulate our Branch Committee member Ms Ella Davies, who won the "Business Migrant of the Year Award" of the WA Multicultural Community Service Awards 2013. For those of us who know Ella's wonderful and multi-faceted talent and exemplary work ethic, this news was no surprise at all. You are fully deserving of the recognition: well done, Ella!

The WA Branch AGM in 2012 coincided with the very successful mini-conference. We were very fortunate to have Professor Sandra Hale from the University of New South Wales flying across the continent to brief us about her vitally important survey on court interpretation. Then we heard a fascinating exposition of Valéry's concept of translation entitled Form and Meaning In Translation by Professor David Elder of Edith Cowan University. After that, we enjoyed fellowship over superb oven-fired pizzas on the sparkling North Fremantle bowling club lawns. The atmosphere was joyous and friendly and the day was enjoyed by everyone.

At the National AGM in November 2012, our own Annamaria Arnall was re-elected as the National President, while Diana Rodriguez became the Vice-President. WA domination in the highest echelons of the organisation continues! The national executive team has done tremendous work in the last 12 months. Organisational and procedural streamlining yielded efficiency dividends. The most noticeable benefit is the long-awaited new website, which was launched earlier this year. I am sure those who visited it were very impressed by its improved functionality and better, more professional design.

In January 2013, the WA branch hosted a professional development session entitled Marcel Weyland and Translation – The Love of a Literary Classic. Weyland is a noted translator of Polish literary works living in Sydney. His translation of the Polish national epic Pan Tadeusz is recognised worldwide. AUSIT WA co-funded his visit to Perth in collaboration with PolArt 2012 Perth, Festival of Polish Visual and Performing Arts. The PD session, held at the Polish consulate was well-attended despite it being so early in the new year. Weyland talked about his life and work, and gave an oral presentation of some of his beloved poetry.

The next PD session on April 13, 2013 entitled Getting a better income as a T/I professional was again a great success: the room was so full that it was standing-room only for the latecomers. It was a rare occasion to meet in one place representatives from all the major T/I agencies who are willing to listen to practitioners' voices and answer questions. The discussion was lively but very friendly and I believe helped to allay some of the perceived antagonistic feeling between practitioners and agents.

For the June 29 PD on the revised Code of Ethics, we flew in a well-known and admired AUSIT doyen, Mr Adolfo Gentile, from Victoria. And it was well worth it. He presented a succinct summary of the revision process and explained the new Code in his signature friendly style. Despite his tight schedule, he was all too happy to linger on as long as he could to answer WA members' questions.

So, it has been another satisfying year for AUSIT nationally and locally, and it would not have been possible without the consistent and eager support from you, our members. Incidentally, this is my last report as the WA branch chair, as Ella was elected as the new branch chair at the branch AGM in 2013. I would like to express my heartfelt gratitude for your support over the years, and would like to exhort you to show the same support to Ella as she leads the branch to a next exciting phase. I wish you all a very prosperous and enjoyable year ahead.

Yutaka Kawasaki  
AUSIT Western Australia Branch Chairperson

# Minutes of the 25<sup>th</sup> National Annual General Meeting

## 25th NATIONAL ANNUAL GENERAL MEETING IN SYDNEY

DATE: Monday, 3 December 2012  
 TIME: 3:45-5:00 pm  
 VENUE: Macquarie University, Sydney, NSW  
 REGISTRATION: 3:30 pm

Attendance: Patricia Alvarez de Ellis (PA), Annamaria Arnall (AA), Elisabeth Auffenberg (postal), Marta Barany (MB), Andrew Bell, Ludmila Berkis (LB), Barbara Bernardi, Sam Berner (proxy), Bobi Blazeski (proxy), Giuseppe Brescia, Jadranka Brown (proxy), Ilke Brueckner-Klein (proxy), Terry Chesher (TC), Mirna Cicioni (proxy), Patricia Cruise (PC), Yinfeng Dai, Jean Deklerk (JD), Bob Desiatnik (proxy), Tea Dietterich (TD), Vadim Doubine, Michele Dreyfus, Steve Elkanovich, Daniel Freire, Mecia Freire (MF), John Gare, Silke Gebauer, Hania Geras, Lou Ginori, Vera Gu (VG), Mary Gurgone (proxy), Sarir Homayuni-Sadeghi, Amare Hourani (AH), May Hu (MH), Lia Jaric (postal), Yutaka Kawasaki (YK), Thomas Kruckemeyer (postal), Teresa Lee, Allyson Luo, Barbara McGilvray (BM), Michele Miller, David Moore, Daniel Muller (DM), Eve Oakley (postal), Uldis Ozolins (Associate) (UO), Judith Pattinson, Rossana Perino (postal), Cristina Piccinno, Suzan Piper, Dorothy Prentice, Nathalie Ramiere (NR), Dima Rashid (proxy), Emilie Ritea, Diana Rodriguez-Losada (DR), Christian Schmidt (CS), Christina Siegel, Louis Vorstermans (LV), Sompit Watkins (proxy), Peter Zauner, You Yan Zou.

Apologies: Helen Slatyer; Adolfo Gentile; Moreno Giovannoni, Bob Desiatnik

Welcome to invited observers: Daniel Francis, Henry Liu, KIS representatives and aboriginal language interpreters.

### 1. Confirmation of the Minutes of the 24<sup>th</sup> National AGM (2011).

DR moved, BM seconded. Approved.

### 2. Presentation of the Report of the 24<sup>th</sup> National Council by the National President.

Motion that the Report be approved. MF moved, MB seconded. Approved.

### 3. Presentation of the AUSIT Statement of Accounts and Balance Sheet for the Financial Year 2011/2012 by the General Treasurer.

NR asked about the "NAATI reserve" DM answered that it is the amount we received from NAATI for our work on TICPD and put on the reserved account for the work involved. JD asked about the provision of reserves. DR answered that reserves have not been allocated. DR confirmed with DM that reserves were made up of unused membership.

TC asked about the number of current financial members. DM reported that the number is 578 as of Monday, 26 November 2012. DR thanked branch treasurers and PAMS, NC colleagues and membership at large for support and trust over her 3-year term as the General Treasurer.

Motion that the Report be approved. MB moved, PA seconded. Approved.

### 4. Presentation of the General Secretary's Report for the year 2011/2012.

YK thanked members, NC and Executive.

Motion that the Report be approved. MF moved, MH seconded. Approved.

### 5. Presentation of State Branch Reports.

ACT: PA introduced the new ACT branch committee representatives. She mentioned the planned activities (branch had been dormant and many members had left, but there is new enthusiasm and hope that it will capture old and new members).

NSW: PC presented the NSW branch report. The small Committee worked hard to put the conference together in collaboration with AUSIT's national event organising committee. The branch has made a recommendation for centralized membership application processing and financial management. AA expected it to be considered by the next national council.

QLD: TD commented on the QLD report as printed in the Annual Report. The branch remains very active and strong and will continually update on the activities via electronic communication means. TD also gave an update on the post election situation in QLD, the abolition of QLD Health Multicultural Unit and the interpreter training grants announced by former Premier Anna Bligh. TD is therefore sharing the RAC position with Ita Symanzska.

SA/NT: CS reported the activities of the branch. He outlined the PD sessions and networking sessions.

VIC/TAS: MH relayed greetings from present and past chair and members of the branch committee. The branch has a new committee. It has gone through some tough periods in the past couple of years but now, with a new committee, is energetic and happy to contribute nationally.

WA: YK presented the WA report as printed in the Annual Report.

PD Coordinator's report: VG read out her report. She congratulated the BNC organisation and praised the teamwork of the planning committee. She related her own experience of teamwork since she took up the position of PD Coordinator. She stressed the importance of continuous professional development and commended the work of branch PD coordinators. She detailed all Branch PD workshops and each branch coordinator. She also commented on a proposed mini-conference at Alice Springs. She announced that two new webinars that are now available and commended DM for putting up the ticpd website.

#### **6. Presentation of AUSIT Administration Report by the Executive Officer.**

DM thanked the outgoing NC members, BM and YK and mentioned new and young members, VG, and new technologies being implemented. The new membership application process has assisted in managing the increased number of applications and reduced processing. DM thanked retiring Vice-President, BM, for the wisdom, patience and diplomacy she showed in her many years of working for AUSIT.

Motion that the reports by state branches, PD Coordinator and the Executive Officer be accepted collectively. TC moved, MB seconded. Approved.

#### **7. Special Resolutions**

LV commented that corporate membership is problematic. He would like to have it deleted at some stage. Following a show of hands indicating some support for corporate membership, AA replied that it was included in the Constitution in 2010 and repealing it, whilst not possible at this time, may well be on the agenda for a future NAGM. AA invited further discussion on this issue.

Motion that DM be appointed as the returning officer. YK moved, MB seconded. Approved.

#### **8. Other Business**

AA launched the new Code of Ethics. She thanked the two main contributors to the revision process, UO and CS.

UO gave a historical overview of the revision process.

CS commented about the revision process after he took over, and thanked BM for her support throughout the process.

AA thanked NSW Branch members AH, BM, TC, PC and Willya Waldburger for their work in organising the JubilaTion 25 conference.

DM declared the result of the voting:

Special Resolution 1: Aye 47, Nay 5; Approved.

Special Resolution 2: Aye 51, Nay 1; Approved.

Special Resolution 3: Aye 52, Nay 0; Approved.

Special Resolution 4: Aye 52, Nay 0; Approved.

Special Resolution 5: Aye 52, Nay 0; Approved.

Special Resolution 6: Aye 52, Nay 0; Approved.

**9. Election of National Office Bearers and declaration of non-contested positions on the National Council.**

YK declared the current electable positions of the NC vacant.

The following written nominations, duly seconded, were submitted before the deadline of 31 October 2012:

President: Annamaria Arnall

Vice-president: Diana Rodriguez

General Treasurer: Amale Hourani

General Secretary: Ludmila Berkis

All of the above nominations are uncontested. YK declared that the above have been elected the new office bearers.

**10. Date and venue for 26<sup>th</sup> National AGM.**

TBA

AA declared the meeting closed at 5:15PM

# Appendices

**AUSTRALIAN INSTITUTE OF INTERPRETERS AND  
TRANSLATORS INCORPORATED**

**ABN 64 855 620 166**

**FINANCIAL REPORT**  
FOR THE YEAR ENDED 30 JUNE 2013

**ABN 64 855 620 166**

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**AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INCORPORATED**

ABN 64 855 620 166

**COMMITTEE'S REPORT**

Your committee members submit herewith the financial report of the Australian Institute of Interpreters and Translators Incorporated for the financial year ended 30 June 2013.

**Committee Members**

The names of the committee members in office at any time during, or since the end of, the year are:

Annamaria Arnall  
May Hu  
Christian Schmidt  
Sultan Dogan  
Yutaka Kawasaki  
Diana Rodriguez  
Daniel Freire  
David Moore

John Gare  
Tea Dietterich  
Karmenu Attard  
Amale Hourani  
Jean de Klerk  
Ludmilla Berkis  
Nathalie Ramiere  
Ilke Bruekner-Klein

**Principal Activities**

The principal activities of the association during the financial year were:

Representing the interests of member interpreters and translators.

**Significant Changes**

No significant change in the nature of these activities occurred during the financial year.

**Operating Result**

The surplus (deficit) after providing for income tax amounted to \$23,652 – 2012 surplus \$11,648.

Signed in accordance with a resolution of the members of the committee.

President

  
\_\_\_\_\_  
Annamaria Arnall

Treasurer

  
\_\_\_\_\_  
Amale Hourani

3 October 2013

**AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INCORPORATED**  
**ABN 64 855 620 166**

**INCOME STATEMENT**  
**FOR THE YEAR ENDED 30 JUNE 2013**

	NOTE	2013	2012
		\$	\$
<b><u>REVENUE FROM ORDINARY ACTIVITIES</u></b>			
<b>Operating activities</b>			
Subscriptions from members		80,824	72,684
Advertising, online services and royalties		4,475	4,132
Sundry income		482	1,654
		85,781	78,470
<b>Project income</b>			
Membership activities		-	-
<i>Less expenses</i>		-	-
Yellow Pages income		-	-
<i>Less expenses</i>		(3,485)	(2,913)
Professional development income		29,840	15,769
<i>Less expenses</i>		-	(5,957)
Excellence awards and conference		96,029	32,493
<i>Less expenses</i>		(63,693)	(22,734)
Sales & marketing		-	-
<i>Less expenses</i>		-	-
Naati project income		24,400	24,400
<i>Less expenses</i>		(31,758)	(2,672)
<b>Gross profit from projects</b>		51,333	38,386
<b>Non-operating activities</b>			
Interest received		4,587	5,980
<b>TOTAL REVENUE FROM ORDINARY ACTIVITIES</b>		<b>141,701</b>	<b>122,836</b>
<b><u>EXPENDITURE FROM ORDINARY ACTIVITIES</u></b>			
Advertising & promotion		350	-
AGM costs		50	1,803
Association management fees		46,333	44,565
Auditors' remuneration		3,500	3,400
Bank charges & interest		865	263
Board expenses		4,239	9,269
Branch expenses		1,565	3,747
E-information support		1,800	1,582
General expenses		2,409	1,036
Merchant fees		97	403
Insurance		2,038	1,669
Internet and website costs including depreciation		2,985	9,540
Newsletters & magazines		15,045	15,330
Postage		844	389
Printing & stationery		682	628
Subscriptions & affiliation fees		3,994	1,908
Professional fees		-	7,480
Telephone		1,546	1,409
Wages and superannuation		29,707	6,767
<b>TOTAL EXPENDITURE FROM ORDINARY ACTIVITIES</b>		<b>118,049</b>	<b>111,188</b>
<b>SURPLUS (DEFICIT) FOR THE YEAR</b>		<b>23,652</b>	<b>11,648</b>

The accompanying notes form part of these accounts and are to be read in conjunction therewith.

**AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INCORPORATED**

**ABN 64 855 620 166**

**BALANCE SHEET  
AS AT 30 JUNE 2013**

<u><b>CURRENT ASSETS</b></u>	<b>NOTE</b>	<b>2013</b>	<b>2012</b>
		<b>\$</b>	<b>\$</b>
Cash and Cash Equivalents	3	179,398	167,107
Receivables	4	13,970	4,800
Other assets	5	1,544	5,629
<b>TOTAL CURRENT ASSETS</b>		<b>194,912</b>	<b>177,536</b>
 <u><b>NON-CURRENT ASSETS</b></u>			
Web Site Development		30,795	26,250
Less Accumulated Depreciation		(26,755)	(24,060)
<b>TOTAL NON-CURRENT ASSETS</b>		<b>4,040</b>	<b>2,190</b>
 <b>TOTAL ASSETS</b>		<b>198,952</b>	<b>179,726</b>
 <u><b>CURRENT LIABILITIES</b></u>			
Trade and other payables	6	10,490	7,543
Other	7	52,936	60,309
<b>TOTAL CURRENT LIABILITIES</b>		<b>63,426</b>	<b>67,852</b>
 <b>TOTAL LIABILITIES</b>		<b>63,426</b>	<b>67,852</b>
 <b>NET ASSETS</b>		<b>135,526</b>	<b>111,874</b>
 <u><b>EQUITY</b></u>			
NAATI Reserve		14,370	21,728
Retained Earnings		121,156	90,146
<b>TOTAL EQUITY</b>		<b>135,526</b>	<b>111,874</b>

The accompanying notes form part of these accounts and are to be read in conjunction therewith.

**AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INCORPORATED**

**ABN 64 855 620 166**

**STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 30 JUNE 2013**

	<b>Retained Earnings</b>	<b>NAATI Reserve</b>	<b>Total</b>
	<b>\$</b>		<b>\$</b>
Balance at 30 June 2011	100,226	-	100,226
Surplus (Deficit) for the year	11,648	-	11,648
Transfer to/(from)Naati Reserve	(21,728)	21,728	-
Balance at 30 June 2012	90,146	21,728	111,874
Surplus (Deficit) for the year	23,652	-	23,652
Transfer to/(from) Naati Reserve	7,358	(7,358)	-
Balance at 30 June 2013	121,156	14,370	135,526

The accompanying notes form part of these accounts and are to be read in conjunction therewith.

**AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INCORPORATED**

**ABN 64 855 620 166**

**NOTES TO AND FORMING PART OF THE ACCOUNTS  
FOR THE YEAR ENDED 30 JUNE 2013**

**NOTE 1 - SIGNIFICANT ACCOUNTING METHODS**

The financial report is a special purpose financial report that has been prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act Australian Capital Territory 1991.

The Association is a non-profit organisation and received the major part of its income from subscriptions and member events and conferences.

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

**Basis of Preparation**

*Reporting Basis and Conventions*

The financial report has been prepared on an accruals basis and is based on historic costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

**Accounting Policies**

a) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within short-term borrowings in current liabilities on the balance sheet.

b) Revenue

Revenue from membership subscriptions is recognised in the period to which it relates. Grant revenue is recognised in the income statement when it is controlled. When there are conditions attached to grant revenue relating to the use of these grants for specific purposes it is recognised in the balance sheet as a liability until such conditions are met or services provided. All revenue is stated net of the amounts of goods and services tax (GST).

c) Critical Accounting Estimates and Judgments

There were no critical accounting estimates and judgments in respect of the amounts in this Report.

d) Financial Instruments

*Recognition and Initial Measurement*

Financial instruments, incorporating financial assets and financial liabilities, are recognised when the entity becomes a party to the contractual provisions of the instrument. The entity does not have complex financial instruments. The financial instruments on the entity's balance sheet are all non-derivative in nature, namely cash and cash equivalents, receivables and payables.

Financial instruments are classified and measured as set out below.

*Derecognition*

Financial assets are derecognised where the contractual rights to receipt or cash flows expires or the asset is transferred to another party whereby the entity no longer has any significant continuing involvement in the risks and benefits associated with the asset. Financial liabilities are derecognised where the related obligations are either discharged, cancelled or expire.

*Classification and Subsequent Measurement*

*(i) Receivables*

Receivables are non-derivative financial assets that have fixed maturities and fixed determinable payments, and it is the entity's intention to hold these investments to maturity.

*(ii) Financial Liabilities*

Non-derivative financial liabilities are measured at cost.

**AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INCORPORATED**

**ABN 64 855 620 166**

**NOTES TO AND FORMING PART OF THE ACCOUNTS  
FOR THE YEAR ENDED 30 JUNE 2013**

	<b>2013</b>	<b>2012</b>
	<b>\$</b>	<b>\$</b>
<b>NOTE 2 – PROFIT (LOSS)</b>		
Expenses:		
Remuneration of Auditor	3,500	3,400
	<hr/>	<hr/>
<b>NOTE 3 – CASH AND CASH EQUIVALENTS</b>		
Cash at Bank	179,398	167,107
Cash in Transit	-	-
	<hr/>	<hr/>
	179,398	167,107
	<hr/>	<hr/>
<b>NOTE 4– TRADE AND OTHER RECEIVABLES</b>		
<b>CURRENT</b>		
Trade Debtors	13,970	4,800
Other Debtors	-	-
	<hr/>	<hr/>
	13,970	4,800
	<hr/>	<hr/>
<b>NOTE 5 – OTHER CURRENT ASSETS</b>		
Prepayments	1,544	5,629
	<hr/>	<hr/>
<b>NOTE 6 – TRADE AND OTHER PAYABLES</b>		
<b>CURRENT</b>		
Trade Creditors	1,447	380
Accrued Expenses	-	3,000
Payroll Liabilities	1,719	911
Good and services tax	7,324	3,252
	<hr/>	<hr/>
	10,490	7,543
	<hr/>	<hr/>
<b>NOTE 7 – OTHER LIABILITIES</b>		
<b>CURRENT</b>		
Unearned income – Prepaid member subscriptions	44,936	53,375
Unearned income – prepaid conference sponsorship and registrations	8,000	6,934
	<hr/>	<hr/>
	52,936	60,309
	<hr/>	<hr/>

**AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INCORPORATED**

ABN 64 855 620 166

**STATEMENT BY MEMBERS OF THE COMMITTEE**

The Committee has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1. to the financial statements


In the opinion of the committee the financial report as set out on pages 3 to 8,

1. Presents a true and fair view of the financial position of the Australian Institute of Interpreters and Translators Incorporated as at 30 June 2013 and its performance for the year ended on that date.


2. At the date of this statement there are reasonable grounds to believe that the Australian Institute of Interpreters and Translators Incorporated will be able to pay its debts as and when they fall due.

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

President

  
\_\_\_\_\_  
Annamaria Amali

Treasurer

  
\_\_\_\_\_  
Kifah Hourani

Dated: 3 October 2013

**INDEPENDENT AUDIT REPORT  
TO THE MEMBERS OF THE  
AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INCORPORATED**

**ABN 64 855 620 166**

**Report on the Financial Report**

I have audited the attached financial report, being a special purpose financial report of the Australian Institute of Interpreters and Translators Incorporated for the financial year ended on 30 June 2013, as set out on pages 3 to 9.

***Committee's Responsibility for the Financial Report***

The committee are responsible for the preparation and fair presentation of the financial report and have determined that the basis of preparation described in Note 1. is appropriate to meet the requirements of the Associations Incorporation Act Australian Capital Territory 1991 and are appropriate to meet the needs of the members. The committee's responsibilities also includes such internal control as the committee determines is necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

***Auditor's Responsibility***

My responsibility is to express an opinion on the financial report based on my audit. I conducted my audit in accordance with Australian Auditing Standards. These Auditing Standards require that I comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the financial report that gives a true and fair view, in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

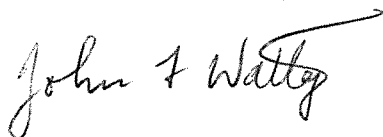
I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

***Auditor's Opinion***

In my opinion, the financial report of the Australian Institute of Interpreters and Translators Incorporated presents fairly, in all material respects the financial position of the Australian Institute of Interpreters and Translators Incorporated as of 30 June 2013 and its financial performance for the year then ended in accordance with the accounting policies described in Note 1. to the financial statements and the requirements of the Associations Incorporation Act Australian Capital Territory 1991..

***Basis of Accounting and Restriction on Distribution***

Without modifying my opinion, I draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist Australian Institute of Interpreters and Translators Incorporated to meet the requirements of the Associations Incorporation Act Australian Capital Territory 1991. As a result the financial report may not be suitable for another purpose.



---

**John Francis Watty**  
Registered Company Auditor  
255 Whitehorse Road  
Balwyn Vic 3102

Dated: 3 October 2013





APPOINTMENT OF PROXY FORM

for AUSIT National Annual General Meeting, 16 November 2013, Melbourne

If you appoint a proxy AND submit a postal voting form, then the postal voting form will be counted for the Special Resolution and your assigned proxy will be allowed to vote for you on all other matters.

I, ..... (full name)

of ..... (residential address),

being a financial member of AUSIT, hereby appoint

..... (full name)

..... (address of proxy),

being a financial member of AUSIT to vote for me on my behalf at the 26th National Annual General Meeting of AUSIT, to be held on Saturday 16 November 2013 and at any adjournment of that meeting.

Signature of member

appointing proxy: ..... Date:...../...../2013

Mail to AUSIT Returning Officer, PO Box 5163, Chullora, NSW 2190, or email signed copy to eo@ausit.org to arrive no later than Friday 8 November 2013.



POSTAL VOTING FORM

for AUSIT National Annual General Meeting, 16 November 2013, Melbourne

If you appoint a proxy AND submit a postal voting form, then the postal voting form will be counted for the Special Resolution and your assigned proxy will be allowed to vote for you on all other matters.

I, ..... (full name)

of ..... (residential address),

being a financial member of AUSIT, hereby vote as follows on the Special Resolution to remove the Corporate Membership category from the AUSIT Constitution:

Yes, remove the Corporate Membership category

No, do not remove the Corporate Membership category

Details about the Special Resolution will be published at <http://tinyurl.com/ausitnagm13> after 1 October 2013

Signature: ..... Date:...../...../2013

Mail to AUSIT Returning Officer, PO Box 5163, Chullora, NSW 2190, or email signed copy to eo@ausit.org to arrive no later than Friday 8 November 2013.

**NOMINATION FORM**

for AUSIT National AGM, 16 November 2013, Melbourne

Position(s) for which nomination is made (tick as appropriate)

**President**   
**Vice-President**   
**General Secretary**   
**General Treasurer**

I, \_\_\_\_\_  
(full name), being a financial member of AUSIT,

of \_\_\_\_\_  
(residential address),

hereby nominate myself \_\_\_\_\_

or \_\_\_\_\_

of \_\_\_\_\_  
(Nominee's residential address),

who is also a financial member of AUSIT,  
for the above-listed position.

Candidate's signature of acceptance: \_\_\_\_\_

Proposer's name
Proposer's membership category
Proposer's signature

Secunder's name
Secunder's membership category
Secunder's signature

Date: \_\_\_\_\_ / \_\_\_\_\_ / 2013

Mail to **AUSIT Returning Officer, Daniel Muller, PO Box 5163, Chullora, NSW 2190**  
or email signed copy to **eo@ausit.org** to arrive no later than **1 November 2013**.

Nominations will not be accepted on the floor unless insufficient nominations are received.



**Australian Institute of  
Interpreters and Translators Inc**

**ANNUAL  
REPORT  
2013-14**

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## National President's Report

In presenting my report for the last 12 months I wish to acknowledge all who contribute to the many and varied activities that comprise the life of AUSIT. Whilst we continue to hire professionals to deliver tasks requiring specialist expertise, the vigour and vitality of the association is ensured by volunteer members in the National Council, the state-based branch committees and the numerous special-purpose committees. I estimate that more than 100 persons are "doing AUSIT" regularly or occasionally in their spare time. Thanking them all I trust they too derive a lot of satisfaction from their involvement. For me, it is an honour and a privilege to head a fantastic, passionate team like that.

The achievements I report below came through team efforts.

Daniel Muller, our Executive Officer Extraordinaire, made sure that what we did during the year was done well. The elected office bearers and branch delegates who make up the National Council tried to ensure that we did only good things.

As in the previous year, we again conducted a Membership satisfaction survey. This informative exercise enables the leadership to follow a direction that the majority of members prefer.

In the area of increasing general public awareness of the T&I profession, and also clients' awareness of specific T&I services and markers of quality – activities ranked 1st and 2nd by members – we delivered the AUSIT Excellence Awards 2013. The promotional campaign allows us to reach out to the public via various media and talk about the topic of translation and interpreting. Unfortunately our media releases have not led to spectacular TV interviews as yet. Nonetheless, we reached out to a large number of journalists and other recipients with the meta-message that translation and interpreting is a profession, and AUSIT is the national association of professional TIs. Hopefully next time we will do better and will be seeing more articles and feature stories about award-winning practitioners in more organs of the mass media. The competition continued to attract some outstanding nominations in all categories, except in Remote Interpreting. For the second time, no award was made in this category because, unfortunately, no submission met the expected level of quality.

With respect to AUSIT being active to further the interests of our members regarding pay/rates and working conditions, I wish to stress that our alliance with ASLIA and Professionals Australia is developing into a strong partnership. The negotiations about the details of the partnership did not progress with the speed some of our members expected from the parties, but this was not for lack of trying. Many intricate details complicate the picture, e.g. research and consultation must be carried out to obtain clarity before all parties are ready to sign the document.

Two major developments occurred due to Professionals Australia:

- Senator the Hon Concetta Fierravanti-Wells, Parliamentary Secretary to the Minister for Social Services, the highest-ranking politician overseeing language services, promised to organise a National Round Table to discuss issues of ongoing concern and find solutions to them.
- Professionals Australia gained exemption from the Trade Practices Act, and will be able to develop recommended rates.

AUSIT members are providing crucial support to the cause by also becoming Professionals Australia members. AUSIT proposes to offer a reduction in membership fee for joint AUSIT and PA members.

Provision of Professional Development ranked as the third most important AUSIT activity.

Three mini-conferences were held last year (Canberra, Hobart and Alice Springs) and seventeen PD events around the country. There was a good balance between topics dedicated to translating and interpreting and professional or general ethics in the PD offerings on the national scale, however, unfortunately, this is not true for each specific location. Not all members were given an opportunity to hone the skills they wanted to improve on at an AUSIT PD event last year. On the positive side, more and more other sources for self-directed professional improvement are becoming available to translators and interpreters, and AUSIT maintains the TICPD.COM website which lists these as well. Even if they are not organised by our association, we bring high quality PD events to the attention of our members and the profession at large.

The number of networking events held last year nation-wide was twenty-eight. Attendance numbers fluctuate, but the general trend remains steady growth. Face-to-face interaction with colleagues provides a chance to compare notes, discuss events, learn new tricks of the trade, find a sympathetic ear for debriefing, or gain a future collaborator who can provide recommendations and perhaps open doors to more jobs.

Towards the end of the year we started to roll out the first of our short, specific, demand-driven courses intended for regular and consistent nationwide delivery. The Induction into the T&I Profession modules have been designed by Claudia Koch-McQuillan to guide the first steps of practitioners. Preparations for delivery in Adelaide, Brisbane and Perth at the start of 2015 are already in place.

Representation of members and the profession to the private and public sector, to NAATI and other stakeholders at various forums consumed a huge amount of our energies during the last 12 months. I believe we are getting very close to achieving what was a vision statement in 2008: that no decision affecting translation and interpreting should be made without AUSIT participation. A big thank you again to those members who represented the Institute at those meetings and working groups, and kept corresponding with the National Council to ensure that information was exchanged and everyone was up to date. Barbara McGilvray and Sam Berner were particularly generous with their time and dedication at national level. The roll-call of volunteer AUSIT representatives attending meetings and various events with state government and state-based institutions would be too long to publish here. Thank you all.

On the international scene the most important achievement of the last year was AUSIT winning the right to host the next FIT World Congress in Brisbane in 2017. Congratulations to the organisers of the bid, Tea Dietterich and Alison Rodriguez in particular.

My term as National President comes to an end at the 27th Annual General Meeting but I remain a member of the AUSIT National Council and intend to keep on contributing to the best of my abilities.

Annamaria Arnall

## **General Secretary's Report**

At the last NAGM on Saturday, 17 November 2013 at CQ Function Centre, Melbourne, the following office bearers were elected: President – Annamaria Arnall; Vice-President – Christian Schmidt; General Treasurer – Amale Hourani; General Secretary – Ludmila Berkis. The position of the Immediate Past President remained vacant. The above office bearers form the body commonly known as the National Executive (officially designated as the Executive Committee).

The National Council is comprised of the members of the Executive Committee together with the Branch Delegates from each branch. The Branch Delegates after the 2013 NAGM were: Daniel Freire (ACT); May Hu (Vic/Tas); Amy Wong (NSW); David Moore (SA/NT); Yutaka Kawasaki (WA) and Ilke Brueckner-Klein (Qld).

As at mid-September 2014, AUSIT had 615 financial members. Of these, about 40% were interpreters, 20% translators and 40% practise both. The top two languages represented by our new recruits are Chinese and Persian in almost equal numbers. These two languages lead all others by a significant margin, Arabic comes a distant third and is followed by French and Italian. Quite a few new recruits are graduates of tertiary interpreting and translating courses. Many also hold tertiary degrees in a broad range of disciplines unrelated to the profession.

The membership category of "Candidate" is proceeding smoothly with several of the very first few candidates already proceeding on to full membership.

This year, the National Council devoted a significant amount of time to planning for the future – looking to meeting the changing membership and their needs and the challenges facing AUSIT. To this end, on the 21-22 March 2014 a meeting was held in Sydney, as part of the mid-year meeting of the National Council, at which strategies for the future were discussed.

I would like to thank Annamaria for her devotion and support, Yutaka for always being there when I needed help, and of course Daniel Muller, who gives so much and makes a great deal possible.

Ludmila Berkis

General Secretary



## General Treasurer's Report

Dear Colleagues,

It is my pleasure to present you with the Treasury report for the past financial year. Please refer to the audited financial report.

The income for the financial year 2013-2014 was mainly driven by membership fees at more than \$110,000 and professional development income at more than \$33,000

The expenditures consisted mainly in administrative, accounting and auditing, salaries, wages and superannuation of approximately \$83,000; professional development expenses, including the Excellence Award of about \$30,000; promotional expenses of about \$20,000; Council expenses of about \$10,000. \$4,000 are unpaid invoices for the national induction course.

Biennial Conference and Excellence Award

Considering the deficit we recorded with the Excellence Award:

Income:	\$9,279
<u>Expenses:</u>	<u>\$16,372</u>
Deficit:	\$(7,093)

From a financial point of view, I propose to merge the two events: Biennial Conference and Excellence Award in one biennial event. The usual conference dinner would become the Excellence Award celebration. In doing so, the sponsors have better incentives and our volunteer duties will halve, along with the efforts and expenses associated with organising the event.

Changes of Accountancy:

I have changed the way our accounts are handled. The changes allow for visibility of profit/loss of national events and branch events for each financial year. Monthly reports can also be obtained. The ultimate goal should be that all accounting and bookkeeping be centralised and undertaken by a qualified accountant / bookkeeper.

I would like to thank my colleagues on the National Council, the Executive Officer and the branch treasurers for their teamwork and friendliness throughout the year and for their ongoing support. I wish everyone a successful year ahead.

Amale Hourani  
General Treasurer

## **Executive Officer's Report**

My aim for this year was to do less administration in order to work on running projects and on developing strategies to further progress AUSIT's objectives. The more integrated use of PAMS' services that was implemented in 2013 has allowed me to do this to a certain extent and has offered greater online value to our member base through the AUSIT website. Processes have been established for online purchases, membership renewal and event management. I am pleased to report that we have a good working relationship with PAMS and administration is running smoothly. I would like to personally thank Paul Amour for his ongoing assistance and pro-active support of AUSIT.

I facilitated a strategy session in March in Sydney which resulted in good constructive analysis. Some key action areas moving forward were identified, such as breaking down the silo mentality within AUSIT to better share ideas and events as well as moving away from the lowest common denominator in resolving issues. Discussion also centred on changing our structure so as to create lasting change by encouraging member contributions, and facilitating and valuing the diverse range of skills our members possess.

A new vision of "Communicating Credible Professionalism" was established at the session and has already been validated in developments such as universal revalidation and partnership discussions with PA. We have seen AUSIT's previous vision of "no decision without AUSIT input" come to fruition in the decision-making processes within the industry and we need to continue to drive this line forward.

At an organisational level, moving everyday operational activities away from elected committees should continue. Elected committees should engage members, represent the industry and undertake strategic work rather than everyday operational work.

The main focus in 2014/2015 will be to continue to streamline processes, share ideas between states and make progress in establishing our new vision with the support of the National Council, Branch Committees and members in general.

Daniel Muller

# AUSIT ACT Branch Report

## New Membership Applications

The ACT Branch has processed 4 membership applications. All of them have been approved:

1. Iqbal Khan 14/7/14
2. Roberto Corrielli 25/6/14
3. Mariana Brasch 25/6/14
4. Daniel Freire (Senior Practitioner membership)

## Committee Members

The ACT Branch Committee Members were re-elected at the AGM on 7 September 2013:

Chairperson	Patricia Eugenia Alvarez de Ellis
Secretary	Mohanned Qassar
Treasurer	Anne Roppola
NC Delegate	Daniel Freire
PD Coordinator	Mécia Freire
Committee Member	Ta-Yan Leong

## Committee Meetings

The Committee of the ACT Branch has met face to face and via email to discuss branch issues, process membership applications, coordinate Professional Development events and welcomed new members.

	Date	Title	Venue
1.	17/12/2013	Committee Meeting	Koko Black
2.	13/4/2014	Committee Meeting	Koko Black
3.	19/8/201	AGM 2014	Theo Notaras Multicultural Centre

## Professional Development Sessions

	Date	Title
1.	29/3/2014	<b>Mini Conference 'Putting Interpreters and Translators on their Feet'</b>

The Mini-Conference 'Putting Interpreters and Translators on their Feet' was very successful with participants from ACT, NSW and VIC, and well selected topics and presenters:

Elisabeth Mayer addressed the topic 'Taming Language Variation – Linguistic and extra linguistic factors driving variation, insights from pluricentric Spanish';

Christian Schmidt presented an interactive workshop on 'Putting interpreters and translators on their feet – building on ethical and theoretical foundations';

John Beever – NAATI CEO – spoke about 'Expectations of Ethics and Skills in the improved NAATI certification system now being developed for approval by NAATI's owners in 2014; and

Gaye Campbell from CIT Solutions explained the ongoing programs available for language training and services to Government Agencies.

2.	16/8/2014	<b>PD event 'Seminar on NAATI Revalidation Issues'</b>
----	-----------	--

PD Session 'Seminar on NAATI Revalidation Issues'. Katrin Matthews, NAATI Revalidation Officer and Robert Foote, Accreditation Manager, responding to practitioners' questions about Revalidation and future directions for NAATI and specifically future Revalidation.

## Social Events

Our branch has been very active socially and we have tried to stay in touch as frequently as possible. We have participated in the Language Walk to celebrate the International Mother Language Day organised by the International Mother Language Movement, welcomed new members, organised picnics and meetings for coffee. Our National Delegate, Daniel Freire, represented the ACT Branch at the funeral of our member Dr George Klim.

	Date	Title	Venue
1.	29/9/2013	International Translation's Day St. Jerome's Day Picnic	Glebe Park
2.	1/2/2014	Public Gathering for ACT members	National Arboretum
3.	21/2/2014	International Mother Language Day Walk	Peace Park to Kings Park
4.	16/5/2014	Funeral of Dr George Klim – ACT Member	Woden Cemetery

## **2014/2015 Branch Committee**

At the ACT Branch AGM held on 19<sup>th</sup> August the new Committee was elected as follows:

Chairperson	Mécia Freire
Secretary	Dr Kevin Windle
Treasurer	Anne Roppola
Branch Delegate	Daniel Freire
PD Coordinator	Roberto Corrielli
Committee Member	Khalid Putres

### **Closing Remarks**

I want to express my gratitude to each member of the ACT Branch Committee and to all members of the Branch for the support I received during my term as Chairperson. Our collegiate approach to decision-making has been very effective. It has been an honour to work with such an enthusiastic team. Together we have raised the profile of the ACT Branch and promoted the work of AUSIT in the national capital.

Patricia Eugenia Alvarez de Ellis  
Outgoing ACT Branch Chair

## **AUSIT New South Wales Branch Report**

It is my pleasure to present you with my report for the past year.

NSW branch committee members met every month, usually the first Thursday of the month, and the Conseil des Sages members attended the meetings when their time permitted. Everyone took time to volunteer and help AUSIT and I would like to express my appreciation and gratitude for their input and support.

Our branch was very active socially and the committee members tried to stay in touch as frequently as possible. We welcomed new members, organised professional development events and coffee mornings.

### **Committee Meetings**

The Committee of the NSW Branch organised face to face meetings, via email and skype to discuss branch issues, process membership applications and coordinate professional development events.

The meetings took place on the following dates: 3 Oct, 7 Nov and 5 Dec 2013; 16 Jan, 6 Feb, 6 Mar, 3 Apr, 1 May, 12 June, 3 July, 14 Aug 2014, on level 5, 280 Pitt Street, in the NAATI office. I would like to thank NAATI for letting us use their premises.

### **New Membership Applications**

The NSW Branch processed 45 membership applications. All except one were approved and one was withdrawn. NSW branch has now 160 full members with voting rights not counting Associates and Candidates.

### **Professional Development Sessions**

Event on 01/02/2014: Cybercrime and CAT tools was presented by Constable Mimi Barsh from NSW Police Force and Vivian Stephenson; 40 attended this event.

Event on 07/03/2014: Workshop for New (and not so new) Translators was presented by AUSIT Senior Practitioner Michele Miller; 22 attended this event.

Event on 26/06/2014: Legal Interpreting Seminar was presented by Professor Sandra Hale; 41 attended this event.

### **Treasurer's Report**

The Treasurer functions in NSW are limited to issuing event financial reports. The above events have resulted respectively in the following income and expenses:

Event on 01/02/2014: Income: \$1905, Expenses: \$444.60

Event on 07/03/2014: Income: \$820, Expenses: \$150.20

Event on 26/06/2014: Income: \$1735, Expenses: \$437.75

For more details, please consult the events financial reports.

**Coffee mornings**

29/09/13 at MCA Café for International Translation Day, about 30 attendees.

25/10/13 at UWS library attracted 25 attendees.

14/03/2014 at La Renaissance, The Rocks, 18 attendees.

17/05/2014 in Hornsby, 8 attendees.

08/08/2014 in Strathfield, 16 attendees.

**Christmas dinner**

On 28 November, we celebrated the end of year festivities during which Professor Sandra Hale was awarded Fellowship of AUSIT.

**NSW branch website**

Please note that NSW branch website is now permanently closed. Please consult the AUSIT website [www.ausit.org](http://www.ausit.org) instead.

Finally, I would like to thank the committee members for their time and efforts. Without their commitment none of the above would have been possible. I would also like to thank Barbara, Bob, Helen and Terry for their sage advice and for helping us with the difficult issues. It has been my pleasure and honour to be part of this valuable team.

Thank you.

Amale Hourani  
Outgoing AUSIT NSW Branch Chair

## AUSIT Queensland Branch Report

Since the 2013 Branch AGM, we held a total of 7 branch committee meetings, for which we rely more and more on Skype, because not everyone is able to attend in person. This is quite efficient, although meeting face-to-face I must admit adds a bit of a feel-good factor. We continue to process membership applications via email, which means the whole process is wrapped up speedily and we do not have to discuss them during our branch committee meetings.

A lot, if not most of the energy goes into the planning and facilitating of workshops, POWWOWS, and Chat Breakfasts. Here is an overview of the branch's PD activities over the last year:

- 27 July 2013, Chat Breakfast
- 3 August 2013, AUSIT QLD Mini Conference. Presenters: Sandra Hale, Ita Szymanska, Michelle Rea, Renato Beninatto, Sam Berner
- 26 September 2013, Ethics Forum and AGM
- 31 October 2013, POWWOW
- 22 February 2014, Chat Breakfast
- 3 May 2014, PD Session: The Translation ~~Business~~—Profession and its Future (how to take back control over our careers). Presenter: Louis Vorstermans
- 29 May 2014, POWWOW
- 26 June 2014, NAATI Revalidation. Presenter: Jim Duncan
- 2 August 2014, Chat Breakfast
- 28 August 2014, 5:30-8:30pm, Ethics Forum and AGM

Since professional development has become increasingly important in particular due to NAATI's revalidation scheme, AUSIT strives to provide quality PD sessions that cover a wide range of topics. Should you have any particular input into what topic you'd like to see on the PD schedule, or if perhaps you are keen to hold a workshop or get involved in organising workshops please let us know. These workshops, the POWWOWS and Chat Breakfasts provide AUSIT members as well as non-members with the vital opportunity to gather professional development points, keep up-to-date with T&I industry-relevant topics and network with peers.

Last year Professionals Australia, the union now representing professional translators and interpreters, formerly known as APESMA, launched the campaign "Many Languages – One Voice" which was rolled out nationwide, following the initiative of our AUSIT colleagues in Victoria who contacted the union about three years ago, seeking union representation. Recently there was a national road show held by PA where some models for a potential partnership between AUSIT and PA were being discussed. All branches provided their input to National Council who are in negotiation with PA.

Looking ahead, of course we are all excited about THE big and exciting AUSIT event: Our next Biennial AUSIT Conference will be held in Brisbane on 1/2 November. A separate QLD Branch Event Organising Committee in cooperation with the National Event Organising Committee and ASLIA members have been planning this important event, which undoubtedly will be as successful as the Biennial AUSIT Conference held here in Brisbane in 2008.



Having held the position of Branch Chair for two years and the position of Branch Delegate for a year and a half was a good experience and I felt how important it is to have a strong team where we can rely on each other. While I won't be able to continue in these two roles, I am happy to stay on the committee in a supporting role as PD coordinator. I would like to take this occasion to invite any of our colleagues to join the committee. If you are interested, please talk to a committee member, and we are happy for you to come along to committee meetings so that you get an idea what it is that you could contribute. We are all volunteers, committed and trying our best to keep branch activities going. Eventually, we all need a break from volunteering and thus we need new members to put up their hands and pitch in. Don't be shy, we all started as "new kids on the block" at some point, and some of us may be considered dinosaurs by now (I can only speak for myself, of course). But it is not all hard work – quite the contrary: there is a lot of camaraderie and fun being part of a branch committee.

In closing, I would like to thank the outgoing QLD Branch Committee for the great team work, fun and friendship:

Alison Rodriguez, vice chair

Elisabeth Kissel, branch secretary

Max de Montaigne, branch treasurer

Yvonne Goldmann, branch PD coordinator

Ita Szymanska, representative on the NAATI Regional Advisory Committee

Sam Berner, branch membership applications officer

and last but not least our committee members Rona Zhang, Vicky Zeng and Jadranka Brown.

But let's not forget YOU! Thank YOU, our members, for coming to the various PD events throughout the year.

Ilke Brueckner-Klein

Outgoing QLD Branch Chair & Branch Delegate

## **AUSIT South Australia / Northern Territory Branch Report**

This year has proven to be a fruitful year. As part of AUSIT's co-operation with PA, our branch met with PA representative Bede Payne to exchange information and present the issues that we feel are particularly relevant to practitioners in our state. Later we also participated in a meeting organised by PA in Adelaide.

As usual, the branch continued to deliver workshops and monthly networking meetings. This year we noted a significant growth in attendance at our workshops.

In September, we finished the last in a series of interactive workshop sessions for the new code of ethics with Christian Schmidt moderating a final session with plenty of food for thought for SA practitioners. These sessions were designed to encourage practitioners to discuss their problems frankly in an informal setting, allowing them to share issues and to seek solutions to dilemmas through peer support and advice. They attracted young members of the profession as well people with a lot of experience. TAFE students also joined in and had an opportunity to hear firsthand about day-to-day issues and how to deal with them. Participants participated actively, which showed that these sessions were well received and fulfilled an important function. We also took the opportunity to advocate the vital role of AUSIT in the translating and interpreting industry.

We once again thank TAFE SA for providing the venue for all our workshops. With AUSIT member Marina Morgan succeeding Magdalena Rowan in the teaching role at TAFE, our partnership with TAFE SA is likely to continue growing. We would also like to thank Christian for his extensive work in the area of ethics and translation theory within our branch through workshops, interactive events and networking sessions during the year.

In March our monthly T&I Connect meetings moved to a new venue which is not far from the old place but offers a better atmosphere as well as excellent French cakes and coffee. The feedback has so far been positive and the branch will continue with this venue. Attendant numbers vary but there are regular participants who, together with our committee members, have provided invaluable advice and shared their life experience.

In March we held a terminology workshop, which proved to be quite successful. We had around 80 attendees and the lecture theatre at TAFE was full. This two-hour workshop consisted of two sessions: one focused on translators and the other on interpreters.

In August, a workshop on telephone interpreting was held with a guest speaker coming from Cairns to address the audience on a topic which is becoming increasingly relevant to interpreters. Once again, the event was well attended and the audience engaged well with the speaker, who encouraged interaction.

The Northern Territory side of the branch is about to stage another language forum in Alice Springs titled "Building on Literacy to Close the Gap". Once again, the chief focus will be on indigenous languages, although the topic is relevant beyond these boundaries. The event is aimed at both interpreters and translators, as well as representatives of organisations that use their services, thus promoting understanding of the profession as well as providing professional development to interpreters in Central Australia.

We thank Maya Cifali and our Branch Delegate, David Moore for making this innovative and important project happen.

Finally, the branch also engaged in lobbying and representation on behalf of the profession at an event organised by Relationships Australia.

Once again, the committee would also like to acknowledge, with gratitude, the unfailing support of the National Council and AUSIT's Executive Officer, Daniel Muller.

Christian Schmidt

Chair, SA/NT Branch

## AUSIT Victoria/Tasmania Branch Report

The success of Vic/Tas Branch is again demonstrated by the membership figures for this year on a national level. Victoria is still leading the country in membership numbers, which is proof we have provided what many TIs wanted, but also testament to the hard work of our membership secretary, Dorothy, who has managed to stay right on top of each application.

Many Committee members work closely with Professionals Australia and the committee encourages TI colleagues to support joint membership of AUSIT, ASLIA and PA as they have begun to put more detail into their mutual proposals. It is noticed that PA has achieved some good results with the ACCC for Tis' benefit, which is a big step forward.

### Office Bearers and Committee elected at the AGM 25<sup>th</sup> August 2014:

Chair: Meredith Bartlett

Secretary: Dorothy Prentice

Treasurer: Dongmei Chen

PD Co-ordinator: Denise Formica

Branch Delegate: David Deck

Committee Members: Yinfeng Dai, BiYi Fang, Genevieve Fahey, Jessica Trevitt, Nicola Savage

### Professional Development

The Vic/Tas branch PD calendar began with a very simple event to **welcome all existing and new members** in 2014 on **February 28<sup>th</sup>** at the Vicdeaf premises in East Melbourne. Our panel for the evening was drawn from different areas of the profession. We were very grateful to be able to welcome Bisa Surla, freelance Serbian ↔ English interpreter/translator; Sarina Phan, agency owner, AUSIT Senior Practitioner, Vietnamese ↔ English interpreter/translator; Adrienne Meakin, secretary of the AALC; Bede Payne from Professionals Australia.

Our second event for the year was the Joint ASLIA/VIC and AUSIT VIC/TAS Workshop: **Putting Your Code of Ethics into Practice**. Held on **April 2<sup>nd</sup>** in ASLIA/VIC's East Melbourne premises. It was sponsored by Oncall with the support of Vicdeaf. 60 places soon filled with an interesting variety of students, newly-accredited practitioners, and old hands from professional organisations, representing both spoken-language, Auslan and deaf interpreters. The presenters were Dr Meredith Bartlett and Dorothy Prentice, respectively our Chair and Secretary of AUSIT Vic/Tas. After a short refreshment break, the group reformed to listen to the story of Ms. Yu Lipski, the courageous interpreter who went public on the death of a Chinese national following his arrest and subsequent discharge from the Dandenong Police Station in 2013. Some months after our event, Ms Lipski received the 2014 Voltaire Award, presented by Liberty Victoria for distinguished contribution to free speech.

On **28 June 2014**, AUSIT Vic/Tas ran a one-day long '**Working with the Police**' workshop. It was led by an AUSIT Senior Practitioner, Sarina Phan, who is a well-regarded Vietnamese Level 4 interpreter

with rich experience working with police. People claimed that they learned a lot from this PD. Everyone agreed that they would like to attend 'Working with the Police II' if AUSIT runs it in the future.

AUSIT Vic/Tas once again conducted a joint workshop with ASLIA Vic on Ethics and Ethical decision-making during 2013-14. The second joint activity was on Monday **15<sup>th</sup> September**, '**Beyond Best Practice**' which was also a challenging and enjoyable PD for both associations.

## **Membership**

During the last 12 months we have continued to have a steady stream of applicants to the Vic/Tas Branch of AUSIT. In total, we have had 47 new applicants, 7 more than in the previous year. As at 30<sup>th</sup> June 2014, the Vic/Tas Branch had 175 members, some of whom had not yet renewed their membership.

Membership Secretary Dorothy Prentice made following comments which are good to share with all of us:

*What are the benefits of membership of AUSIT? As a reasonably recent member of AUSIT, I value the networking opportunities at the PD events and at social occasions. Attendance at one National Conference (Sydney 2012) and one Excellence Awards event (Melbourne 2013) was a very positive experience for me and I would encourage our members to make the effort to attend any of these events. Your AUSIT e-flashes will keep you up to date about the coming events. I've also found it valuable to join an e-bulletin where there is a sharing of ideas, problems and solutions. Some are relevant to my situation as a community interpreter and some are not but one can be selective with the posts.*

## **Social Activities**

Retaining and rewarding members, as well as giving them a sense of belonging to AUSIT, is one of our aims. The Committee has made a conscious effort this year to more fully reward members when holding PD events by giving a substantial discount to those who are members. We have also had social events to further develop a sense of community among AUSIT members.

Since the last Annual Meeting in September 2013, we have arranged a number of social activities:

**September 2013** - A **dinner** was held after the Annual General Meeting.

**October 2013** - A **lunch** was held after the PD event on Mental Health in the city.

**December 2013 - End of Year Function:** This was a catered lunch for a reasonable price. Around 35 people attended.

**February 2014 – Welcome Evening for Old and New Members:** This was a most enjoyable evening and the venue was again Vicdeaf East Melbourne. The committee organized the mix of ethnic food, there was a panel discussion, an activity to facilitate mingling and a Trivia competition. There was positive feedback to the committee about the whole evening. Around 35 people attended.

**March 2014** - A **lunch** was held at a beautiful venue by the Bay in St Kilda.

**May 2014:** A comfortable venue in Blackburn was the site for an enjoyable coffee morning.

**June and July:** There was a substantial morning and afternoon tea and lunch accompanying the PD event in June which facilitated networking.

**Future events in 2014:** a possible **lunch** after the PD event on Saturday 22<sup>nd</sup> **November**. There will be an **end-of-year function** on Friday 5<sup>th</sup> December.

We have attempted to vary the times and venues (and cuisines) of the various activities so as to suit the varying needs and locations of members. These activities are very helpful in our profession where so many work alone and do not have many opportunities to meet other practitioners.

The Chair Meredith Bartlett thanks the Vic/Tas branch committee for their hard work and commitment to interpreters and translators. On behalf of the Branch, she also thanks Vicdeaf for the venue free of charge throughout the year, Oncall Interpreters for their support of our Tasmanian Roadshow of PD events, and ASLIA Vic for their mentoring and collaboration.

May Hu,  
Outgoing Vic/Tas Branch Delegate

## **AUSIT Western Australia Branch Report**

Dear fellow AUSIT-ers,

I cannot believe that a year has already passed ... and it has been a hectic one again for all of us.

Although it went so quickly we managed to attend to many important tasks this year.

In early July we had translation scholars visiting Perth for the Asia Scapes conference who presented a free master class and public lecture at UWA.

During May we were involved with revisions of the Language Service Policy and carried out consultations with OMI (the WA Office of Multicultural Interests), before the LSP was officially launched in June this year.

We attended meetings and public forums with the NAATI representatives in regard to the INT project and recommendations made by Professor Sandra Hale and her team of researchers in order to improve the NAATI testing. The practitioners expressed their opinion on each recommendation and the best ways of implementing them.

In late February we released an expression of interest call for a CAT workshop on Translation Software which was tentatively scheduled for May. However, due to the poor response the workshop did not go ahead.

Following the great success that Mr. Adolfo Gentile's workshop had in June '13 we felt the need for a wider audience to benefit from his well of knowledge. Therefore, we had the great pleasure of seeing him again in December and in collaboration with the Royal Perth Hospital organized the presentation on the revised Code of Ethics. The interpreters in Perth heard all about the huge amount of work that went into the process of revision as well as the final outcomes of many changes the Code of Ethics has undergone. They absorbed every word as Mr. Gentile presented the true meaning behind each and every point of the revised Code of Ethics. It was again a tremendous success and for good measure, we even made a considerable profit.

Also this year a letter was sent to Commissioner O'Callaghan in relation to unfortunate events of the Gibson case. We expressed our concerns in regard to the serious miscarriage of justice due to inadequate use of language services by the WA Police in remote areas.

On 7 July Catherine Pfammatter and I attended a meeting with Professionals Australia, which was part of their promotional campaign 'Road Show'. Their representatives - led by Mr. Bede Payne - presented a few possible models of cooperation with AUSIT in promoting the TI industry under the banner 'many languages one voice'. The meeting was attended by about 30 people, with strong representation from ASLIA.

More recently, on 31 July, Jean DeKlerk and I attended a meeting with Ms Rebecca Ball, the new Executive Director of OMI, where we informed her of all the latest developments in the industry. The meeting was attended by representatives of all the interpreting associations in Perth and the current issues in the industry were discussed at length.

We already have a few projects in the pipeline for this year including the Introduction to Interpreting and Translating as an occupation as well as a workshop on note-taking and preparation for the NAATI testing, and I am looking forward to working with you in making it all happen.

Ella Davies  
Chair, WA Branch



## **Appendix 1: Audited Financial Statement**

**AUSTRALIAN INSTITUTE OF INTERPRETERS AND  
TRANSLATORS INCORPORATED**

**ABN 64 855 620 166**

**FINANCIAL REPORT**  
FOR THE YEAR ENDED 30 JUNE 2014

**AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS  
INCORPORATED**

**ABN 64 855 620 166**

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**AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INCORPORATED****ABN 64 855 620 166****COMMITTEE'S REPORT**

Your committee members submit herewith the financial report of the Australian Institute of Interpreters and Translators Incorporated for the financial year ended 30 June 2014.

**Committee Members**

The names of the committee members in office at any time during, or since the end of, the year are:

Annamaria Arnall  
Christian Schmidt  
Yutaka Kawasaki  
Diana Rodriguez  
Daniel Freire  
David Moore

May Hu  
Amale Hourani  
Amy (Xiaxing) Wang  
Ludmilla Berkis  
Nathalie Ramiere  
Ilke Bruekner-Klein

**Principal Activities**

The principal activities of the association during the financial year were:

Representing the interests of member interpreters and translators.

**Significant Changes**

No significant change in the nature of these activities occurred during the financial year.

**Operating Result**

The surplus (deficit) after providing for income tax amounted to \$ (1,002) – 2013 surplus \$23,652.

Signed in accordance with a resolution of the members of the committee.

President

\_\_\_\_\_  
Annamaria Arnall

Treasurer

\_\_\_\_\_  
Amale Hourani

2 October 2014

**INCOME STATEMENT**  
**FOR THE YEAR ENDED 30 JUNE 2014**

	NOTE	2014	2013
		\$	\$
<b><u>REVENUE FROM ORDINARY ACTIVITIES</u></b>			
<b>Operating activities</b>			
Subscriptions from members		110,337	80,824
Advertising, online services and royalties		723	4,475
Sundry income		1,195	482
		112,255	85,781
<b>Project income</b>			
Yellow Pages income		-	-
<i>Less expenses</i>		(586)	(3,485)
Professional development income		33,418	29,840
<i>Less expenses</i>		(27,121)	-
Excellence awards and conference		9,279	96,029
<i>Less expenses</i>		(16,372)	(63,693)
Sponsorship		10,818	-
<i>Less expenses</i>		-	-
Naati project income		-	24,400
<i>Less expenses</i>		(193)	(31,758)
		9,243	51,333
<b>Non-operating activities</b>			
Interest received		4,159	4,587
		125,657	141,701
<b><u>EXPENDITURE FROM ORDINARY ACTIVITIES</u></b>			
Advertising & promotion		2,092	350
AGM costs		1,069	50
Association management fees		48,000	46,333
Auditors' remuneration		3,750	3,500
Bank charges		305	865
Board expenses		10,782	4,239
Branch expenses		-	1,565
E-information support		2,386	1,800
General expenses		-	2,409
Merchant fees		855	97
Insurance		1,954	2,038
Internet and website costs including depreciation		3,731	2,985
Newsletters & magazines		15,234	15,045
Postage		2,546	844
Printing & stationery		840	682
Subscriptions & affiliation fees		1,698	3,994
Telephone		1,826	1,546
Wages and superannuation		29,591	29,707
		126,659	118,049
<b>TOTAL EXPENDITURE FROM ORDINARY ACTIVITIES</b>			
		(1,002)	23,652
<b>SURPLUS (DEFICIT) FOR THE YEAR</b>			

The accompanying notes form part of these accounts and are to be read in conjunction therewith.

**AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INCORPORATED**

**ABN 64 855 620 166**

**BALANCE SHEET  
AS AT 30 JUNE 2014**

<u>CURRENT ASSETS</u>	NOTE	2014	2013
		\$	\$
Cash and Cash Equivalents	3	217,900	179,398
Receivables	4	-	13,970
Other assets	5	3,408	1,544
<b>TOTAL CURRENT ASSETS</b>		<b>221,308</b>	<b>194,912</b>
 <u>NON-CURRENT ASSETS</u>			
Web Site Development		30,795	30,795
Less Accumulated Depreciation		(28,270)	(26,755)
<b>TOTAL NON-CURRENT ASSETS</b>		<b>2,525</b>	<b>4,040</b>
<b>TOTAL ASSETS</b>		<b>223,833</b>	<b>198,952</b>
 <u>CURRENT LIABILITIES</u>			
Trade and other payables	6	11,262	10,490
Other	7	78,047	52,936
<b>TOTAL CURRENT LIABILITIES</b>		<b>89,309</b>	<b>63,426</b>
<b>TOTAL LIABILITIES</b>		<b>89,309</b>	<b>63,426</b>
<b>NET ASSETS</b>		<b>134,524</b>	<b>135,526</b>
 <u>EQUITY</u>			
NAATI Reserve		-	14,370
Retained Earnings		134,524	121,156
<b>TOTAL EQUITY</b>		<b>134,524</b>	<b>135,526</b>

The accompanying notes form part of these accounts and are to be read in conjunction therewith.

**AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INCORPORATED**

**ABN 64 855 620 166**

**STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 30 JUNE 2014**

	<b>Retained Earnings</b>	<b>NAATI Reserve</b>	<b>Total</b>
	<b>\$</b>		<b>\$</b>
Balance at 30 June 2012	90,146	21,728	111,874
Surplus (Deficit) for the year	23,652	-	23,652
Transfer to/(from)Naati Reserve	7,358	(7,358)	-
Balance at 30 June 2013	121,156	14,730	135,526
Surplus (Deficit) for the year	(1,002)	-	(1,002)
Transfer to/(from) Naati Reserve	14,370	(14,370)	-
Balance at 30 June 2014	134,524	-	134,524

The accompanying notes form part of these accounts and are to be read in conjunction therewith.

**AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INCORPORATED**

**ABN 64 855 620 166**

**NOTES TO AND FORMING PART OF THE ACCOUNTS  
FOR THE YEAR ENDED 30 JUNE 2014**

**NOTE 1 - SIGNIFICANT ACCOUNTING METHODS**

The financial report is a special purpose financial report that has been prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act 1991.

The Association is a non-profit organisation and received the major part of its income from subscriptions and member events and conferences.

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

**Basis of Preparation**

*Reporting Basis and Conventions*

The financial report has been prepared on an accruals basis and is based on historic costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

**Accounting Policies**

a) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within short-term borrowings in current liabilities on the balance sheet.

b) Revenue

Revenue from membership subscriptions is recognised in the period to which it relates. Grant revenue is recognised in the income statement when it is controlled. When there are conditions attached to grant revenue relating to the use of these grants for specific purposes it is recognised in the balance sheet as a liability until such conditions are met or services provided. All revenue is stated net of the amounts of goods and services tax (GST).

c) Critical Accounting Estimates and Judgments

There were no critical accounting estimates and judgments in respect of the amounts in this Report.

d) Financial Instruments

*Recognition and Initial Measurement*

Financial instruments, incorporating financial assets and financial liabilities, are recognised when the entity becomes a party to the contractual provisions of the instrument. The entity does not have complex financial instruments. The financial instruments on the entity's balance sheet are all non-derivative in nature, namely cash and cash equivalents, receivables and payables.

Financial instruments are classified and measured as set out below.

*Derecognition*

Financial assets are derecognised where the contractual rights to receipt or cash flows expires or the asset is transferred to another party whereby the entity no longer has any significant continuing involvement in the risks and benefits associated with the asset. Financial liabilities are derecognised where the related obligations are either discharged, cancelled or expire.

*Classification and Subsequent Measurement*

*(i) Receivables*

Receivables are non-derivative financial assets that have fixed maturities and fixed determinable payments, and it is the entity's intention to hold these investments to maturity.

*(ii) Financial Liabilities*

Non-derivative financial liabilities are measured at cost.



**AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INCORPORATED**

ABN 64 855 620 166

**NOTES TO AND FORMING PART OF THE ACCOUNTS  
FOR THE YEAR ENDED 30 JUNE 2014**

	2014 \$	2013 \$
<b>NOTE 2 – PROFIT (LOSS)</b>		
Expenses:		
Remuneration of Auditor	3,750	3,500
	<hr/>	<hr/>
<b>NOTE 3 – CASH AND CASH EQUIVALENTS</b>		
Cash at Bank	217,900	179,398
Cash in Transit	-	-
	<hr/>	<hr/>
	217,900	179,398
	<hr/>	<hr/>
<b>NOTE 4– TRADE AND OTHER RECEIVABLES</b>		
<b>CURRENT</b>		
Trade Debtors	-	13,970
Other Debtors	-	-
	<hr/>	<hr/>
	-	13,970
	<hr/>	<hr/>
<b>NOTE 5 – OTHER CURRENT ASSETS</b>		
Prepayments	3,408	1,544
	<hr/>	<hr/>
<b>NOTE 6 – TRADE AND OTHER PAYABLES</b>		
<b>CURRENT</b>		
Trade Creditors	2,081	1,447
Accrued Expenses	-	-
Payroll Liabilities	3,006	1,719
Good and services tax	6,175	7,324
	<hr/>	<hr/>
	11,262	10,490
	<hr/>	<hr/>
<b>NOTE 7 – OTHER LIABILITIES</b>		
<b>CURRENT</b>		
Unearned income – Prepaid member subscriptions	74,247	44,936
Unearned income – prepaid conference sponsorship and registrations	3,800	8,000
	<hr/>	<hr/>
	78,047	52,936
	<hr/>	<hr/>

**AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INCORPORATED****ABN 64 855 620 166****STATEMENT BY MEMBERS OF THE COMMITTEE**

The Committee has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1. to the financial statements

In accordance with a resolution of the committee, the members of the committee declare that the financial report as set out on pages 3 to 8,

1. Presents a true and fair view of the financial position of the Australian Institute of Interpreters and Translators Incorporated as at 30 June 2014 and its performance for the year ended on that date.in accordance with the accounting policies described in Note 1 to the financial statements and the requirements of the Associations Incorporation Act 1991, and

2. At the date of this statement there are reasonable grounds to believe that the Australian Institute of Interpreters and Translators Incorporated will be able to pay its debts as and when they fall due.

This statement is signed for and on behalf of the Committee by:

President

\_\_\_\_\_  
Annamaria Amall

Treasurer

\_\_\_\_\_  
Amale Hourani

Dated: 2 October 2014

**INDEPENDENT AUDIT REPORT  
TO THE MEMBERS OF THE  
AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INCORPORATED**

**ABN 64 855 620 166**

**Report on the Financial Report**

I have audited the attached financial report, being a special purpose financial report of the Australian Institute of Interpreters and Translators Incorporated for the financial year ended on 30 June 2014, as set out on pages 3 to 9.

***Committee's Responsibility for the Financial Report***

The committee are responsible for the preparation and fair presentation of the financial report and have determined that the basis of preparation described in Note 1. is appropriate to meet the requirements of the Associations Incorporation Act 1991 and are appropriate to meet the needs of the members. The committee's responsibilities also includes such internal control as the committee determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

***Auditor's Responsibility***

My responsibility is to express an opinion on the financial report based on my audit. I conducted my audit in accordance with Australian Auditing Standards. These Auditing Standards require that I comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the financial report that gives a true and fair view, in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

***Auditor's Opinion***

In my opinion, the financial report of the Australian Institute of Interpreters and Translators Incorporated presents fairly, in all material respects the financial position of the Australian Institute of Interpreters and Translators Incorporated as of 30 June 2014 and its financial performance for the year then ended in accordance with the accounting policies described in Note 1. to the financial statements and the requirements of the Associations Incorporation Act 1991.

***Basis of Accounting and Restriction on Distribution***

Without modifying my opinion, I draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist Australian Institute of Interpreters and Translators Incorporated to meet the requirements of the Associations Incorporation Act 1991. As a result the financial report may not be suitable for another purpose.

---

**John Francis Watty**  
Registered Company Auditor  
255 Whitehorse Road  
Balwyn Vic 3102

Dated: 21 October 2014

## **Appendix 2: Minutes of the 26<sup>th</sup> National Annual General Meeting**



AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS

**26<sup>th</sup> NATIONAL ANNUAL GENERAL MEETING**  
**IN MELBOURNE**

DATE: Saturday, 16 November 2013  
TIME: 4:00-5:00 pm  
VENUE: CQ Functions, 113 Queen Street  
Melbourne, VIC  
REGISTRATION: 3:45 pm

Attendance: Nicole Adams, Patricia Alvarez de Ellis (proxy), Adele Anderson, Annamaria Arnall (AA), Meredith Bartlett (MB), Alison Bo (postal), Ludmila Berkis (LB), Ilke Brueckner-Klein, Dongmei Chen, Deepak Chettri (postal), Mirna Cicioni, Hootan Debonei (postal), Maya Cifali (MC), David Connor, Yinfeng Dai, Ella Davies, David Deck, Sutan Dembonai (postal), Bob Desiatnik (proxy), Sultan Dogan, Michele Dreyfus, Steve Elkanovich, Emanuelle Fonsny (postal), Denise Formica (proxy), Daniel Freire, Mecia Freire (MF), Silke Gebauer (SG), Hania Geras (proxy), Yingzhi Gu (YG), Thomas Harding, Anna Herbst, Ursula Hoffman (proxy), Sarir Homayuni-Sadeghi, Amale Hourani (AH), May Hu, Lia Jaric (proxy), Cathy Johnson, Yutaka Kawasaki (YK), Anna Kenny (proxy), Oksana Kotarjevskaya, Thomas Kruckemeyer (proxy), Long Le, David Moore, Daniel Muller (DM), Yoko Onuki (proxy), Uldis Ozolins (Associate), Sandra Pavelik (postal), Boris Petrushev (proxy), Seng Phoummathep, Cristina Piccinno (postal/proxy), Dorothy Prentice, Olena Radievska (postal), Nathalie Ramiere (proxy), Diana Rodriguez-Losada (DR-proxy), Caroline Sanders (proxy), Nicola Savage, Christian Schmidt (CS), Christina Siegel (postal), Katarina Steiner (postal), Angelika Stoll, Nadesan Sundaresan, Louis Vorstermans, Xiaoxing Wang, Sompit Watkins, Putra Wawan, Yingying Wu (postal), Peter Henry Yu (postal).

1. AA welcomed everyone.

**Presentation:** A.A. presented Vera Gu with an Award for Services to AUSIT, thanking Vera for her great dedication and work over the 12 months of employment as Professional Development Co-ordinator, work that benefited many branches, as well as her continued advice and information on a voluntary basis after leaving the position.

2. **Special Resolution:** A.A. 26 years ago the category of corporate membership was created. Initially there were some corporate members but over time they disappeared and in the last 10 years this category has not had any members, yet it remains in the constitution.

The questions of defining benefits and fees for this category have proven difficult to resolve. It is odd to have a category that is effectively non-existent.

D.M: The argument for its existence is the potential of good income from fees, but the same end can be achieved through sponsorship arrangements. If there is interest on the part of corporate entities in obtaining corporate PD rates for their professionals, this can be done by arranging deals with AUSIT in a regulated and professional manner. These are the reasons for proposing the abolition of this category.

Open discussion:

MC sought clarification as to whether an association would be able nominate a delegate for membership.

LV Voiced support for the proposal, posing the question of whether we are a professional or industry association and that this was a major determinant. If we are a professional association, then the corporate membership category is inappropriate, it should only be for professionals.

The special resolution to remove the corporate membership category was voted upon

DM declared the result of the voting:

There were 61 formal votes, Aye 52(85%), Nay 9.

75% in favour of a resolution is required for approval, therefore, the resolution was APPROVED.

3. **Confirmation of the Minutes of the 25<sup>th</sup> National AGM (2012).**

CS moved, MF seconded. Approved.

4. **Presentation of the Report of the 24<sup>th</sup> National Council by the National President.**

MF moved, MB seconded. Approved.

AA reported that the previous year was one of consolidation of previous initiatives. A shift away from reliance on volunteer work towards paid positions with volunteers concentrating on professional issues.

Building alliances with ASLIA and Professionals Australia - this has been especially successful in Victoria with ASLIA. Professionals Australia are very well versed in representation of interests to government and are fighting for a sustainable profession. Our relationships on the international front are also doing well: we have embarked on a joint venture with the French Translators' Association in the form of a joint forum and are collaborating on the basis of a Memorandum of Understanding with NZ.

5. **The General Treasurer's Report for the Financial Year 2012/2013.**

AH reported that the year had ended with a surplus.

LV: NAATI contributed funds for PD events and conferences for the last 2 years. Is this likely to continue?

AA: NAATI and AUSIT combined resources to run PD events as required for revalidation. At present there is no agreement for further funds and we do not expect any more.

SG: If there will be no further funding from NAATI, how will we be able to continue?

LV: We will try to live within our means and make PD viable.

AH: We need to be profitable and generate money, find sponsors.

MB: State branches can also apply to NAATI, they helped to fund a roadshow to Tasmania recently, presented jointly by ASLIA and AUSIT. There are few AUSIT members in the area.

6. **General Secretary's Report Presentation of Report for the year 2012/2013.** LB thanked all those who had helped and reported that the membership had increased to 620 to date.

7. **EO's Report for 2012-2013**

DM thanked everyone who contributed to AUSIT: YG, NS, Alison Rodriguez, Paul Armour and all the volunteers who helped.

The main goal is to bring AUSIT to a state where everyone who wants to contribute to AUSIT can do so without having to be bogged down in mundane work.

**Presentation of State Reports for 2012-2013**

The reports are presented in the on-line Annual Report

8. **Other Business:**

DR, our former Vice-President, sent a note expressing that it had been a privilege to serve on the National Council, it had also been a rollercoaster ride. However, due to family circumstances, it had become necessary to resign

9. **Election of National Office Bearers and declaration of non-contested positions on the National Council.**

DM declared the current electable positions of the NC vacant.

The following written nominations, duly seconded, were received – one for each position:

President: Annamaria Arnall

Vice-president: Christian Schmidt

General Treasurer: Amale Hourani

General Secretary: Ludmila Berkis

All of the above nominations are uncontested, therefore, DM declared that the above have been elected the new office bearers.

DM also noted that AA was entering her third (final) year of presidency, as the Constitution does not allow for a President to serve more than 3 consecutive years.

The new Branch Delegates were introduced: Ilke Brueckner-Klein (QLD); Amy Wang (NSW); Daniel Freire (ACT); May Hu (Vic/Tas); David Moore (SA/NT); Yutaka Kawasaki(WA).



10. **The 27<sup>th</sup> National AGM will be held in Brisbane. Date (TBA)**

AA declared the meeting closed, thanking everyone and inviting them to the Gala presentation that evening and to Brisbane in 2014.



# ANNUAL REPORT 2014 – 2015

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## National President's Report

### 1. Introduction

This has been my first year as National President, and I am very pleased to say that much has been accomplished, thanks to the hard work, dedication, help and support of all those who work behind the scenes.

#### 1.1 National Council 2014-2015

National President: Sandra Hale  
Immediate Past President: Annamaria Arnall  
Vice President: Alison Rodriguez  
General Treasurer: Amale Hourani  
General Secretary: Ludmila Berkis

Branch Delegates: Daniel Freire (ACT), Amy Wong replaced by Amelia Lemondhi (NSW), Sam Berner (QLD), David Moore (SA/NT), David Deck (Vic/Tas) and Yutaka Kawasaki (WA)

#### 1.1.1 Meetings

The National Council met once a month, with one meeting being face-to-face in Sydney, in conjunction with the UNSW Legal Interpreting Symposium, and all other meetings held via teleconference. Our next face-to-face meeting is scheduled for November, in conjunction with the NAGM. In addition to the formal meetings, we have held email discussions. In the past eight months, we have established procedures, protocols, guidelines and terms of reference to facilitate communication, decision-making and set clear roles and expectations for all AUSIT roles.

#### 1.2 Our Vision

Our goal is to continue to strengthen AUSIT as a vibrant and united professional association that represents the profession and promotes competent, ethical and informed practice. We have built on the excellent work that has been done by our predecessors and are taking some new directions where needed. Our specific aims are:

1. To grow our membership in order to be more inclusive and more representative of the practitioners in Australia and to become stronger and more relevant.
2. To support the professional development of our members by offering high quality courses and continuous professional development opportunities that cater to our varied membership.
3. To encourage, mentor and train the new generation of interpreters and translators.
4. To raise the profile of AUSIT and its influence on stakeholders and the profession at large.
5. To work together with other organisations in order to complement each other and achieve results more quickly.

Below is a summary of some of the steps we have taken to achieve our aims.

### 2. Changes to membership categories and admissions procedure

The National Council has proposed a number of changes to the constitution and by-laws to streamline the admissions process and to better reflect the variety in our membership.

In order to encourage more interpreting and translation student participation, we have reduced the student membership fee to \$50 + GST. This has achieved an increase in student membership. In addition we have created a new Yahoo student forum and Excellence award for the best interpreting & translating graduating students.

### 3. National committees

Three national committees have been formed: the Editorial Committee, which oversees the contents of the InTouch magazine; the Education Committee, which provides a link with the Education sector, looks at the gaps

in offerings in order for AUSIT to fill those gaps and oversees the student mentoring system and awards; and the Professional Development Committee, to coordinate all national PD events and monitor the member PD requirements. Below are the members of each of these committees:

Editorial Committee members: Jeremy Gilling (chair), Dr Stephen Doherty (vice chair), Dr Melissa McMahon, Dr Michael Cooke, Dr Denise Formica, Barbara McGilvray, Tania Bouassi, Christy Filipich and Vera Gu.

Education Committee members: Prof Sandra Hale (chair), David Deck (vice chair), John Chongsheng Yang, Sean Cheng, Dr Marc Orlando, Dr Ignacio Garcia, Adelis Huang, Miranda Lai, Rocco Loiacono, Mecia Freire, Dimitra Gallos and Marina Morgan.

Professional Development Committee members: Dr Erika Gonzalez (chair), Natalie Cumming (vice chair), Roberto Corrielli, Guan Zhen, Nancy Carrasco, Christian Schmidt, Catherine Pfammatter, Amy Wang, Claudia Koch McQuillan and Anna Kenny

#### **4. AUSIT professional development calendar**

AUSIT has offered many PD and social events. For details of the events offered by each branch, please refer to the branch reports. The “Induction into the T&I Profession course” was successfully offered in different states by various presenters. The AUSIT-run events were complemented by other events organised by other organisations, which were sponsored or supported by AUSIT; for example a number of events were co-hosted by ASLIA and AUSIT, David Moore from the SA/NT Branch was on the organising committee of the Language and the Law 2 Conference organised by the NT Supreme Court where AUSIT had a stand, and both David and I were speakers on the program.

#### **5. Links with other organisations**

We have strengthened our links with the educational institutions by introducing the Educational Institution Affiliate Partnerships, with significant mutual benefits. To date the University of New South Wales has become an affiliate, with two other universities being in the process of becoming partners.

In addition to our affiliation with the universities, we have made contact with a number of other organisations with interests in T&I. We have continued our discussions with Professionals Australia and are in the process of signing a Memorandum of Understanding (MOU), which will provide a discount for joint memberships.

We have also continued to strengthen our links with the Australian Sign Language Interpreters Association (ASLIA) and the New Zealand Society of Translators and Interpreters (NZSTI), with whom we already have MOUs.

I have had discussions with a number of agencies and other organisations connected with the profession, including: Multicultural NSW, South Australia’s Interpreting & Translation Centre (ITC), the Northern Territory’s Interpreting and Translation Services (ITSNT), the Aboriginal Interpreter Service (AIS), OnCall Interpreters and Translators, the Australasian Association of Language Companies (AALC), the Mater Hospital in QLD and the Queensland Accessing Interpreters Working Group (QAIWG). I have spoken to all these organisations about ways to work together to improve training opportunities, working conditions and remuneration for practitioners. I have been invited to be on the advisory committee for the QAIWG and Patricia Avila has been appointed as our AUSIT local representative.

Our links with NAATI have continued to be strengthened. I addressed the NAATI Board about our plans to complement and support each other. The new CEO will give the Jill Blewett Memorial Lecture. We have representatives for each of the state Regional Advisory Committees (RACs) and two representatives for the Professional Reference Group (PRG), which represent AUSIT at a national level. Our RAC representatives are: Nancy Carrasco (NSW), Fang Biyi (Vic/Tas), Ita Szymanska (QLD), Ludmila Berkis (SA/NT), and Ella Davies (WA). Sam Berner and Barbara McGilvray have represented AUSIT this past year. I thank all our representatives for their valuable contribution.

In August 2014 AUSIT successfully bid for the hosting rights to the next FIT International Congress, which will take place in Brisbane in August 2017. We are working closely with FIT in organising the Congress and Alison

Rodriguez, Chair of the Organising Committee, sits on the current FIT Council. Adolfo Gentile, a Past President of FIT, was made a FIT Honorary Advisor at the last congress in August 2014.

The FIT Congress is one of the biggest global conferences for interpreting and translation practitioners and will be our next major event.

## **6. Raising AUSIT's profile and awareness of interpreting and translation issues**

This year I had the opportunity of representing, promoting and raising awareness about AUSIT through the presentations I was invited to give to judicial officers, legal practitioners as well as interpreters, translators and linguists in different states around Australia and different countries. I was also appointed as an Advisory Board member of Multicultural NSW, and as a member of the advisory committee on interpreters of the Judicial Council on Cultural Diversity, where I also represent AUSIT.

## **7. Communication with the membership and the public**

Website: The website was redesigned to include sections for Practitioners, the Public and Educators. We have added and updated information and resources for the benefit of members.

Visiting the branches: I visited the NSW, QLD, NT and Vic/Tas branches, got to know many of the members and was able to receive feedback on our new directions. I also visited PAMS's new premises and met with their managing director, Mr Stephen Lake.

President's monthly e-flashes: I have sent monthly e-flashes with comments, news, announcements and resources to keep the membership up to date.

## **8. Specialist services**

In addition to PAMS, our secretariat, we also contract out the management of the electronic fora, the Executive Office Services, the InTouch magazine editing and the national PD coordination. As AUSIT grows, our administrative work and associated costs also grow. To cater for this growth, the National Council has increased the budget for executive office services and PD coordination.

There was a call for tender for providing national PD coordinator services. We received seven excellent expressions of interest, which were ranked by the National Council. The top three expressions of interest were shortlisted and Dr Erika Gonzalez was contracted. Dr Gonzalez has many years' experience as a T&I educator, both in Spain and in Australia, has practiced as a community and conference interpreter as well as a translator in both countries, and is a NAATI Senior Translator and NAATI examiner. Erika will chair the PD committee, which will coordinate our national PD calendar with the input of all AUSIT members.

## **9. Acknowledgements**

First of all, I would like to thank all members of the National Council and Daniel Muller, the Executive Office Services Provider, who have so much experience, knowledge and expertise and have worked arduously in the background. I also want to thank the Branch chairs and committee members who work at the coal face and cater for the members of each of their states. I acknowledge the valuable administrative support of Paul Armour and his team at PAMS and also thank David Connor for his efficient administration of the Yahoo groups. I also acknowledge the great work of the InTouch magazine team with its new Editorial Committee, and the members of the other newly formed committees. I would especially like to thank Amale Hourani, who will step down as General Treasurer, for her excellent work over many years. We will sorely miss her.

Last, but definitely not least, I would like to thank all of you, the members of AUSIT, who make AUSIT possible. AUSIT could not exist without its members, many of whom have been constant and loyal for many years and have volunteered much of their time to the improvement of the profession. Well done everyone!

Professor Sandra Hale  
National President

## General Treasurer's Report

Dear colleagues,

It is my pleasure to present you with the treasury report for the financial year 2014/2015. Please refer to the audited financial report at <http://tinyurl.com/ausitnagm> (a copy of the income statement and balance sheet is attached in the appendix of this report).

I am happy to report a net profit of \$30,998, which puts AUSIT in a strong financial position. This profit is largely due to a stable membership base, profitable PD events run by the branches and mainly to the great success of the 2014 National Conference held by the Queensland branch.

I am also happy to report that the National Council has moved to making the national events more profitable by merging the Biennial Conference and the Excellence Awards into one event, as a general trend, while holding a mini-conference in alternating years. As an exception, for the next couple of years and considering the FIT congress will take place in Brisbane in 2017, the National Council decided to hold the Excellence Awards night at the same time and to hold mini-conferences in 2015 and 2016 in NSW and Victoria respectively.

In an effort to rely less on volunteer work, the NC decided to subcontract a PD Coordinator and budgeted \$10,920 for the financial year 2015/2016. The NC also increased the budget for subcontracting the executive services to \$47,000. The administrative services budget remains the same. AUSIT's insurance company has agreed to extend the policy to cover the subcontractors at no additional cost.

### **Changes to accountancy procedures**

Following concerns regarding the maintenance of the bank accounts, the NC decided to ask the branches if they were willing to hand over their financial transactions to the national administration.

The branches have agreed and all the funds in the peripheral bank accounts are being transferred to the national accounts and subsequently closed.

### **Accountancy is now streamlined.**

- All money received by AUSIT is handled via the administration.
- All money paid by AUSIT is expended according to a tax/invoice or a duly completed reimbursement form approved by the general treasurer and processed by the administration.

As a result, the administration is now the sole handler of the financial transactions and in consequence, is responsible for rendering accurate accountancy.

The administrators (PAMS) have been reporting to me monthly and I have been satisfied with their performance. Apart from the usual delays at the end of the financial year, they have been cooperative and helpful, especially when I requested changes to the accountancy system to suit AUSIT needs. They have also been extremely patient with the various demands of the branches and on this occasion, I would like to reiterate that branches' dealings with PAMS have become streamlined via one representative to avoid confusion and double-handling, which with time would cost AUSIT more.

The National Council has also budgeted for the awarding of scholarships and for sponsorship and promotions if the income trend of the professional development events allows. Therefore, the branches were invited to plan their year activities and to budget for their events using a budgeting tool we created that will allow them to assess their events and yearly performance with the support of the PD coordinator.

This being my parting report, I would like to thank my colleagues for their support during my three years in office. It has been my pleasure to be part of a great team of people that I now consider my friends. I also wish the best for AUSIT, which I can see growing into a modern professional organisation.

Amale Hourani  
General Treasurer

## General Secretary's Report

At the last NAGM on Saturday, 27<sup>th</sup> November 2014 at the University of Queensland, Brisbane, the following office bearers were elected: President – Prof. Sandra Hale; Vice-President – Alison Rodriguez; General Treasurer – Amale Hourani; General Secretary – Ludmila Berkis. The position of Immediate Past President automatically passed to Annamaria Arnall. The above office bearers form the body commonly known as the National Executive (officially designated as the Executive Committee).

The National Council comprises the members of the Executive Committee together with the Branch Delegates from each branch. The Branch Delegates after the 2014 NAGM were: Daniel Freire (ACT), David Deck (Vic/Tas), Amy Wang (NSW), who stepped down in May and was replaced by Amelia Lemondhi, David Moore (SA/NT), Yutaka Kawasaki (WA), and Sam Berner (Qld).

As at the start of September 2015, AUSIT had 618 financial members. At the start of September 2014, the number was 615. The distribution of membership across categories at the start of this financial year was: 482 full members; 26 candidate members; 32 associates; 21 students; and 40 senior practitioners.

An examination of what new members are practising reveals that about 25% are interpreters, 42% translators and 34% practice both. The top languages represented by our new recruits are: Chinese (40), Persian (13) and Arabic (13), with French (6) being the most popular amongst European languages. The spread of languages represented is quite broad, numbering 43 from all around the world in total.

This year, there was a notable increase in student members.

I would like to thank Sandra for her devotion and generosity with her time, Yutaka who has always been a great support to me and Daniel Muller for making so much possible.

Ludmila Berkis  
General Secretary

## AUSIT New South Wales Branch Report

### Committee for 2014–2015

Chair:	Xiaoxing (Amy) Wang
Vice-Chair & Branch Delegate:	Amelia Lemondhi
Treasurer:	Anna Kenny
Secretary:	Hania Geras
PD Coordinator:	Nancy Carrasco
Membership Officer:	Keven (Long) Li
Members:	Shiyi (Sydney) Ye, and Michele Miller

- During the year Sydney and Michele unfortunately had to withdraw from the Branch Committee because of work or family commitments.

### Committee elected at Branch AGM, 22<sup>nd</sup> August 2015

Chair:	Xiaoxing (Amy) Wang
Vice-Chair & Branch Delegate:	Amelia Lemondhi
Treasurer:	Anna Kenny
Secretary:	Hania Geras
PD coordinator:	Nancy Carrasco
Membership Officer:	Keven (Long) Li

- Another committee member Takayuki Fukumori joined the committee at the first meeting after the NSW AGM.

### Professional Development

16/10/2014 (2 hours)

*Fundamentals of Healthcare Interpreting*

Presented by Ms Anna Kenny

280 Pitt Street, Sydney

Registration: 41

Gross Income: \$2,225.02, Expenses: \$167.70, Net Income: \$2,057.32;

28/03/2015 (2 hours)

*The T/I Profession & Australian National Security*

Presented by Mr David Gilbert

280 Pitt Street Sydney

Registration: 39

Gross Income: \$1,560, Expenses: \$939.93, Net Income: \$620.07;

6/06/2015 (Full Day)

*Translation Technology Workshop*

Presented by Dr Stephen Doherty and Mr Sean Cheng

Kensington Campus, UNSW

Registration: Restricted to 20, with full capacity reached

Gross Income: \$2,450, Expenses: \$420.36, Net Income: \$2,029.64



25/07/2015 (Full Day)

*Professionalism and Decision Making for Community Interpreters*

Presented by Dr Erika Gonzalez and Ms Anna Kenny

Kensington Campus, UNSW

Registration: Restricted to 25, with 29 attending

Will be held again because of popularity.

Gross Income: \$3,349.97, Expenses: \$1,000, Net Income: \$2,349.97.

22/08/2015 (2 hours)

*Ethics for Translators*

Presented by Ms Claudia McQuillan

280 Pitt Street, Sydney

Registration: 42

Financial report will be available shortly

## Membership

- Membership processing was mainly handled by our MO, Keven Li.
- A total of 33 new members joined the branch during the year, including:
  - 25 full memberships
  - 5 candidate memberships
  - 3 student memberships (from UNSW)

## Social Activities (Coffee Mornings in NSW)

- In general, social activities have alternated months with PD activities. The Committee organised Coffee Mornings on the following days.

30/09/2014: Celebrating International Translators' Day

MCA Café, Museum of Contemporary Arts

28/02/15: Coffee Morning at Parramatta Park

Gatehouse Tea Rooms, Parramatta Park

17/04/2015: Say It With Plants

Flower Power Nursery, Enfield

15/05/2015: Coffee Morning in Kirribilli

Community Café, Kirribilli

Almost 30 participants

25/06/2015: Palm to Palm – challenges of homonyms and homographs

Flower Power Nursery, Enfield

Over 20 participants

## Thanks

Special thanks to all NSW Committee members for their selfless dedication and great contribution. Great thanks to the Conseil Des Sages and National President, Prof. Sandra Hale for their kind guidance and precious support.

Amy Wang

Branch Chair, NSW

## AUSIT Victoria / Tasmania Branch

### Committee for 2014–2015

Chair:	Meredith Bartlett
Vice-chair:	Fang Bi Yi
Treasurer:	Chen Dongmei
Secretary:	Dorothy Prentice
PD Coordinator:	Denise Formica
Branch Delegate:	Dave Deck
Members:	Nicola Savage, Genevieve Fahey, Jessica Trevitt

- During the year Genevieve and Jessica unfortunately had to withdraw from the Branch Committee because of work or study commitments, however, we also gained Kay Zhao (transferring from SA) and more recently Bing Lee Teh.
- Because AUSIT Vic/Tas has worked closely with ASLIA Victoria to present several PD events, on three occasions the Branch Committee has held joint meetings with the ASLIA committee to coordinate activities and our events calendars. This partnership has proved to be very fruitful, and AUSIT members have appreciated and enjoyed the opportunities to interact with their Auslan colleagues.

### Committee elected at Branch AGM, 14<sup>th</sup> September 2015

Chair & Branch Delegate:	Dave Deck
Treasurer:	Chen Dongmei
Secretary:	Dorothy Prentice
Members:	Meredith Bartlett, Denise Formica, Nicola Savage, Kay Zhao, Bing Lee Teh

### Professional Development

- In November 2104 IT expert Stephan Hitchens introduced about 20 members to Wordpress, a website tool for those who want a web presence but may not have the dollars to have it done professionally.
- On Monday 23<sup>rd</sup> March, about 30 AUSIT and ASLIA members gathered for a session on 'Beyond Best Practice' to hear Adolfo Gentile give a most interesting presentation on the background to T&Is having codes of professional ethics, and then spent an hour or so in smaller groups passionately discussing ethical dilemmas before coming back together to present their conclusions.
- On Saturday 16<sup>th</sup> May about 28 participants took part in an all-day workshop (the follow-up to a similar event last year) on Working with Police, conducted by experienced Vietnamese interpreters Sarina Phan and her husband Luan. The session, which included some engaging role-plays, covered interpreters' work with state and federal police and the ACC, as well as follow-up appearances in court.
- Monday 13<sup>th</sup> July and Wednesday 29<sup>th</sup> July saw a 'double-header' session on ethics, again in conjunction with ASLIA Vic. At the first session, which was attended by about 45 people, practitioners from other professions, such as the law, gave their insights into the application of ethical principles to their work. The second session, attended by about 35 people, saw Meredith Bartlett (due to the sudden unavailability of the presenters) lead spirited group discussions on a series of ethical issues, followed by an entertaining role-play from one group.

- The final activity for 2015, on Wednesday 26<sup>th</sup> August, was directed particularly to translators. Over 50 people heard a panel of experienced translators – Ian White, Silke Gebauer, and Elisa Boscolo – discuss a number of issues, including pricing strategies, working with direct clients, what business knowledge a translator needs, how to leverage social media, and how to respond when the accuracy or quality of a translation is challenged.

### **Membership**

- Membership processing was mainly handled by our Secretary, Dorothy Prentice, doubling as Membership Officer.
- A total of 44 new members joined the branch during the year, including:
  - 22 full memberships
  - 3 readmissions following lapse of membership
  - 1 student member upgrading to full membership
  - 11 new student memberships (especially from Monash University)
  - 7 candidate memberships

### **Social Activities**

- In general, social activities have alternated months with PD activities. The committee have tried to vary both the time and day (weekday evening, Saturday morning / lunch) and the venue (although trying as much as possible to find fairly central locations, given the geographical spread of Melbourne).
- Social activities included:
  - October – Pizza night in Carlton
  - December – End-of-year dinner in the CBD
  - February – Welcome dinner, in conjunction with ASLIA Vic, at VicDeaf in East Melbourne
  - March – Lunch by the bay at St Kilda
  - June – Saturday morning coffee in Hawthorn
  - August – Winter dinner in the CBD

### **Thanks**

- A particular vote of thanks is due to our chairperson for the last three years (and committee member for the last five), Meredith Bartlett, for her tireless efforts and effective leadership.
- Thanks are also due to VicDeaf for making their premises available to us at no charge for committee meetings and a number of PD and social activities.
- Finally, thanks go to all the committee members for working together as a cohesive and willing team to ensure the success of both PD and social activities.

Dave Deck  
Branch Chair & Delegate, Vic/Tas

## AUSIT Queensland Branch Report

It has been another very busy and successful year for the AUSIT QLD Branch, but our team is used to this by now.

The outgoing committee was elected in September 2014, and saw 5 new members join alongside 8 returning committee members, just in time to help with the final preparations for AUSIT's biggest biennial event, the National Conference, which was held in Brisbane in the first week of November 2014.

The AUSIT QLD committee met quarterly to discuss matters pertaining to the profession, plan our events, and discuss branch issues via email. Since it is not always possible for everyone to attend in person, sometimes those committee members who cannot travel to the meeting on a particular day join via Skype.

In November 2014, the committee voted unanimously to hand over its financial management to the AUSIT national administrator, PAMS. This means that after a decade of managing on our own, AUSIT QLD has closed its account and amalgamated it with the single national AUSIT account, in line with the recommendations of the National Council and the actions of all other state committees. The change in financial management means that from now on the financial reporting will be presented nationally, at the National AGM, by the General Treasurer.

AUSIT QLD has processed 22 applications for membership during its term of office. We look forward to welcoming more members in the coming year. We have streamlined the membership vetting process, so that applications usually do not take longer than 10 days to be discussed and voted on.

The QLD vote was maintained at the National Council by the QLD AUSIT delegate, Sam Berner. The vice-chair, Ita Szymanska, represented AUSIT's interests at the local NAATI Regional Advisory Committee, while committee member Rona Zhang represented AUSIT at ECCQ and the Interpreters Working Group. Maria Corbett has been active on the Gold Coast, establishing contacts with other interpreters through a weekly morning tea group.

On the CPD front, QLD branch organised:

- two Chat Brunches for members (with non-members welcome) on 31<sup>st</sup> January and on 18<sup>th</sup> July,
- Terminology Research & Corpora Workshop for T&I on 14<sup>th</sup> March (presenter: Claudia Koch-McQuillan)
- two POWWOWs (mainly for non-members to introduce them, and hopefully induce them to join AUSIT); the first on 16<sup>th</sup> April: A Get-together of Like Minds – Let's Talk About Learning with Sam Berner, and the second on 16<sup>th</sup> October: Best Practices in Translation of Official and Legal Documents with Susanne Creak
- 6<sup>th</sup> Annual QLD Mini Conference held on 9<sup>th</sup> May, consisting of 7 presentations and closing with a discussion forum that attracted quite a crowd and some excellent presenters:
  - Translator stream:
    - The Mind of a Translator (presenter: Christian Schmidt)
    - Productivity for Translators (presenter: Elisabeth Kissel)
    - How to Handle Client Complaints (presenter: Rona Zhang)
  - Interpreter stream:
    - Deciphering the Accent – Interpreting for Professionals from a Diverse Linguistic Background (presenter: Diana Sedhoum)
    - Thought Harvesting – Navigating through Cultural Differences (presenter: Zane Hema)
    - Your work, your life, your boundaries: using professional boundaries to limit effects of vicarious trauma on interpreters (presenter: Dr. Wendy McIntosh)
  - Joint session: Learning & Professionalism (presenter: Sam Berner)
  - Joint discussion: How will I implement what I learned today?

- We had a number of eminent guest speakers throughout the year, including:
  - the CAT Tools trainer Angelika Zerfass from Germany (MemoQ Tools for Beginners, 31<sup>st</sup> October),
  - AUSIT President Prof. Sandra Hale (Latest Research in Community Interpreting, 22<sup>nd</sup> May) and
  - ASLIA National President Maree Madden (Demand Control Schema for Interpreters, 3<sup>rd</sup> October).
- Induction into the T&I profession on 20<sup>th</sup>/21<sup>st</sup> June (presenters: Patricia Avila and Elisabeth Kissel)
- Ethics Discussion Panel, 10<sup>th</sup> September
- The committee was also involved in 2014 in organising the highly successful and profitable AUSIT Biennial National Conference at the University of Queensland in November, an event that attracted over 200 attendees from interstate and overseas and marked a new era of cooperation between AUSIT and the Australian Sign Language Interpreters Association (ASLIA).
- Last, but definitely not least in terms of CPD, I would like to highlight the Queensland Branch involvement in the preparations for the FIT 2017 Congress, which will be held in Brisbane. The Congress is the world's biggest event for translators and interpreters, and is expected to attract more than 800 delegates worldwide.

As the outgoing Chair of the AUSIT QLD Committee, I would like to thank each and every member of the committee for their dedicated effort throughout the year in promoting the Institute and the profession at the state level. I would like to extend special thanks to the executive team, the vice-chair Ita Szymanska, our State Secretary Elisabeth Kissel, our PD Coordinator Ilke Brueckner-Klein and the Treasurer, Dr. Max de Montaigne. Thanks are also due to Mariam Elliot, Vicky Zeng and Rona Zhang for helping with catering throughout the year.

QLD Branch held its AGM on the 10<sup>th</sup> of September 2015. It was a well-attended event, and I am happy to see five more new faces joining the QLD Branch Committee in leadership roles. We farewell Ita Szymanska and Maria Corbett, knowing that they will be back in the future. Returning members will stay on the committee to mentor, support and pass on knowledge and expertise. However, we have a great deal of faith, expectations and pride in the new committee:

Chair &

Branch Delegate: Diana Sedhoum

Vice Chair: TBA

Secretary: Renata Olivera Munro

Treasurer: Rola Mizian

Membership Officer: Sam Berner

PD Coordinator: Guan Zhen

RAC Representative: Rona Zhang

Members: Alison Rodriguez, Elisabeth Kissel, Haifa El Kadi, Ilke Brueckner-Klein, Mariam Elliot, Max de Montaigne, Rasha Soliman, Roza Sarkamari, Vicki Zeng, Yuji Otaki

The outgoing committee would also like to extend our thanks to all the AUSIT members and supporters throughout this year for your trust in us and attendance at our events. It is you, as members, who are the backbone of AUSIT.

AUSIT QLD looks forward to a good 2015/16 year and wishes the incoming committee members the best of success in their work.

Sam Berner  
September 2015

## AUSIT South Australia / Northern Territory Branch Report

In South Australia our branch concentrated mainly on delivering workshops and monthly networking meetings. Attendance at our workshops has continued to be good and our most recent ethics workshop was so well attended, that we were fortunate to find a larger lecture room at rather short notice to accommodate everyone.

In November we presented an interactive workshop with Christian Schmidt once again moderating the session. As always, there was lively discussion of problems faced by interpreters and translators in the course of their work, and the ethical dilemmas that ensue.

In May, Christian Schmidt presented the three new orientation modules recently designed for AUSIT. These sessions were also well attended and were well received, although to our surprise, a number of the attendees could hardly be classed as novices.

This August we held another ethics workshop, this time coupled with an introductory talk by Tets Kimura titled "What makes you ethical? Comparing Kantianism to utilitarianism". It proved to be a most thought-provoking exploration of what ethics really is about, illustrated by some rather amusing examples.

Once again, we thank TAFE SA for providing the venue for all our workshops and Marina Morgan for her help with organising the venues. It is good to see the students of TAFE taking active participation in these events.

The now well-entrenched tradition of our monthly Connect It coffee mornings has grown to include a second meeting every month aimed at translators. It had become apparent that because we had so many interpreters attending our meetings and numbers had swelled so much, that for the sake of balance, a second meeting was in order. This new arrangement seems to cater better for both groups, although both are welcome to either meeting.

### **Northern Territory:**

In Alice Springs, things have not stood still. A Language Forum was held on the 27<sup>th</sup> September, 'Building on Literacy to Close the Gap', with presentations on language in Education, Interpreting, Mental Health and Law. Even though held on AFL Grand Final Day the event was quite well attended.

Another Language Forum and launch of the remote sub-branch were held on the 22<sup>nd</sup> of May with a number of presentations. Christian Schmidt, Chair of AUSIT SA/NT Branch led the event with a speech on 'Building the interpreting and translating profession'. There was a presentation from Ken Lechleitner 'Developing Languages in Central Australia'. The Charles Darwin University Forensic Linguistics project led by Professor Rolf Gerritsen of Charles Darwin University spoke about the research into the language used in courts. Although not well attended, the Forum galvanized the sub-branch for the next two events in which AUSIT sought to be represented and visible.

Maya Cifali and David Moore attended the National Indigenous Interpreters workshop in Alice Springs as AUSIT representatives. The event was run by the Office of Prime Minister and Cabinet on the 18<sup>th</sup> and 19<sup>th</sup> June. As practitioners we were able to have valuable input into the workshop, which involved interpreters from the Centre, Kimberley and Pilbara regions of Australia, and put forward some ideas for the development of the profession.

AUSIT members attended the Language and the Law 2 Conference held at the Supreme Court in Darwin. The Chief Justice of the High Court of Australia Robert French and a number of Territory judges, interpreters, linguists, lawyers and researchers spoke about the importance of clear communication and the need for effective interpreting. Our National President, Sandra Hale gave one of the keynote addresses at the conference. Papers from the conference can be viewed at <http://www.supremecourt.nt.gov.au/conferences/index.htm>. The conference attracted about 200 people including 60 interpreters. AUSIT had a table in the foyer and AUSIT members were able to hand out literature and speak to some of the Darwin-based interpreters and encourage them to join AUSIT.

One of those attending the Language Forum on September 27<sup>th</sup> was the principal of the Alice Springs Language Centre, Dominique Castle, who has now become an enthusiastic supporter of a plan to teach translating in high schools, which is planned to start at Centralian Middle School in first term 2016. The plan now has the backing of the Northern Territory Education Department and a translation course is being developed in Alice Springs.

## AUSIT Western Australian Branch Report

It is my great privilege again to submit to you the chairperson's report for AUSIT WA Branch AGM 2015. First of all, I would like to congratulate new members who joined our association. Thank you for coming on board in AUSIT's passionate quest to promote our profession.

The WA Branch AGM in 2014 was in the Mt Hawthorn venue and was well attended. The end of the year party at Oliver's restaurant on 19<sup>th</sup> of December was even a greater success. The atmosphere was joyous and friendly and it was so good to see some new faces as well as long term members. The lunch was enjoyed by everyone and we all said we should do these more often.

At the National AGM in November 2014, Professor Sandra Hale was elected as the National President, who all will agree will be a great representative for promoting AUSIT's cause. Our Annamaria Arnall became the immediate past president alongside (just as irreplaceable) Yutaka as WA representative to the National Council, so WA continues to make a valuable contribution to the AUSIT cause!

The National Council has done a tremendous work in the last 12 months. Professor Sandra Hale is full of new and innovative ideas and for me the best one of all was the formation of the National PD committee with Dr Erika Gonzalez as the National PD Coordinator. Erika has many years of experience as a practitioner as well as an educator and organiser of T&I courses. Catherine Pfammatter has kindly put her hand up to be the WA representative on this committee.

Sadly in December we also lost two of our oldest members and pioneers in this profession, Ms Iby Marian and earlier this year Mr Harry Blackmore. They both were larger than life characters and made an immense contribution to this profession. They will be missed a great deal.

In April we had a farewell dinner for Jean who left such big shoes to fill, that it will be almost impossible to replace him. It is such a great loss for our committee that we will have to go and see him in Melbourne and try some of his 'Master Chef' style cakes.

In May, we had the first of what we hope will become regular yearly PD events, the Introduction to the T&I profession course. It was delivered over the course of three Fridays and it contained three modules: Business, Translation, and Introduction to Interpreting. It was again wonderful to see so many people, newcomers and experienced members alike wanting to learn more and obtain more skills.

Our PD coordinator, Catherine Pfammatter, organised a Mid-Year Get Together on 26<sup>th</sup> of June with Helene Jaccomard, Associate Professor and Associate Dean of the Arts Faculty at UWA. The venue and catering at Byrneleigh was fantastic and it was a great opportunity for networking. Helene Jaccomard talked about the MA in Translation programme, which she coordinates at the moment, and inspired many of the attendees to pursue further studies in this field.

The next PD session was organised by Annamaria on ergonomics, with eminent professional Mr Ron Lo, on the 3<sup>rd</sup> of July this year. It was such a breath of fresh air to listen to someone who is so enthusiastic about what he does. He gave us personalized advice as to how to sit at the office desk, using the keyboard and the mouse and how far you should be from the monitor and the like. Ron even told us what chairs are best to buy and where to buy them at the best price. We will have to call Ron again in the future.

So, it has been another satisfying year for AUSIT nationally and locally, and it would not have been possible without the consistent and eager support from you, our members. This was supposed to be my last report as the WA Branch Chair, but it looks like I will be staying for another year, so sorry, you will have to put up with me for a bit longer.

Ella Davies  
Chair, WA Branch

## AUSIT ACT Branch Report

Our ACT Committee is very close knit but because we are all engaged in many projects and other committees, we conduct most of our discussions and make our decisions via email. Most of us went overseas this year, yet we kept in touch and sorted out all matters that needed our attention.

I want to thank the Committee and all ACT members for their ongoing support during my first year as Chair. The increased attendance at our AGM was very promising and we have new and very enthusiastic committee members.

I also take this opportunity to thank my predecessor, Patricia Alvarez de Ellis, who spared no efforts for 2 years for the success of our branch.

### New Committee

The ACT Branch AGM was held Saturday 12<sup>th</sup> September at the Italian Club in Forrest, ACT, and elections were held for a new executive committee. The new office-bearers are:

Chairperson	Mécia Freire
Secretary	Kevin Windle
Treasurer	Eirlys Chessa
Branch Delegate	Daniel Freire
PD Coordinator	Roberto Corrielli
Committee Members:	Sophie Revington and Anne Ropolla

### Committee Meetings

The ACT Branch Committee has met face to face and via email to discuss branch issues, process membership applications, and coordinate a workshop and a professional development event, among other matters.

- Saturday, 27<sup>th</sup> September 2014: Newly elected Committee met to discuss branch issues and branch events.
- Tuesday 10<sup>th</sup> February 2015: Committee met to finalise details for the mini-conference and participation at International Mother Language Day.

### New Membership Applications

The ACT Branch has processed 2 membership applications. Both have been approved.

### CMCF Multicultural Voices of the ACT radio station – 24<sup>th</sup> November 2014

Mécia Freire was interviewed by Mandy Scott, Canberra Region Languages Forum Convenor, about AUSIT's mission, aims, activities, and on how to find out more about the Institute.

### International Mother Language Day – 21<sup>st</sup> February 2015

In connection with International Mother Language Day, a Languages Walk took place in fine weather on Saturday 21<sup>st</sup> February 2015. Ms Yvette Berry, ACT Minister for Aboriginal and Torres Strait Islander Affairs, addressed the opening meeting.



Mécia Freire, as a member of the IMLM organising group, and representing AUSIT, spoke next about AUSIT and its objectives. Other Committee members who attended were Anne Ropolla, Daniel Freire and Kevin Windle.

### **Professional Development Session – 21<sup>st</sup> 2015 at CIT Bruce**

The mini-conference “*Growing Professionally – Finding, Learning and Reflecting for Optimum Benefit from CPD*” was held on the 21<sup>st</sup> of March, for a full day, with the following presenters:

- Sam Berner: Currently the principal partner of Arabic Communication Experts, founding member of the WATA (World Arabic Translators’ Association), active AUSIT member and a former National President. She presented a guided tour of how to “do” professional development in ways that actually add value to our work, careers and professional self-esteem.
- Eve Hedley: President, Australian Sign Language Interpreters Association Inc. (ASLIA). The Team Leader of the first Government Video Relay Service provided in Australia discussed some interesting new challenges for interpreters.
- Kevin Windle, Emeritus Fellow at the School of Literature, Languages and Linguistics, ANU, and co-editor of *The Oxford Handbook of Translation Studies* (2011), gave a brief presentation on literary and scholarly translation, outlining recent theoretical debates.
- John Beever, Graduate of the University of Melbourne in Economics and Politics, former ministerial speech writer and senior executive in Canberra, and former NAATI CEO, provided an update on NAATI’s implementation of the INT Report recommendations.
- Gaye Campbell, CIT Solutions, talked about the ongoing programs available for language training and services to government agencies, focusing on the success of the Community Interpreting Course run with AUSIT’s cooperation.

### **Roundtable Workshop: Setting Standards for Interpreters in the ACT – 11<sup>th</sup> June 2015 at CIT, Bruce**

Among the attendees were Carmel Eustice from the DHS, Alison Thorne from TIS National, Nora Sautter from NAATI (Accreditation Officer), Catherine Gray from ACT Health (Health Policy Unit), Ari Pappas from On-Call Interpreters, Mandy Scott from the Canberra Multicultural Community Forum (Convenor), Gaye Campbell of the Centre for International Language Training at CIT Solutions, Yiota Eleftheriou from the Hellenic Club (cultural advisor), AUSIT members and community interpreting program students.

It was a successful first step to providing a discussion forum for practitioners and agencies on matters of concern and to try to discover ways to better communicate in the future.

### **Community Interpreting Course run by CIT Solutions**

Roberto Corrielli (PD Coordinator) and Mécia Freire (Chair) participated in the course development, interviews and selection of candidates, and in tutoring community interpreting students – from 15<sup>th</sup> September 2014 to 23<sup>rd</sup> March 2015. Some of the students have already sat the NAATI test.

A new course has been approved for 2015-2016 and both will be participating again.

### **Social Events**

- 30/11/2014: Picnic at Weston Park on the occasion of St. Jerome’s Day, at Weston Park, Yarralumla
- 30/05/2015: Networking meeting of ACT members at the National Museum Café

We have planned a Workshop on Community Interpreting for the 28<sup>th</sup> of November 2015, followed by the St. Jerome’s Day Picnic on the 29<sup>th</sup> of November 2015.

Appendix: Income Statement for the Year ended 30<sup>th</sup> June 2015

	NOTE	2015 \$	2014 \$
<b>REVENUE FROM ORDINARY ACTIVITIES</b>			
<b>Operating activities</b>			
Subscriptions from members		97,362	110,337
Advertising, online services and royalties		616	723
Sundry income		443	1,195
		<u>98,421</u>	<u>112,255</u>
<b>Project income</b>			
Yellow Pages income		-	-
Less expenses		-	(586)
Professional development income		33,397	33,418
Less expenses		(15,251)	(27,121)
Excellence awards and conference		56,220	9,279
Less expenses		(35,808)	(16,372)
Sponsorship		12,433	10,818
Less expenses		-	-
Naati project income		-	-
Less expenses		-	(193)
<b>Gross profit from projects</b>		<u>50,991</u>	<u>9,243</u>
<b>Non-operating activities</b>			
Interest received		4,004	4,159
<b>TOTAL REVENUE FROM ORDINARY ACTIVITIES</b>		<u>153,416</u>	<u>125,657</u>
<b>EXPENDITURE FROM ORDINARY ACTIVITIES</b>			
Advertising & promotion		1,000	2,092
AGM costs		1,701	1,069
Association management fees		48,000	48,000
Auditors' remuneration		3,625	3,750
Bank charges		344	305
Board expenses		9,698	10,782
Branch expenses		-	-
E-information support		2,160	2,386
General expenses		509	-
Merchant fees		2188	855
Insurance		1,830	1,954
Internet and website costs including depreciation		2,937	3,731
Newsletters & magazines		10,095	15,234
Postage		2,928	2,546
Printing & stationery		1,123	840
Subscriptions & affiliation fees		3,265	1,698
Telephone		1,965	1,826
Wages and superannuation		-	29,591
Executive Officer Services		29,250	-
<b>TOTAL EXPENDITURE FROM ORDINARY ACTIVITIES</b>		<u>122,418</u>	<u>126,659</u>
<b>SURPLUS (DEFICIT) FOR THE YEAR</b>		<u>30,998</u>	<u>(1,002)</u>

This is an extract from the audited annual financial report for the year ended 30<sup>th</sup> June 2015. Please refer to the full report, which can be downloaded from <http://tinyurl.com/ausitnagm>.

Appendix: Balance Sheet as at 30<sup>th</sup> June 2015

<u>CURRENT ASSETS</u>	NOTE	2015	2014
		\$	\$
Cash and Cash Equivalents	3	249,230	217,900
Receivables	4	-	-
Other assets	5	3,098	3,408
<b>TOTAL CURRENT ASSETS</b>		<b>252,328</b>	<b>221,308</b>
<u>NON-CURRENT ASSETS</u>			
Web Site Development		30,795	30,795
Less Accumulated Depreciation		(29,785)	(28,270)
<b>TOTAL NON-CURRENT ASSETS</b>		<b>1,010</b>	<b>2,525</b>
<b>TOTAL ASSETS</b>		<b>253,338</b>	<b>223,833</b>
<u>CURRENT LIABILITIES</u>			
Trade and other payables	6	11,054	11,262
Other	7	76,762	78,047
<b>TOTAL CURRENT LIABILITIES</b>		<b>87,816</b>	<b>89,309</b>
<b>TOTAL LIABILITIES</b>		<b>87,816</b>	<b>89,309</b>
<b>NET ASSETS</b>		<b>165,522</b>	<b>134,524</b>
<u>EQUITY</u>			
NAATI Reserve		-	-
Retained Earnings		165,522	134,524
<b>TOTAL EQUITY</b>		<b>165,522</b>	<b>134,524</b>

This is an extract from the audited annual financial report for the year ended 30<sup>th</sup> June 2015. Please refer to the full report, which can be downloaded from <http://tinyurl.com/ausitnagm>.

## Appendix: Minutes of the 27<sup>th</sup> National Annual General Meeting

Date: Saturday, 2<sup>nd</sup> November 2014  
Time: 5:00-6:00 pm  
Venue: University of Queensland

### 1. Attendance

73 financial members representing all branches attended in person or were represented by proxy, thereby establishing the required quorum for the AGM.

### 2. Opening Presentation

The meeting was opened by Annamaria Arnall (AA), who introduced the outgoing members of the National Council and explained how the National Council was structured and its function, including how democracy, transparency and accountability to members is achieved.

### 3. Confirmation of the Minutes of the 25<sup>th</sup> NAGM (Melbourne, 2013)

The minutes were proposed by Yutaka Kawasaki and seconded by Mécia Freire. The vote resulted in majority acceptance with nil opposing and 2 persons abstaining on the grounds that they were not in a position to know whether the minutes were indeed a true record of proceedings.

### 4. Presentation of the Report of the 26<sup>th</sup> National Council

Given that the report was made available on the AUSIT website, only a brief summary was given by AA.

- Combining the Excellence Awards with the Biennial Conference and making it a biennial event: This recent decision by NC, proposed by Amale, is intended to reduce the financial burden and workload on volunteers and is to be replaced by smaller events such as mini-conference or more important events in the intervening years.
- AUSIT's relationship with Professionals Australia: PA is recruiting members enthusiastically in Victoria, in fact, the Victorian branch requested that the joint partnership between AUSIT and PA should be placed on the AUSIT NAGM agenda to ensure its discussion. AA has been responsible for working on the proposed partnership with PA. Both organisations are agreeable to entering into a partnership, however, technical difficulties exist and these need to be sorted out in order to maximise mutual advantage. It is hoped that agreement on what we can do for the profession and the industry can soon be reached. This will yield the best results for the profession as AUSIT, alone, is not in a position to do everything. When agreement is reached, a special person will be appointed to oversee its functioning. The anticipated results are that joint membership of AUSIT and PA will be made available at a discount to members. ASLIA will also be involved in this. It will be possible to look into industrial issues. AUSIT will put aside resources to make financial assistance for lobbying possible.
- National Professional Development Co-ordinator: It is intended to reinstate the position of National PD Co-ordinator. The dedicated ausit.org.com site is not well known and needs to be worked upon. Despite lack of resources for the PD program, we ran our PD events only at a slight loss. Amongst the PD efforts provided, the notable success was the NT Language and the Law conference. A similar, but larger event is proposed for next year. Overall, 17 PD sessions were run across the country and the feedback was good. The TICPD website, listing information on upcoming PD, is still operational.
- The 2008 Vision statement objective, that no decisions be made about our profession without us being involved, is now achieved 80% of the time.

## 5. General Treasurer's Report

This report is available on the website. The main issue that caused concern was the viability of the large events, hence the move to amalgamate the Excellence Awards and the Biennial Conference on a biennial basis. This year's deficit was small - \$1200. Our reserves are good. What we need is a PD co-ordinator and funds for industrial action. It is recommended that efforts be made so that all PD events are profitable.

## 6. General Secretary's Report

The report is available on the website.

Currently, there are 600 members in the Institute, a slight increase on last year, when there were 580, with 120 new members joining since last year. The language profiles of new members and whether they were interpreters, translators or both were discussed. There is no strong bias towards interpreters or translators, but the largest group are those who practice both. It was also noted that it would be good to have this sort of information for the entire membership, but unfortunately, such information is not available, as records for this prior to 1988 do not exist.

It was noted by Annamaria Arnall that our satisfaction surveys suggest that the numbers across all three groups are about even.

## 7. State Representatives' Reports

- **NSW:** Held four events, all were successful with attendances of about 30-40 people.
- **Queensland:** Only had a small offering of PD, organising two Powwows through Proz and four chat breakfasts, but this was compensated for by the organisation of the biennial conference.
- **ACT:** The branch is reviving and now has some 25-30 members. A couple of mini-conferences were held, attracting some 70 attendees. The branch has a new committee.
- **SA/NT:** This is a branch consisting of two areas - the urban area in Adelaide and an aboriginal rural area in the vicinity of Alice Springs. These are two very diverse groups. Adelaide holds a monthly networking session – T&I Connect. During the year three workshops, covering telephone interpreting, terminology and ethics, were held in Adelaide. Alice Springs held a one-day event on interpreting in law, education, mental health and translation. It was a well-attended event.
- **Vic/Tas:** Events were held in conjunction with ASLIA on best practice, ethics and working with the police. Co-operation with ASLIA proved beneficial to both, resulting in synergy and economy of scale. A roadshow to Tasmania was also organised and partially sponsored by NAATI and an agency.
- **WA:** Has a new chair – Ella Davies. Three major PD sessions were held. Adolfo Gentile flew in to present a session. Social gatherings were also organised and the branch liaised with PA and NAATI representatives. The branch has 42 members.

Acceptance of branch reports: Proposed by Mariam Elliott and seconded by Max de Montaigne.  
The reports were accepted unanimously (no one opposed or abstained).

## 8. Election of the Executive Council

The following written nominations, duly seconded, were received – one for each position.

President: Sandra Hale

Vice-President: Alison Rodriguez

General Treasurer: Amale Hourani

General Secretary: Ludmila Berkis

The position of Immediate Past Present was filled by Annamaria Arnall (this is traditional and not subject to voting). All of the above nominations were uncontested, therefore, they were declared to be the elected new office bearers and no voting was required.

### **9. The 28<sup>th</sup> National AGM**

The date and place are to be announced within the following six months, as we await our new President's return to determine this. We expect next year's NAGM to be smaller and it will most likely be held in either Sydney or Melbourne.

This concluded the official part of the NAGM.

### **Announcements**

The AUSIT Code of Ethics has now become regional and is being shared with New Zealand.

AUSIT also collaborated in the production of the Best Guidelines document. There were many discussions, but the need for guidance for official translations is apparent. The need for some standardisation is recognised. The guideline will need regular revision. The present guidelines were based on existing guidelines written by NZSTI, with their permission.

AUSIT would like to thank Jean Deklerk for proofreading this report.

**AUSTRALIAN INSTITUTE OF INTERPRETERS AND  
TRANSLATORS INCORPORATED**

**ABN 64 855 620 166**

**FINANCIAL REPORT**  
FOR THE YEAR ENDED 30 JUNE 2015

**AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS  
INCORPORATED**

**ABN 64 855 620 166**

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**AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INCORPORATED**

ABN 64 855 620 166

**COMMITTEE'S REPORT**

Your committee members submit herewith the financial report of the Australian Institute of Interpreters and Translators Incorporated for the financial year ended 30 June 2015.

**Committee Members**

The names of the committee members in office at any time during, or since the end of, the year are:

Professor Sandra Hale  
Christian Schmidt  
Yutaka Kawasaki  
Amelia Lemondhi  
Daniel Freire  
Ilke Bruekner-Klein  
Alison Rodriguez  
May Hu

Annamaria Arnall  
Amale Hourani  
Amy (Xiaxing) Wang  
Ludmila Berkis  
David Moore  
Sam Berner  
David Deck

**Principal Activities**

The principal activities of the association during the financial year were:

Representing the interests of member interpreters and translators.

**Significant Changes**


No significant change in the nature of these activities occurred during the financial year.

**Operating Result**


The surplus (deficit) after providing for income tax amounted to \$ 30,998 – 2014 deficit \$1,002.

Signed in accordance with a resolution of the members of the committee.

President

  
\_\_\_\_\_  
Professor Sandra Hale

Treasurer

  
\_\_\_\_\_  
Amale Hourani

18 September 2015

**INCOME STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2015**

	NOTE	2015	2014
		\$	\$
<b><u>REVENUE FROM ORDINARY ACTIVITIES</u></b>			
<b>Operating activities</b>			
Subscriptions from members		97,362	110,337
Advertising, online services and royalties		616	723
Sundry income		443	1,195
		98,421	112,255
<b>Project income</b>			
Yellow Pages income		-	-
<i>Less expenses</i>		-	(586)
Professional development income		33,397	33,418
<i>Less expenses</i>		(15,251)	(27,121)
Excellence awards and conference		56,220	9,279
<i>Less expenses</i>		(35,808)	(16,372)
Sponsorship		12,433	10,818
<i>Less expenses</i>		-	-
Naati project income		-	-
<i>Less expenses</i>		-	(193)
<b>Gross profit from projects</b>		50,991	9,243
<b>Non-operating activities</b>			
Interest received		4,004	4,159
<b>TOTAL REVENUE FROM ORDINARY ACTIVITIES</b>		<b>153,416</b>	<b>125,657</b>
<b><u>EXPENDITURE FROM ORDINARY ACTIVITIES</u></b>			
Advertising & promotion		1,000	2,092
AGM costs		1,701	1,069
Association management fees		48,000	48,000
Auditors' remuneration		3,625	3,750
Bank charges		344	305
Board expenses		9,698	10,782
Branch expenses		-	-
E-information support		2,160	2,386
General expenses		509	-
Merchant fees		2188	855
Insurance		1,630	1,954
Internet and website costs including depreciation		2,937	3,731
Newsletters & magazines		10,095	15,234
Postage		2,928	2,546
Printing & stationery		1,123	840
Subscriptions & affiliation fees		3,265	1,698
Telephone		1,965	1,826
Wages and superannuation		-	29,591
Executive Officer Services		29,250	-
<b>TOTAL EXPENDITURE FROM ORDINARY ACTIVITIES</b>		<b>122,418</b>	<b>126,659</b>
<b>SURPLUS (DEFICIT) FOR THE YEAR</b>		<b>30,998</b>	<b>(1,002)</b>

The accompanying notes form part of these accounts and are to be read in conjunction therewith.

**AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INCORPORATED**

ABN 64 855 620 166

**BALANCE SHEET  
AS AT 30 JUNE 2015**

<u>CURRENT ASSETS</u>	NOTE	2015	2014
		\$	\$
Cash and Cash Equivalents	3	249,230	217,900
Receivables	4	-	-
Other assets	5	3,098	3,408
<b>TOTAL CURRENT ASSETS</b>		<b>252,328</b>	<b>221,308</b>
 <u>NON-CURRENT ASSETS</u>			
Web Site Development		30,795	30,795
Less Accumulated Depreciation		(29,785)	(28,270)
<b>TOTAL NON-CURRENT ASSETS</b>		<b>1,010</b>	<b>2,525</b>
 <b>TOTAL ASSETS</b>		<b>253,338</b>	<b>223,833</b>
 <u>CURRENT LIABILITIES</u>			
Trade and other payables	6	11,054	11,262
Other	7	76,762	78,047
<b>TOTAL CURRENT LIABILITIES</b>		<b>87,816</b>	<b>89,309</b>
 <b>TOTAL LIABILITIES</b>		<b>87,816</b>	<b>89,309</b>
 <b>NET ASSETS</b>		<b>165,522</b>	<b>134,524</b>
 <u>EQUITY</u>			
NAATI Reserve		-	-
Retained Earnings		165,522	134,524
<b>TOTAL EQUITY</b>		<b>165,522</b>	<b>134,524</b>

The accompanying notes form part of these accounts and are to be read in conjunction therewith.

AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INCORPORATED

ABN 64 855 620 166

STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 30 JUNE 2015

	Retained Earnings	NAATI Reserve	Total
	\$		\$
Balance at 30 June 2013	121,156	14,370	135,526
Surplus (Deficit) for the year	(1,002)	-	(1,002)
Transfer to/(from)Naati Reserve	14,370	(14,370)	-
Balance at 30 June 2014	134,524	-	134,524
Surplus (Deficit) for the year	30,998	-	30,998
Balance at 30 June 2015	165,522	-	165,522

The accompanying notes form part of these accounts and are to be read in conjunction therewith.

**AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INCORPORATED**

ABN 64 855 620 166

**NOTES TO AND FORMING PART OF THE ACCOUNTS  
FOR THE YEAR ENDED 30 JUNE 2015**

**NOTE 1 - SIGNIFICANT ACCOUNTING METHODS**

The financial report is a special purpose financial report that has been prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act 1991.

The Association is a non-profit organisation and received the major part of its income from subscriptions and member events and conferences.

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

**Basis of Preparation**

*Reporting Basis and Conventions*

The financial report has been prepared on an accruals basis and is based on historic costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

**Accounting Policies**

a) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within short-term borrowings in current liabilities on the balance sheet.

b) Revenue

Revenue from membership subscriptions is recognised in the period to which it relates. Grant revenue is recognised in the income statement when it is controlled. When there are conditions attached to grant revenue relating to the use of these grants for specific purposes it is recognised in the balance sheet as a liability until such conditions are met or services provided. All revenue is stated net of the amounts of goods and services tax (GST).

c) Critical Accounting Estimates and Judgments

There were no critical accounting estimates and judgments in respect of the amounts in this Report.

d) Financial Instruments

*Recognition and Initial Measurement*

Financial instruments, incorporating financial assets and financial liabilities, are recognised when the entity becomes a party to the contractual provisions of the instrument. The entity does not have complex financial instruments. The financial instruments on the entity's balance sheet are all non-derivative in nature, namely cash and cash equivalents, receivables and payables.

Financial instruments are classified and measured as set out below.

*Derecognition*

Financial assets are derecognised where the contractual rights to receipt or cash flows expires or the asset is transferred to another party whereby the entity no longer has any significant continuing involvement in the risks and benefits associated with the asset. Financial liabilities are derecognised where the related obligations are either discharged, cancelled or expire.

*Classification and Subsequent Measurement*

*(i) Receivables*

Receivables are non-derivative financial assets that have fixed maturities and fixed determinable payments, and it is the entity's intention to hold these investments to maturity.

*(ii) Financial Liabilities*

Non-derivative financial liabilities are measured at cost.

ABN 64 855 620 166

NOTES TO AND FORMING PART OF THE ACCOUNTS  
FOR THE YEAR ENDED 30 JUNE 2015

	2015 \$	2014 \$
<b>NOTE 2 – PROFIT (LOSS)</b>		
Expenses:		
Remuneration of Auditor	3,625	3,750
	<hr/>	<hr/>
<b>NOTE 3 – CASH AND CASH EQUIVALENTS</b>		
Cash at Bank	249,230	217,900
Cash in Transit	-	-
	<hr/>	<hr/>
	249,230	217,900
<b>NOTE 4 – TRADE AND OTHER RECEIVABLES</b>		
<b>CURRENT</b>		
Trade Debtors	-	-
Other Debtors	-	-
	<hr/>	<hr/>
	-	-
<b>NOTE 5 – OTHER CURRENT ASSETS</b>		
Prepayments	3,098	3,408
	<hr/>	<hr/>
<b>NOTE 6 – TRADE AND OTHER PAYABLES</b>		
<b>CURRENT</b>		
Trade Creditors	5,322	2,081
Payroll Liabilities	-	3,006
Good and services tax	5,732	6,175
	<hr/>	<hr/>
	11,054	11,262
<b>NOTE 7 – OTHER LIABILITIES</b>		
<b>CURRENT</b>		
Unearned income – Prepaid member subscriptions	76,762	74,247
Unearned income – prepaid conference sponsorship and registrations	-	3,800
	<hr/>	<hr/>
	76,762	78,047

**AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INCORPORATED**

ABN 64 855 620 166

**STATEMENT BY MEMBERS OF THE COMMITTEE**

The Committee has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1. to the financial statements

In accordance with a resolution of the committee, the members of the committee declare that the financial report as set out on pages 3 to 8,

1. Presents a true and fair view of the financial position of the Australian Institute of Interpreters and Translators Incorporated as at 30 June 2015 and its performance for the year ended on that date.in accordance with the accounting policies described in Note 1 to the financial statements and the requirements of the Associations Incorporation Act 1991, and

2. At the date of this statement there are reasonable grounds to believe that the Australian Institute of Interpreters and Translators Incorporated will be able to pay its debts as and when they fall due.

This statement is signed for and on behalf of the Committee by:

President

  
\_\_\_\_\_  
Professor Sandra Hale

Treasurer

  
\_\_\_\_\_  
Amale Hourani

Dated: 18 September 2015

**INDEPENDENT AUDIT REPORT  
TO THE MEMBERS OF THE  
AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INCORPORATED**

ABN 64 855 620 166

**Report on the Financial Report**

I have audited the attached financial report, being a special purpose financial report of the Australian Institute of Interpreters and Translators Incorporated for the financial year ended on 30 June 2015, as set out on pages 3 to 9.

***Committee's Responsibility for the Financial Report***

The committee are responsible for the preparation and fair presentation of the financial report and have determined that the basis of preparation described in Note 1. is appropriate to meet the requirements of the Associations Incorporation Act 1991 and are appropriate to meet the needs of the members. The committee's responsibilities also includes such internal control as the committee determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

***Auditor's Responsibility***

My responsibility is to express an opinion on the financial report based on my audit. I conducted my audit in accordance with Australian Auditing Standards. These Auditing Standards require that I comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the financial report that gives a true and fair view, in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.


I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

***Auditor's Opinion***

In my opinion, the financial report of the Australian Institute of Interpreters and Translators Incorporated presents fairly, in all material respects the financial position of the Australian Institute of Interpreters and Translators Incorporated as of 30 June 2015 and its financial performance for the year then ended in accordance with the accounting policies described in Note 1. to the financial statements and the requirements of the Associations Incorporation Act 1991.

***Basis of Accounting and Restriction on Distribution***

Without modifying my opinion, I draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist Australian Institute of Interpreters and Translators Incorporated to meet the requirements of the Associations Incorporation Act 1991. As a result the financial report may not be suitable for another purpose.



**John Francis Watty**  
Registered Company Auditor  
255 Whitehorse Road  
Balwyn Vic 3102

Dated: 18 September 2015



2015-2016

# Annual Report



**Australian Institute of  
Interpreters and Translators Inc**

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# National President's Report

## 1 INTRODUCTION

---

This has been my second year as national president. I'm delighted to report on so many achievements in the past twelve months, which are the result of so many members working in different capacities to improve our national professional association and to help make a positive difference in the interpreting and translation industry in Australia. I would like to thank you all for your work, dedication, help and support.

### 1.1 NATIONAL COUNCIL 2015-2016

National President:	Sandra Hale
Immediate Past President:	Annamaria Arnall
Vice President:	Alison Rodriguez
General Treasurer:	Silvia Martinez
General Secretary:	Ludmila Berkis, replaced by Jean Deklerk.
Branch Delegates:	Daniel Freire (ACT), Amelia Lemondhi, replaced by Claudia Koch McQuillan (NSW), Diana Sedhoum (QLD), David Moore, replaced by Ludmila Berkis (SA/NT), David Deck (Vic/Tas) and Yutaka Kawasaki (WA).

#### 1.1.1 Meetings

The National Council met once a month, with one meeting being face-to-face in Sydney, in conjunction with the UNSW Legal Interpreting Symposium in April, and the other meetings held via video conference using Zoom. Our next face-to-face meeting is scheduled for November, in conjunction with the NAGM in Melbourne. In addition to the formal meetings, we have held email discussions.

### 1.2 OUR VISION

Our goal is to continue to strengthen AUSIT and ensure it constantly grows and improves. As the national professional association, we promote competent, ethical and informed practice. Last year we introduced our strategic aims, which I outline below:

1. To grow our membership in order to be more inclusive and more representative of the practitioners in Australia and to become stronger and more relevant.
2. To support the professional development of our members by offering high quality courses and continuous professional development opportunities that cater to our varied membership needs.
3. To encourage, mentor and train the new generation of interpreters and translators.
4. To raise the profile of AUSIT and its influence on stakeholders and the profession at large.
5. To work together with other organisations in order to complement each other and achieve results more quickly.

I am happy to report that we have made considerable progress in the achievement of all of our aims, as will be outlined below.

## 2 AWARENESS RAISING YEAR

---

In line with this year’s theme of raising awareness about Interpreting and Translation, all the branches have held promotional events which raised AUSIT’s profile among the public and private sectors, educated the public about the role of interpreters and translators, the risks involved in hiring unqualified practitioners and the importance of AUSIT and its Code of Ethics. Our website has also been enriched with ever increasing resources, including a Public tab, with a ‘Danger’ section which archives cases which went wrong due to incompetent interpreting.

## 3 AUSIT PROFESSIONAL DEVELOPMENT CALENDAR

---

One of our major successes this year has been our much improved and expanded PD calendar, thanks to our national PD coordinator, Dr Erika Gonzalez, the national PD committee and all the branches who have done a stellar job. The list of AUSIT run PD courses and social events offered in the past 12 months appears below. We can see that most states offered a similar number of events. This year AUSIT commissioned the development of the “Introduction to court interpreting” course, prepared by Patricia Avila who has already delivered it in Queensland with excellent results. The next one will be delivered in Tasmania at the end of October. The AUSIT run events were complemented by other events organised by other organisations, such as ASLIA events, University and TAFE seminars and conferences. This year we also started using streaming and webinars for distance delivery.

### PD events September 2015-September 2016

	SOCIAL	TRANSLATION	INTERPRETING	BOTH	TOTAL
QLD	3	4	4	3	14
NSW	9	2	2	3	16
SA/NT	8		3	2	13
VIC/TAS	4		5	3	12
WA	1		1	7	9
ACT	3		2	2	7
Webinar			1		1
<b>Total</b>	<b>28</b>	<b>6</b>	<b>18</b>	<b>20</b>	<b>72</b>

## 4 CHANGES TO MEMBERSHIP CATEGORIES AND ADMISSIONS PROCEDURE

---

This year we introduced the Retired member category, for those long standing members (at least 15 years) who are 65 years and older and have either retired or semi-retired but would like to continue to benefit from and contribute to AUSIT. We have also introduced the Life member award, for long standing members nominated by their branches in recognition for their continued contribution to AUSIT. We had the honour to award a Life membership to John Gare from the Victorian Branch for his many years of service and his significant contribution to AUSIT. Congratulations John! We have also introduced two interpreting specialisations: Legal and Medical. We hope these will help recognise the special skills of those who have been trained and practice in these areas and to increase their body of work as service users see the benefit of employing specialists. We plan to offer specialist PD for these specialisations starting next year. We will canvass the need for other specialisations as well, including translation specialisations.

## 5 MENTORING PROGRAM

---

The mentoring program is now up and running, with 9 registered mentors in different languages: Barbara McGilvray, Bob Desiatnik, Françoise Matthews, Hootan Dehbonei, Rossana Perino, Stella Tang, Sundar Nadesan, John Benson and Dinh Duong. I would like to thank all the mentors for volunteering their time and expertise and invite more senior practitioners to participate. If we get more mentors we can then extend the program to the Candidate category and later to the whole membership. We have had 8 student AUSIT members participate in the program from Monash University, UNSW and UWA. I'd like to encourage more student members to participate.

## 6 EDUCATIONAL AFFILIATES

---

Last year we introduced the Educational Affiliate category for government educational institutions that teach formal Interpreting and Translation programs. We currently have the following affiliates: UNSW, MU, RMIT, Monash University, UWA, WSU, and TAFESA. AUSIT has benefited greatly from its association with the universities and TAFE colleges who have provided free venues for events and many of the presenters for our advanced PD sessions. The details of the agreement can be found on our website: <http://ausit.org/AUSIT/Educators/AUSIT/Home/Educators.aspx?hkey=863b151a-fdf5-41d3-9d9b-3de460f3d647>

## 7 STUDENT EXCELLENCE AWARDS

---

In 2016 we continued the Student Excellence awards among the top graduates of the AUSIT affiliated educational institutions. The winners received a one year free Candidate membership. I'd like to congratulate the winners for their academic achievements. We hope these young capable new interpreters and translators will become active in AUSIT, as they have much to contribute.

## 8 NATIONAL COMMITTEES

---

Three new national committees have been formed: the Communications, Promotions and Public Relations Committee (CPPRC) in line with our Awareness Raising year, the Ethics and Professional Practice Committee (EPPC), which has taken a very active role in answering ethical questions, dealing with complaints and educating the public about ethical practice, and the National Awards and Events committee (NAEC) to look after AUSIT's Jill Blewett Memorial Lecture and the Excellence awards. Our other three committees have continued to work hard in their respective areas: the Education committee, the Editorial committee and the national PD committee. All information about the committees' terms of reference and memberships can be found at:

[http://www.ausit.org/AUSIT/About/Who\\_We\\_Are\\_-\\_National\\_Committees.aspx](http://www.ausit.org/AUSIT/About/Who_We_Are_-_National_Committees.aspx)

## 9 OUR MEMBERSHIP

---

Our membership numbers continue to grow steadily. We have more members in all categories. In September 2015, our total membership was 618. At the end of September 2016, our membership number was 760. This is a very significant increase, which we hope will continue into the future. The state breakdown is as follows:

NSW: 256

Victoria/Tasmania: 211

QLD: 133

SA/NT: 58

WA: 45

ACT: 30

Other: 27

## 10 INTOUCH MAGAZINE

---

The National Council put out a call for expressions of interest for a new editor/producer team of the InTouch magazine to improve its contents, look, relevance and frequency. We received two excellent expressions of interest. The outcome was not yet decided at the time of writing this report. We look forward to a much improved magazine for our members.

## 11 LINKS WITH OTHER ORGANISATIONS

---

PA/AUSIT mutual discount

We have been able to achieve an in-principle agreement with PA for a 15% mutual discount for new members. We are now exploring the implementation of such a scheme.

Our links with NAATI have continued to be strengthened. In response to NAATI's plan to revoke all pre-2007 accreditations, the National Council conducted a member survey about the revalidation/certification scheme. Based on the results of the survey, AUSIT sent NAATI a position letter

which included a number of recommendations, most of which were accepted. Among the most important outcomes were NAATI's agreement not to revoke pre-2007 accreditations, to form a joint working group to revise the logbook catalogue, to introduce an e-logbook to facilitate the process and to make pre-certification training compulsory. These are major achievements for AUSIT. The INT Report (2013) had as its first and most important recommendation that all practitioners be trained before becoming accredited. This was the recommendation that took the longest to be accepted by the NAATI Board. AUSIT has had an important role in influencing NAATI's decisions.

AUSIT was consulted on a number of language services policies around the country and was heavily involved in the development of the National standards for working with interpreters in courts and tribunals, led by the Judicial Council on Cultural Diversity, which will be launched next year.

## 12 COMMUNICATION WITH THE MEMBERSHIP AND THE PUBLIC

---

### 12.1 WEBSITE

The website continues to improve and grow. We have added and updated information and increased the list of resources for the benefit of members.

### 12.2 VISITING THE BRANCHES

This year I visited South Australia, Tasmania, Canberra, NSW and Victoria. It was great to get to know the branch committees and branch members and to hear their feedback.

### 12.3 PRESIDENT'S MONTHLY E-FLASHES

I have sent monthly e-flashes with comments, news, announcements and resources to keep the membership up to date.

## 13 ACKNOWLEDGEMENTS

---

I would like to thank the Executive and the members of the National Council for their dedication, hard work and support. I also want to thank the Branch chairs and committee members who cater for the needs of the members in their states. A big thank you also goes to the chairs and members of the various national committees who are making a difference in their respective areas. I acknowledge the valuable administrative support of the executive office service provider and of PAMS and also thank David Connor for moderating the yahoo groups.

I would like to once again thank all of you, the members of AUSIT, who make AUSIT possible. AUSIT could not exist without its members, many of whom have been constant and loyal for many years and have volunteered much of their time to the improvement of the profession. Well done everyone!

*Professor Sandra Hale*

National President

# General Treasurer's Report

Reporting Financial Year: July 2015 to June 2016

## 1 INTRODUCTION AND ACKNOWLEDGEMENTS

---

Having become AUSIT's General Treasurer at its Annual General Meeting in November 2015, I am pleased to be presenting my first report to members. I cannot do so without recognising the excellent stewardship of our immediate past Treasurer, Amale Hourani, who not only dedicated her service until the end of her term but continued providing advice and assistance well into the 2106 calendar year. Thank you, Amale!

I also want to recognise the outstanding work of our National Professional Development Coordinator, Erika Gonzalez, as well as that of Branch Treasurers and PD Coordinators in ensuring that the "numbers" for the increasing volume of activities we run month to month greatly contribute to our solid financial standing. You will see through our financial accounts that our position has been bolstered by increasing membership income and by the returns on the much increased professional development (PD) activity. The most important return on the PD activity is the actual development it provides to us as members, but the financial return that we all contribute to also strengthens our ability to continue growing as a profession and to improve our services to members.

My work as a "newbie" on National Council was greatly facilitated by all the work that existing delegates had already done in the development and documentation of policies and processes that help to ensure we have a solid professional association. I believe that AUSIT is increasingly relevant to the daily work that we do as interpreters and translators in varied settings, and I encourage you – if you haven't already done so - to take part in our governance through your participation in the branches, committees or national council levels. My first year experience has been hugely positive, and I hope you are all as proud as I am of the many achievements our President, Professor Sandra Hale, is able to report on through this annual report. My special acknowledgement and thanks to Sandra for her trust in inviting me to form part of National Council, and for her outstanding leadership of our Institute.

And to every single one of you who has made the decision to either join or renew your membership: Thank YOU!

I invite all members to review our audited financial accounts and to send any questions or suggestions to [treasurer@ausit.org.au](mailto:treasurer@ausit.org.au). Below, I present highlights from our accounts.

## 2 2015-16 FINANCIAL RESULTS

---

### 2.1 OVERALL RESULT

With total revenue of \$179,671 and expenditure from ordinary activities of \$142,768, we are reporting a surplus of \$36,903 (19 per cent increase on last financial year's surplus of \$30,998).

### 2.2 REVENUE

Our main revenue sources were Membership subscriptions (\$131,889 – up 35% from previous year) and Professional Development income (\$67,276 – up 101% from previous year). The outstanding increase in Professional Development income is directly attributable to our engagement of a National Professional Development Coordinator (7 hours per week during 2015-16, increased to 10 hours per week for 2016-17, and with much voluntary labour on her part) and the work she has done with Branch PD Coordinators (all voluntary).

The percentage rate of PD expenditure in relation to income remained constant from 2014-15 to 2015-16 (46%), even with the introduction of a paid National PD Coordinator (applicable to part-year in 2015-16). Actual PD expenses in 2015-16 were \$30,712.

Another source of revenue which is worth highlighting is that which relates to Sponsorship and Donations (\$4,872, 2.7% of yearly revenue). This amount is made up of actual sponsorship attained by our Branches for key events as well as the donation of income for external work done by National Council members David Deck (Vic-Tas Branch Delegate) and Sandra Hale (National President).

### 2.3 EXPENDITURE FROM ORDINARY ACTIVITIES

Our main expenditure relates to the administration of our daily activities. During 2015-16 we paid \$49,237 to Professional Association Management Services Pty Ltd (PAMS). They are the people who answer our phones, receive our emails, broadcast our notifications and notices, process our payments, run our accounts, etc. We also engage an Executive Services Officer (Daniel Muller) for an average of 3 days per week. Payment for his services make up the majority of the \$49,170 reported in our accounts as Executive Officer Services.

## 3 GOVERNANCE INITIATIVES

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Towards the end of the financial year, National Council approved and communicated consolidated Treasury Guidelines to ensure we apply our financial governance processes in a standard manner across all our Branches. The guidelines are of particular relevance to the manner in which our PD events are managed and include a budget tool to assist Branches in tracking their PD financial performance through the year.



## 4 FIT 2017 CONFERENCE

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Organising for the FIT Conference, to be hosted by AUSIT in Brisbane in August 2017, is well underway. The financial commitments and seed funding for this major activity have already commenced, and members can see sponsorship and seed funding received as “unearned income” in our audited accounts. The organising committee has engaged the services of a conference organiser, has selected the venue and selected the supplier to manage conference registrations. This coming financial year will see most of the financial activity leading up to the conference.

Please address any questions or comments about our financial report to me at [treasurer@ausit.org.au](mailto:treasurer@ausit.org.au)

*Silvia Martinez,*

General Treasurer

# General Secretary's Report

## 1 CHANGE OF GS

---

Ludmila Berkis, General Secretary since 2014, stepped into the role of SA/NT Branch Delegate earlier this year, requiring a fill-in for the office of General Secretary. I would like to express my gratitude to Ludmila for her invaluable assistance with the changeover.

## 2 CONSTITUTION AMENDMENT

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This year once more a Constitution Amendment is being moved at the National AGM. The ACT Government notified AUSIT that an amendment of the timing our National AGMs was required to bring it into line with the ACT Associations Act.

## 3 MEMBERSHIP

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Below are some membership figures for this year, with some of last year's figures for comparison.

	Start of FY 2015	4 October 2016
Total financial members	Approx. 600	760
Member	482	577
Candidate	26	64
Associate	32	37
Student	21	41
Senior Practitioner	40	38
Interpret only	25%	–
Translate only	42%	–
Interpret and translate	34%	–
Past members		1,450
Mailing list		2,662

A relatively high proportion of new members do not renew after one or two years. This is not new. But AUSIT members may be able to address this in part by continuing to communicate with non-member colleagues about AUSIT activities, membership and its benefits.

## 4 ACKNOWLEDGEMENT

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I would like to express here my gratitude to all the AUSIT members on the 2016 National Council for their professionalism and collegial spirit.

*Jean Deklerk*

General Secretary

# AUSIT ACT Branch Report

## 1 COMMITTEE MEMBERS

---

ACT Branch AGM – Last ACT Branch AGM was held Saturday 12 September at the Italian Club, Forrest and elections were held for a new executive committee. The new office-bearers are:

Chairperson: Mécia Freire  
Secretary: Kevin Windle  
Treasurer: Eirlys Chessa  
Branch Delegate: Daniel Freire  
PD Coordinator: Roberto Corrielli  
Committee members: Anne Roppola, Sophie Crouch Revington

## 2 NEW MEMBERSHIP APPLICATIONS

---

The ACT Branch has processed 6 membership applications which have been approved:

Kristina Wolf (member)  
Ahmad Masri (student member)  
Jennifer Plaistowe (candidate member)  
Allison Sonneveld (candidate member)  
Tiantian He (Issa) (candidate member)  
Juam Snelling (student member)

## 3 COMMITTEE MEETINGS

---

The ACT Branch Committee has met face to face and via email to discuss branch issues, process membership applications, coordinate Workshops and PD events and other matters.

**16th October 2015** Newly elected Committee met to discuss branch issues and prepare a calendar for branch events during the year.

**31 January 2016** Branch meeting to discuss AUSIT Stall at the ACT Multicultural Festival on 14/02/16 and participation in Mother LanguageWalk 21/02/16, among other matters.

**9th of July 2016** Branch meeting to discuss our National President's visit to Canberra in August and the Mental Health Workshop in October, among other matters.

## 4 ESTRELA DO MAR (CMSSTAROFTHESEA) – COMMUNITY RADIO PROGRAM IN PORTUGUESE – NOVEMBER 2015

---

Mécia Freire was interviewed by Maria Hattori about what is AUSIT, its aims, activities, how to find out more about this Institute. The interview was in Portuguese for the Portuguese community.

## 5 2016 NATIONAL MULTICULTURAL FESTIVAL

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AUSIT ACT participated for the first time in the ACT National Multicultural Festival on Sunday, 14 February 2016. The event was very successful and we won the award for best blog entry. We are looking forward to participate in the 2017 Festival.

## 6 INTERNATIONAL MOTHER LANGUAGE DAY – 21 FEBRUARY 2016

---

In connection with International Mother Language Day, a Language Walk took place in fine weather on Sunday 21 February 2016. Ms Yvette Berry, ACT Minister for Aboriginal and Torres Strait Islander Affairs, addressed the opening meeting.

Mécia Freire, representing AUSIT, spoke next about what is AUSIT and what are its objectives. Other Committee members also attended. We carried an AUSIT banner throughout the walk.

## 7 MEETING WITH NICK MANIKIS - 7 JUNE 2016

---

Eirlys Chessa, Daniel Freire and Mécia Freire had a meeting with Nick Manikis (Director of the ACT Office of Multicultural Affairs in the Chief Minister's Office), to discuss concerns regarding the use of unaccredited interpreters by government agencies and others in the ACT. Was there a way to have those interpreters know and follow AUSIT's Code of Ethics?

The above meeting with Nic Manikis resulted in AUSIT ACT making a submission for the review of the language policy in collaboration with the EPP Committee.

## 8 PROFESSIONAL DEVELOPMENT SESSIONS

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**21 November 2015** – A very successful full-day workshop was held at the CIT Bruce campus, presented by Claudia McQuillan, on two modules for interpreters.

**05 March 2016** – The workshop on Interpreting in Healthcare was held at the CIT Bruce campus, presented by Anna Kenny.

## 9 COMMUNITY INTERPRETING COURSE RUN BY CIT SOLUTIONS

---

Roberto Corrielli (PD Coordinator) and Mécia Freire (Chair) participated in the course development, interviews and selection of candidates, and tutoring community interpreting students – from 24 November 2015 to 28 June 2016.

A new course has been approved for 2016-2017 and we are both going to participate again.

## 10 SOCIAL EVENTS

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Date	Title
12/092015	Dinner at Tosolinis's
29/11/2015	Picnic in Weston Park, Yarralumla

## 11 NATIONAL PRESIDENT'S VISIT

---

AUSIT National President, Prof. Sandra Hale, met with the ACT Committee and members for an informal get-together at the NAATI premises in Canberra.

## 12 CLOSING REMARKS

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The Chair expressed her thanks to all the committee members who have made it possible for the ACT branch to participate in so many activities despite our very tight schedules. It is true that we conduct most of our business through our Yahoo group but that also requires time and decision-making. The fact is that we always resolve what needs to be resolved. We have a very important event coming up next year, the National AGM that will be held in Canberra. Let's commit ourselves to making it a successful event.

*Daniel Freire*

Branch Delegate, ACT

# AUSIT NSW Branch Report

## 1 COMMITTEE FOR 2015–2016

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Chair:	Xiaoxing (Amy) Wang
Vice-chair:	Amelia Lemondhi
Treasurer:	Anna Kenny
Secretary:	Hania Geras
PD coordinator:	Nancy Carrasco
Branch delegate:	Amelia Lemondhi
Membership:	Keven Li
Members:	

## 2 COMMITTEE ELECTED AT BRANCH AGM ON 11 AUGUST 2016

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Chair:	Xiaoxing (Amy) Wang
Vice-chair:	Anna Kenny
Treasurer:	Anna Kenny
Secretary:	Ju Young Kim
PD coordinator:	Nancy Carrasco
Branch delegate:	Claudia Koch-McQuillan
Membership:	Takayuki Fukumori, Jason Heffernan
Members:	Hania Geras, Amelia Lemondhi, Keven Li, Mustapha Taibi, Majida Toma, Dipakkumar Bhatt

## 3 PROFESSIONAL DEVELOPMENT

---

PD events were well attended, and attendees participated actively. The feedback received on PD events was highly positive, both from AUSIT members and non-members.

- Ethics for Translators; presented by Claudia McQuillan, 22 August 2015, 47 attendees
- Mini-conference: Identifying and Implementing Quality in T&I, held at Macquarie University, 13 November 2015, 141 attendees
- Translation Technology Workshop, presented by Natalie Cumming, NAATI accredited Japanese to English translator and director of Ocha Translations, 5 February 2016, 18 attendees
- Interpreting Workshop: Note-Taking Techniques, presented by Felicity Mueller, Senior Conference Interpreter for German and English, 2 to 23 April 2016
- Document Processing for Translators, presented by Sarah Forget, NAATI-accredited French translator, 23 April 2016, 18 attendees
- Professionalism and Ethical Decision Making, presented by Erika Gonzalez, lecturer, UNSW and UWS; and Anna Kenny, Professional Development Coordinator with NSW Health Care Interpreter Services, 6 May 2016, 25 attendees

## 4 SOCIAL ACTIVITIES

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- AUSIT NSW End of the Year Dinner Party, En Casa restaurant, 18 December 2015, 38 attendees
- Coffee mornings: Attendance at coffee mornings was generally between 20 and 38 people. The last event at the Bankstown Hotel, however, was attended by the record number of 85 members!
  - 30 October 2015 , (Macquarie University)
  - 13 May 2016 (Macquarie University),
  - 13 June 2016 (Museum of Contemporary Art),
  - 30 July (Bankstown Hotel).

## 5 MEMBERSHIP

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Between 1 July 2015 and 30 June 2016, the NSW Branch approved 75 new membership applications, including 41 (Full) Members, 18 Candidates and 16 Student Members, bringing the total numbers of AUSIT members in NSW to 183.

## 6 ACKNOWLEDGEMENTS

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The kind support and precious guidance provided by the NSW Sages is much appreciated.

*Claudia Koch-McQuillan*

Branch Delegate

(Based on the report of the NSW Chair of August 2016)



# AUSIT QLD Branch Report

## 1 COMMITTEE FOR 2015-2016

---

Chair & branch delegate:	Diana Sedhoum
Vice-chair:	Roza Sarkamari
Treasurer:	Rola Mizian
Secretary:	Renata Oliviera Munro
PD coordinator:	Zhen Guan
Members:	Rona Zhang, Sam Berner, Elisabeth Kissel, Ilke Brueckner-Klein, Haifaa el Kadi, Max de Montaigne, Alison Rodriguez, Rasha Soliman, Mariam Elliott

## 2 COMMITTEE ELECTED AT BRANCH AGM, 17 SEP 16

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Chair:	Diana Sedhoum
Vice-chair & Branch delegate:	Sam Berner
Vice-chair:	Giuseppe Manuel Brescia
Secretary:	Renata Oliviera Munro
Treasurer:	Rola Mizian
PD coordinator:	Zhen Guan
Membership Officer:	Haifaa el Kadi
Members:	Rona Zhang, Alison Rodriguez, Rasha Soliman, Mariam Elliott, Kerry Chu, Anna Vasilevskaya, Roza Sarkamari, Sawsan Alhamadani, Hazar Amali

## 3 PROFESSIONAL DEVELOPMENT 2015-16

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- On 20 February, Dr Wendy McIntosh presented a well-attended workshop under the title “Cultural Bias in Interpreting”, which discussed tactics for dealing with personal issues that may interrupt the interpreter’s role
- On 9 April, Hideaki Maruoka presented a well-attended “CAT Tool Training” workshop covering both Trados and MemoQ
- On 30 April, the branch held its extremely successful Open Day at the University of Queensland, which included:
  - Highlights of AUSIT QLD – Diana Sedhoum
  - Advocating for the Profession – Alison Rodriguez
  - Working as an Interpreter in Health: Client Expectations – Jenny Ryan
  - The New Face of NAATI – Alessia Maruca
  - Translating for the 21st Century – Sam Berner
  - What Can YOU Do in AUSIT – Maria Corbett & Hazar Amali

- Language Policy and Access to Interpreters – Patricia Avila
- Positioning Yourself on the Career Path – Rona Zhang
- On 12 May 2016, the branch delivered a POWWOW to which Suzi Creak was invited to showcase “AUSIT Benchmarks on Translating Official Documents”
- On 28 May, the branch held its 7th annual Mini-Conference under the theme “Practitioners Sharing Their Experience”. It included:
  - 3S – Staying Solo Sane – Sam Berner
  - Lifecycle of a project – Elisabeth Kissel
  - Proofreading in a government environment – Zhen Guan
  - Interpreting and Disability – Maureen Fordyce
  - Face-to-face versus phone interpreting: Keys vs Buttons – Rola Mizian & Mariam Elliott
  - It’s not all about words: The interpreter’s glossary – Diana Sedhoum
  - AUSIT’s Hidden Treasures – Patricia Avila
  - Healthy body, Healthy Mind – Posture Matters – Renata Munro
- On 25 June, Patricia Avila presented the first part of her “Introduction to Court Interpreting” followed by the second part on 29 June and 6 July
- On 30 July, Sam Berner facilitated an “Introduction to Localisation” workshop, which was very well received
- On 27 August, Giuseppe Manuel Brescia presented an “Introduction to Literary Translation”
- On 17 September, the branch held its ethics workshop under the title “Ethics, the Roadmap That Guides Human Interaction” presented by Christian Schmidt

## 4 MEMBERSHIP

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Membership processing was handled by Sam Berner.

A total of 44 new members joined the branch during the year, bringing branch membership to 125.

## 5 SOCIAL ACTIVITIES

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- AUSIT QLD Get-Together Lunch on Saturday 30 January
- AUSIT Chat Brunch on Saturday 23 July 2016

## 6 AUSIT REPRESENTATION

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- Diana Sedhoum (Chair) and Sam Berner at Queensland Multicultural Policy consultations
- Rola Mizian (Treasurer) at Metro South Health Multicultural Advisory Committee
- AUSIT QLD was represented at the Toowoomba Festival of Languages and Cultures

## 7 THANKS

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A vote of thanks is due to retiring committee members Elisabeth Kissel, Ilke Brueckner-Klein and Max de Montaigne.

Thanks are also due to the University of Queensland for providing the venue for our Open Day and for inviting our treasurer Rola Mizian to speak at their T&I forum.

We would like to also express our gratitude to our Open Day sponsors: Oncall Interpreters & Translators, Institute of Modern Languages, Arabic Communication Experts, Antipode Translation, and Middle East Connect & Cultural Advisors.

Special thanks go to Auschina for being our Mini-Conference sponsors for the second year in a row.

Finally, thanks to all the committee members for all their hard work throughout the year, and for their support.

*Diana Sedhoum*

Branch Chair & outgoing delegate

# AUSIT SA-NT Branch Report

## 1 COMMITTEE FOR 2015-2016

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Chair:	Christian Schmidt
Treasurer:	Shahin Entesari-Tatafi
Secretary:	Joe Van Dalen
Branch delegate:	David Moore until May 2016 (resigned due to sub-branch commitments) Ludmila Berkis from May 2016
NT sub-branch representative:	David Moore
PD coordinator:	Marina Morgan
Membership officer:	Ludmila Berkis
Members:	Arezoo (Alice) Siasitorbaty; Tets Kimura; Maria Jose Harty

## 2 COMMITTEE ELECTED FOR 2016-2017

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Chair:	Joe Van Dalen
Treasurer:	Shahin Entesari-Tatafi
Secretary:	To be decided at first branch meeting
Branch delegate:	Ludmila Berkis
NT sub-branch representative:	David Moore
PD coordinator:	Marina Morgan
Members:	Arezoo (Alice) Siasitorbaty; Tets Kimura; Haleh Khazrai; Isobel Grave

- Our branch farewelled our Chair of the last four years and former Branch Delegate, Christian Schmidt. Christian gave a great deal to the branch both as an organiser, presenter of many workshops and as a guiding figure for us all. We thank him for all his contributions and his generosity over the years.
- We are also farewelling Maria Jose Harty, a faithful member of many years. Thank you for all that you have done for the branch, Ze.

## 3 PROFESSIONAL DEVELOPMENT

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- In February 2016 we held an information session “Interpreting and Translation in Australia and the role of AUSIT” presented by Prof Sandra Hale. The session attracted a great deal of interest with a capacity crowd filling the large TAFE lecture theatre.
- In April 2016, Judy Saba, a trainer with the New South Wales police, presented “Vicarious trauma-reflections, response and resilience”. This session was met with great interest and was clearly very relevant to many in the audience, which engaged in discussion with great enthusiasm.

- In June 2016, Erica Gonzales, lecturer at University of New South Wales, presented “Professionalism in community interpreting”. This was a very lively presentation, looking at the many aspects of what makes for good interpreting, to a crowd of about 50 people.
- In August 2016, Tets Kimura presented an ethics session titled “Should we be “nice”? A pertinent question for all T and I’s”.
- In September 2016 AUSIT SA-NT held its AGM, which was accompanied by a talk given by the CEO of NAATI, Mark Painting, titled “Do you know how the revised validation system will affect you?” Once again, the hall was packed to capacity, despite a cold, stormy night and, Mr Painting set about dispelling many a myth and misconception about NAATI as well as explaining about plans for the future. Question time could have gone on forever, had this been possible.

## 4 THE CENTRAL AUSTRALIAN SUB-BRANCH

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- Last year we had an AUSIT event where we invited the principal of the Language Centre Dominique Castle and that was the beginning of translation training in schools, which is now big news in the Education Department in the Northern Territory as translation becomes a subject which can be studied at high school.

We are continuing to write the workbooks for the two languages in which we are currently holding Middle Years classes in translation. This keeps us busy as we have been writing translation workbooks for four terms of work for two language groups, one which is taught in the Middle School in Alice Springs and the other taught by videoconferencing to a school that is 250 km away. Alice Springs Language Centre is partnering with Ripponlea as Registered Training Organisation (RTO) to deliver a Certificate 2 in Applied Languages. A further development is that Ripponlea are now training a group in Alice Springs for the Cert 4 in Training and Assessment so that Translation in Schools can be taught at VET level next year.

This will be taught at Centralian Senior School next year to potential translation students (Arrernte) and at Arlparra High School (Alyawarr). This is a trial project with the intention of moving to other languages in the future. There is considerable interest across the N.T. with other language groups considering starting translation classes.

These courses are designed to handle all aspects of translation: figures of speech such as similes and metaphors, euphemisms, rhetorical questions, idioms, the language of the law and governance and medicine. There are vocational trips to sites where interpreters work. Also the development of language resources such as apps.

## 5 MEMBERSHIP

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- Our membership has expanded from 14 last year to 56 people.

*Ludmila Berkis*

Branch Delegate

# AUSIT Vic/Tas Branch Report

## 1 COMMITTEE FOR 2015–2016

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Chair & branch delegate:	Dave Deck
Vice-chair:	Meredith Bartlett
Treasurer:	Chen Dongmei
Secretary:	Dorothy Prentice
PD coordinator:	Anastasia Nikolis
Members:	Fang BiYi, Denise Formica, Elvira Quintana Rivas, Nicola Thayil, Bing Lee Teh, Kay Zhao

- During the year Dongmei (maternity) and Anastasia (personal reasons) unfortunately had to withdraw from active involvement for varying periods. However, with some distribution of the load, the branch committee was able to continue offering PD and other activities during the year.
- Towards the end of the reporting year the committee co-opted Nellie Bi, Ranja Zayed and Jonathan Beagley.
- Because AUSIT Vic/Tas has worked closely with ASLIA Victoria to present several PD events, on two occasions the branch committee has held joint meetings with the ASLIA committee to coordinate activities and our events calendars. This partnership has proved to be very fruitful, and AUSIT members have appreciated and enjoyed the opportunities to interact with their Auslan colleagues.

## 2 COMMITTEE ELECTED AT BRANCH AGM, 19 SEP 16

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[other positions not yet allocated as at date of report]

Chair:	Dave Deck
Branch delegate:	Jonathan Beagley
Secretary:	Jean Deklerk
Membership officer:	Bing Lee Teh
Members:	Despina Amanatidou, Véronique Bergeron, Nellie Bi, Elisa Boscolo, Nataša Ciabatti, Fang BiYi, Anastasia Nikolis, Elvira Quintana Rivas, Nadesan Sundaresan, Ranja Zayed, (Shorsh Ali Ahmad co-opted on 28 Sep 16)

### 3 PROFESSIONAL DEVELOPMENT 2015–16 – VICTORIA

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- On Thu 29 Oct Imad Hirmiz, an AUSIT member and experienced interpreter at Northern Health, presented a session on medico-legal challenges for interpreters, to about 85 participants.
- On two Saturdays, 09 and 16 Apr, about 16 participants attended the branch’s first Induction Course.
- On Thu 19 May about 54 participants took part in a workshop on ethics. After a pre-presentation on lesser-known or newer aspects of the AUSIT Code, they engaged in group discussions on a series of T&I scenarios before reporting back to the whole workshop.
- The final activity for this reporting period was on Sat 16 Jul, when two experienced medical specialists gave presentations on their fields: Prof Kerr Graham from Royal Children’s Hospital on treatment of children with cerebral palsy and other walking difficulties; and Assoc Prof Alan Gijsbers on treatment of addictions. About 75 participants attended in person and, thanks to the assistance of Auslan Connections, the event was also live-streamed to about 65 participants throughout Australia, who were able to submit questions by SMS.

### 4 PROFESSIONAL DEVELOPMENT 2015–16 – TASMANIA

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- The Tasmanian part of the branch had been somewhat underserved for PD until 2015, but in October the National President Sandra Hale and the National PD Coordinator Erika Gonzalez made good use of a visit to Hobart to run a PD session that helped to rekindle interest in PD in that state.
- This was followed up by a visit by the chairman of the branch committee on Fri 19 Feb to run an introductory session on the AUSIT Code of Ethics (presentation, followed by discussion of scenarios) for about 25 participants.
- At the request of an AUSIT associate member (and agency owner), the branch chair visited Hobart again on Sat 07 / Sat 21 May to conduct AUSIT’s Interpreter Fundamentals course for about 30 participants.

### 5 MEMBERSHIP

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- Membership processing was initially handled by our Secretary, Dorothy Prentice, doubling as Membership Officer, but was then handed over to Bing Lee Teh.
- A total of 111 new members joined the branch during the year, including:
  - + 64 full memberships (including 3 readmissions following lapse of membership)
  - + 1 candidate member upgrading to full membership
  - + 15 new student memberships
  - + 27 candidate memberships

## 6 SOCIAL ACTIVITIES

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- After an end-of-year dinner in the CBD in December, in 2016 a different approach was trialled, with reasonable success: social activities consisted of an informal gathering on the 4th Saturday morning of each month at a café in the CBD.

## 7 PREPARATIONS FOR MINI-CONFERENCE AND NATIONAL AGM, NOVEMBER 2016

---

- A call for volunteers at the branch Welcome Evening in February elicited a gratifying response, and a working group of about 16 people have been very assiduous in preparing for the Mini-conference and NAGM.
- The working group have been split into four teams (Program, Sponsorship and Budget, Publicity, and Logistics) which have coordinated well with each other. As at the date of this report, all sponsorship targets had been met, a good selection of abstracts had been received, and 95 registrations had been received.

## 8 THANKS

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- A vote of thanks is due to retiring committee members, especially Meredith Bartlett as former branch committee chair, Dorothy Prentice for her work as both secretary and membership officer, and Denise Formica as former PD coordinator.
- Thanks are also due to VicDeaf for making their premises available to us at no charge for committee meetings and a number of PD and social activities.
- Finally, thanks go to all the committee members for working together as a cohesive and willing team to ensure the success of both PD and social activities, despite lacking in numbers at times.

*Dave Deck*

Branch Chair & outgoing Delegate, Vic/Tas



# AUSIT WA Branch Report

## 1 COMMITTEE FOR 2015–2016

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Chair:	Ella Davies
Vice-chair:	Annamaria Arnall
Treasurer:	Catherine Nicholson Pfammatter
Secretary:	Sally Wals
PD coordinator:	Catherine Nicholson Pfammatter
Branch delegate:	Yutaka Kawasaki
Members:	Hootan Dehbonei, Michelle Dreyfus, Isabel Von Prollius

## 2 NEW COMMITTEE ELECTED AT BRANCH AGM HELD ON: 10 SEPTEMBER 2016

---

Chair:	Ella Davies
Vice-chair:	Annamaria Arnall
Treasurer:	Catherine Nicholson Pfammatter
Secretary:	Sally Wals
PD coordinator:	Catherine Nicholson Pfammatter
Branch delegate:	Yutaka Kawasaki
Members:	Hootan Dehbonei, Michelle Dreyfus, Isabel Von Prollius, Lionel Ure

## 3 PROFESSIONAL DEVELOPMENT

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### List of PD offered

(copied from the Chair's Report presented by Ella Davies)

On 28th November last year we had a very successful PD 'Ethics in the afternoon' in collaboration with the 'Donate Life' on difficulties in interpreting situations involving organ donation.

On 21 May Catherine Pfammatter organised another PD session in conjunction with UWA Master's programme in translation, titled 'Translators in touch with clients'. The panel of three experienced translators Patricia Will, Yutaka Kawasaki and Emily Plank shared their collective 50 years of experience in various fields of translation with the attendees. Sharing of their actual experiences was particularly valued, especially when it came to preferred websites and online resources.

On 26 May another interesting and well attended PD was organised in collaboration with Penny Cantor Lopez, a Language services coordinator from Sir Charles Gardiner Hospital. The PD was titled 'Interpreting in the health sector' and the topic focused on difficulties when interpreting for cancer patients; the main presenter was Clara Orton, a palliative care social worker.

On 23 July we organised a PD 'Taxation Matters' with an experienced professional in the Taxation and Interpreting field. Maria Dovana told us everything we need to know when lodging a tax return.

On 27 August we had the first module of what is now a regular yearly PD event: the Induction to the T&I profession course. It was delivered this year again over three Saturdays. It contained three modules: Business, Translation and Introduction to Interpreting. It was wonderful to see so many people, newcomers and experienced members alike wanting to learn more and obtain more skills. We would like to express gratitude to Professor and Associate Dean of the Art Faculty at UWA, Helene Jacomard for her continual support in providing us with this venue for all of our professional development events.

## 4 SOCIAL ACTIVITIES

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(copied from the Chair's Report presented by Ella Davies)

Our Catherine Pfammatter organised yet another successful End of the Year get together at the Oxford Hotel in December last year which was well attended by both interpreters and translators and was a great opportunity for networking.

Beginning of the Year' party at Oliver's restaurant was even a greater success. The atmosphere was joyous and friendly and it was so good to see some new faces as well as long term members. As usual we all said: 'we should do these more often'.

*Yutaka Kawasaki*

Branch Delegate

**AUSTRALIAN INSTITUTE OF INTERPRETERS AND  
TRANSLATORS INCORPORATED**

**ABN 64 855 620 166**

**FINANCIAL REPORT**  
FOR THE YEAR ENDED 30 JUNE 2016

**AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS  
INCORPORATED**

**ABN 64 855 620 166**

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**AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INCORPORATED**

**ABN 64 855 620 166**

**COMMITTEE'S REPORT**

Your committee members submit herewith the financial report of the Australian Institute of Interpreters and Translators Incorporated for the financial year ended 30 June 2016.

**Committee Members**

The names of the committee members in office at any time during, or since the end of, the year are:

Professor Sandra Hale  
Silvia Martinez  
Yutaka Kawasaki  
Amelia Lemondhi  
Daniel Freire  
Alison Rodriguez  
David Moore

Annamaria Arnall  
Amale Hourani  
Jean Deklerk  
Ludmila Berkis  
Diana Sedhoum  
David Deck

**Principal Activities**

The principal activities of the association during the financial year were:

Representing the interests of member interpreters and translators.

**Significant Changes**

No significant change in the nature of these activities occurred during the financial year.

**Operating Result**

The surplus (deficit) after providing for income tax amounted to \$ 36,903 – 2015 surplus \$30,998.

Signed in accordance with a resolution of the members of the committee.

President

  
\_\_\_\_\_  
Professor Sandra Hale

Treasurer

  
\_\_\_\_\_  
Silvia Martinez

29 September 2016

**AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INCORPORATED**  
**ABN 64 855 620 166**

**INCOME STATEMENT**  
**FOR THE YEAR ENDED 30 JUNE 2016**

	NOTE	2016 \$	2015 \$
<b><u>REVENUE FROM ORDINARY ACTIVITIES</u></b>			
<b>Operating activities</b>			
Subscriptions from members		131,889	97,362
Advertising, online services and royalties		1,703	616
Insurance Commission		1,560	-
Sundry income		426	443
		135,578	98,421
<b>Project income</b>			
Professional development income		67,276	33,397
<i>Less expenses</i>		(30,712)	(15,251)
Excellence awards and conference		-	56,220
<i>Less expenses</i>		(200)	(35,808)
Sponsorship and Donations		4,872	12,433
<i>Less expenses</i>		-	-
		41,236	50,991
<b>Non-operating activities</b>			
Interest received		2,857	4,004
		<b>179,671</b>	<b>153,416</b>
<b><u>EXPENDITURE FROM ORDINARY ACTIVITIES</u></b>			
Advertising & promotion		1,104	1,000
AGM costs		4,488	1,701
Association management fees		49,237	48,000
Auditors' remuneration		3,450	3,625
Bank charges		64	344
Board expenses		7,225	9,698
Branch expenses		-	-
E-information support		2,160	2,160
General expenses		865	509
Marketing expenses		2,231	-
Merchant fees		2,387	2,188
Insurance		1,703	1,630
Internet and website costs including amortisation		2,391	2,937
Newsletters & magazines		8,530	10,095
Postage		1,927	2,928
Printing & stationery		361	1,123
Subscriptions & affiliation fees		3,452	3,265
Telephone		2,023	1,965
Wages and superannuation		-	-
Executive Officer Services		49,170	29,250
		<b>142,768</b>	<b>122,418</b>
<b>SURPLUS (DEFICIT) FOR THE YEAR</b>		<b>36,903</b>	<b>30,998</b>

The accompanying notes form part of these accounts and are to be read in conjunction therewith.

**AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INCORPORATED**

**ABN 64 855 620 166**

**BALANCE SHEET  
AS AT 30 JUNE 2016**

<b><u>CURRENT ASSETS</u></b>	<b>NOTE</b>	<b>2016</b>	<b>2015</b>
		<b>\$</b>	<b>\$</b>
Cash and Cash Equivalents	3	336,228	249,230
Receivables	4	3,085	-
Other assets	5	4,077	3,098
<b>TOTAL CURRENT ASSETS</b>		<b>343,390</b>	<b>252,328</b>
 <b><u>NON-CURRENT ASSETS</u></b>			
Web Site Development		30,795	30,795
Less Accumulated Depreciation		(30,795)	(29,785)
<b>TOTAL NON-CURRENT ASSETS</b>		<b>-</b>	<b>1,010</b>
 <b>TOTAL ASSETS</b>		<b>343,390</b>	<b>253,338</b>
 <b><u>CURRENT LIABILITIES</u></b>			
Trade and other payables	6	18,540	11,054
Other	7	122,425	76,762
<b>TOTAL CURRENT LIABILITIES</b>		<b>140,965</b>	<b>87,816</b>
 <b>TOTAL LIABILITIES</b>		<b>140,965</b>	<b>87,816</b>
 <b>NET ASSETS</b>		<b>202,425</b>	<b>165,522</b>
 <b><u>EQUITY</u></b>			
Retained Earnings		202,425	165,522
<b>TOTAL EQUITY</b>		<b>202,425</b>	<b>165,522</b>

The accompanying notes form part of these accounts and are to be read in conjunction therewith.



**AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INCORPORATED**

**ABN 64 855 620 166**

**STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 30 JUNE 2016**

	<b>Retained Earnings</b>	<b>NAATI Reserve</b>	<b>Total</b>
	<b>\$</b>		<b>\$</b>
Balance at 30 June 2014	134,524	-	134,524
Surplus (Deficit) for the year	30,998	-	30,998
Transfer to/(from)Naati Reserve	-	-	-
Balance at 30 June 2015	165,522	-	165,522
Surplus (Deficit) for the year	36,903	-	36,903
Balance at 30 June 2016	202,425	-	202,425

The accompanying notes form part of these accounts and are to be read in conjunction therewith.

**AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INCORPORATED**

**ABN 64 855 620 166**

**NOTES TO AND FORMING PART OF THE ACCOUNTS  
FOR THE YEAR ENDED 30 JUNE 2016**

**NOTE 1 - SIGNIFICANT ACCOUNTING METHODS**

The financial report is a special purpose financial report that has been prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act 1991.

The Association is a non-profit organisation and received the major part of its income from subscriptions and member events and conferences.

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

**Basis of Preparation**

*Reporting Basis and Conventions*

The financial report has been prepared on an accruals basis and is based on historic costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

**Accounting Policies**

a) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within short-term borrowings in current liabilities on the balance sheet.

b) Revenue

Revenue from membership subscriptions is recognised in the period to which it relates. Grant revenue is recognised in the income statement when it is controlled. When there are conditions attached to grant revenue relating to the use of these grants for specific purposes it is recognised in the balance sheet as a liability until such conditions are met or services provided. All revenue is stated net of the amounts of goods and services tax (GST).

c) Critical Accounting Estimates and Judgments

There were no critical accounting estimates and judgments in respect of the amounts in this Report.

d) Financial Instruments

*Recognition and Initial Measurement*

Financial instruments, incorporating financial assets and financial liabilities, are recognised when the entity becomes a party to the contractual provisions of the instrument. The entity does not have complex financial instruments. The financial instruments on the entity's balance sheet are all non-derivative in nature, namely cash and cash equivalents, receivables and payables.

Financial instruments are classified and measured as set out below.

*Derecognition*

Financial assets are derecognised where the contractual rights to receipt or cash flows expires or the asset is transferred to another party whereby the entity no longer has any significant continuing involvement in the risks and benefits associated with the asset. Financial liabilities are derecognised where the related obligations are either discharged, cancelled or expire.

*Classification and Subsequent Measurement*

*(i) Receivables*

Receivables are non-derivative financial assets that have fixed maturities and fixed determinable payments, and it is the entity's intention to hold these investments to maturity.

*(ii) Financial Liabilities*

Non-derivative financial liabilities are measured at cost.

**AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INCORPORATED**

**ABN 64 855 620 166**

**NOTES TO AND FORMING PART OF THE ACCOUNTS  
FOR THE YEAR ENDED 30 JUNE 2016**

	<b>2016</b>	<b>2015</b>
	<b>\$</b>	<b>\$</b>
<b>NOTE 2 – PROFIT (LOSS)</b>		
Expenses:		
Remuneration of Auditor	3,450	3,625
	<hr/>	<hr/>
<b>NOTE 3 – CASH AND CASH EQUIVALENTS</b>		
Cash at Bank	334,485	259,230
Cash in Transit	1,743	-
	<hr/>	<hr/>
	336,228	249,230
	<hr/>	<hr/>
<b>NOTE 4– TRADE AND OTHER RECEIVABLES</b>		
<b>CURRENT</b>		
Trade Debtors	3,085	-
Other Debtors	-	-
	<hr/>	<hr/>
	3,085	-
	<hr/>	<hr/>
<b>NOTE 5 – OTHER CURRENT ASSETS</b>		
Prepayments	4,077	3,098
	<hr/>	<hr/>
<b>NOTE 6 – TRADE AND OTHER PAYABLES</b>		
<b>CURRENT</b>		
Trade Creditors	18,709	5,322
Good and services tax	(169)	5,732
	<hr/>	<hr/>
	18,540	11,054
	<hr/>	<hr/>
<b>NOTE 7 – OTHER LIABILITIES</b>		
<b>CURRENT</b>		
Unearned income – Prepaid member subscriptions	71,215	76,762
Unearned income – prepaid conference sponsorship and seed funding	46,578	-
Unearned Income – Professional development events	4,632	-
	<hr/>	<hr/>
	122,425	76,762
	<hr/>	<hr/>

**AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INCORPORATED**

**ABN 64 855 620 166**

**STATEMENT BY MEMBERS OF THE COMMITTEE**

The Committee has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1. to the financial statements

In accordance with a resolution of the committee, the members of the committee declare that the financial report as set out on pages 3 to 8,

1. Presents a true and fair view of the financial position of the Australian Institute of Interpreters and Translators Incorporated as at 30 June 2016 and its performance for the year ended on that date.in accordance with the accounting policies described in Note 1 to the financial statements and the requirements of the Associations Incorporation Act 1991, and

2. At the date of this statement there are reasonable grounds to believe that the Australian Institute of Interpreters and Translators Incorporated will be able to pay its debts as and when they fall due.

This statement is signed for and on behalf of the Committee by:

President

  
\_\_\_\_\_  
Professor Sandra Hale

Treasurer

  
\_\_\_\_\_  
Silvia Martinez

Dated: 29 September 2016

**INDEPENDENT AUDIT REPORT  
TO THE MEMBERS OF THE  
AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INCORPORATED**

**ABN 64 855 620 166**

**Report on the Financial Report**

I have audited the attached financial report, being a special purpose financial report of the Australian Institute of Interpreters and Translators Incorporated for the financial year ended on 30 June 2016, as set out on pages 3 to 9.

***Committee's Responsibility for the Financial Report***

The committee are responsible for the preparation and fair presentation of the financial report and have determined that the basis of preparation described in Note 1. is appropriate to meet the requirements of the Associations Incorporation Act 1991 and are appropriate to meet the needs of the members. The committee's responsibilities also includes such internal control as the committee determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

***Auditor's Responsibility***

My responsibility is to express an opinion on the financial report based on my audit. I conducted my audit in accordance with Australian Auditing Standards. These Auditing Standards require that I comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the financial report that gives a true and fair view, in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

***Auditor's Opinion***

In my opinion, the financial report of the Australian Institute of Interpreters and Translators Incorporated presents fairly, in all material respects the financial position of the Australian Institute of Interpreters and Translators Incorporated as of 30 June 2016 and its financial performance for the year then ended in accordance with the accounting policies described in Note 1. to the financial statements and the requirements of the Associations Incorporation Act 1991.

***Basis of Accounting and Restriction on Distribution***

Without modifying my opinion, I draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist Australian Institute of Interpreters and Translators Incorporated to meet the requirements of the Associations Incorporation Act 1991. As a result the financial report may not be suitable for another purpose.

---

**John Francis Watty**  
Registered Company Auditor  
255 Whitehorse Road  
Balwyn Vic 3102

Dated: 29 September 2016

## AUSIT National Mini-Conference, NAGM and Jill Blewett Memorial Lecture 2017

Mid-November 2017 saw over 100 registered attendees flock to Canberra for AUSIT's biennial National Mini-Conference and related events, held over two days. **Simone Aliano**—a Spanish>English translator and Spanish<English interpreter currently studying for her master's at RMIT—co-presented two conference sessions, and gives an overview here.

On the first jam-packed day, Friday 17 November, the mini-conference 'Translation and Interpreting: Ethics and Professionalism' opened with a keynote speech on the AUSIT Code of Ethics delivered by exiting President Sandra Hale. This was followed by two plenary and 11 parallel sessions, each of which covered a different aspect of the year's topic. The conference day came to a close with the Paul Sinclair Award ceremony, followed by AUSIT's thirtieth anniversary celebration—giving guests the opportunity to network and mingle over canapés and cake.

On the second day, Saturday 18 November, attendees were treated to the annual Jill Blewett Memorial Lecture. Titled 'The Unethical Illusionist: reflections of a jobbing translator', it was given by Dr Kevin Windle, Emeritus Fellow at the Australian National University and recipient of the International Federation of Translators' Aurora Borealis Prize for Outstanding Translation of Non-Fiction Literature 2017. [The lecture will shortly be available for download on AUSIT's website, and extracts will be published in the next (Winter) issue of *In Touch*.]

Following the lecture, AUSIT members were invited to attend the National AGM, which saw the election of incoming President Rocco Loiacono. For most attendees the busy schedule of events ended there, while members of the National Council stayed on into the afternoon for their annual Post-AGM Meeting.

*Interested in participating in AUSIT's National Conference 2018 in Adelaide this November? Further details TBA. Stay tuned!*

## Paul Sinclair Award for Outstanding Contribution to AUSIT 2017

In 2009, the AUSIT National Council (NC) established the Paul Sinclair Award to honour the late Paul Sinclair's contribution to the association and the profession. Nominations are invited from branch committee and NC members, and the final decision is made by the NC via an anonymous vote.

### Winner:

**Sam Berner** for the organisation of the twenty-first triennial FIT World Congress, which took place in Brisbane last August. As vice-chair of the FIT2017 Organising Committee (Operations), Sam took care of the bulk of the organisation. She put her life on hold to make sure that every single email was replied to, every presenter and sponsor was happy, and everything ran smoothly. Her tenacity, tireless work, insight and good economic sense ensured that the conference was a resounding success.

### Runner up:

**David Deck** for his meticulous work improving key administrative texts, including revising AUSIT's constitution and by-laws, and updating the membership categories and candidate protocols. He also significantly contributed to the Vic/Tas branch's induction course modules and oversaw the working group for the 2016 National Conference in Melbourne.

Above right: Conference-goers peruse the anniversary issue of *In Touch*

Sam Berner (right) with Dalia Ayalon Sinclair OAM, wife of the late Paul Sinclair, who presented the award and certificates

### Commended:

**Daniel Muller** for his work—while AUSIT's National President (2010–11) and executive officer (2011–14)—re-designing the organisation's administrative infrastructure to streamline operations and reduce its reliance on volunteer labour.

**Amy Wang** for her work as chair of the NSW branch; in particular for attracting younger members to the committee and regularly arranging the very successful Coffee Mornings—a networking tool for practitioners that also allows AUSIT to promote the organisation to non-members.



## **Annual Report 2018– AUSIT ACT Branch**

### **Committee for 2017–2018**

Chair: Aurélie Sheehan

Secretary / Membership officer: Jennifer Plaistowe

Treasurer: Vicky Wong

Branch delegate: Tiantian (Issa) He

PD coordinator: Alison Muir

Other members: Mécia Freire (immediate past chair), Daniel Freire, Gabrielle Edmonds (new member) and Tina Lu (new member).

### **Committee elected at branch AGM, 15<sup>th</sup> Sep 18**

Chair: Aurélie Sheehan

Secretary / Membership officer: Jennifer Plaistowe

Treasurer: Vicky Wong

Branch delegate: Tiantian (Issa) He

PD coordinator: Alison Muir

Other members: Gabrielle Edmonds, Tina Lu, Zalei Chinzah (new member), Henry Chen (new member), and Mark Bassett (new member).

- Mécia and Daniel Freire departed from the committee, we thank them for their long term contribution to the ACT branch.

### **Branch Achievements in 2018**

The branch has been particularly active this year especially with the organisation and delivery of the National conference, which was a big achievement for a small committee of 9. This event has strengthened our organising team and given us the impetus to take on more and deliver more events to our local members. It has been a growing year.

### **Professional Development Activities**

- **30th Jun 2018:** Interpreting PD event (Vicarious Trauma) that took place at CIT Solutions presented by Judy Saba
- **15<sup>th</sup> Sept 2018:** NAATI certification and re-certification PD event presented by Robert Foote
- **7th Oct 2018:** Translation PD event - Children's literature presented by Stephanie Smee

### **Social Activities**

- **21st Apr 2018:** a successful networking event in Kingston (Muse Café) followed by the monthly committee meeting.
- An end of year networking event is in planning

### **Thanks**

I would like to thank all committee members for their commitment, time and hard work to make these events happen.

Aurélie Sheehan  
Branch Chair

<b>AUSIT</b>	<b>Appointment of Proxy Form AUSIT National Annual General Meeting</b>
<b>111 NAT</b>	
20180821	

Pursuant to the provisions of Section 10.5 of the Constitution, proxies may be appointed. Members unable to attend the General Meeting are urged to use this Appointment of Proxy Form to have their voice heard. No member attending the AGM may hold more than 25 proxies, and no member or proxy is entitled to vote at any general meeting of the Institute unless their membership is current and all membership dues have been paid (Constitution 6.10.2).

Meeting Title: 2018 Annual General Meeting  
Date of Event: Saturday 17 November 2018

I, \_\_\_\_\_  
(Full name of person assigning proxy)

of \_\_\_\_\_  
(Residential address of person assigning proxy)

being a financial\* member of AUSIT, hereby appoint

\_\_\_\_\_  
(Full name of proxy holder)

of \_\_\_\_\_  
(Residential address of proxy holder)

being a financial\* member of AUSIT, to vote for me on my behalf at the meeting detailed above and at any adjournment of that meeting.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of member appointing proxy)

[\* 'Financial' member means having renewed AUSIT membership for 2018–19.]

Please submit this form either:

- by (scanning / PDFing and) emailing it to [admin@ausit.org](mailto:admin@ausit.org) by close of business on **Fri 09 Nov 18**; or
- by posting to PO Box 546, East Melbourne VIC 3002, post-marked by **Wed 07 Nov 18**; or
- in person at the meeting.

For additional information or any queries, please contact the National Secretary on [secretary@ausit.org](mailto:secretary@ausit.org), or the national office on 03 9895 4473.

OFFICE USE ONLY	OFFICE USE ONLY
<input type="checkbox"/> Person assigning proxy is a financial member	▶ <input type="checkbox"/> Proxy accepted
<input type="checkbox"/> Person receiving proxy is a financial member	
<input type="checkbox"/> Person assigning proxy is not attending meeting	<input type="checkbox"/> Proxy rejected



**AUSTRALIAN INSTITUTE OF INTERPRETERS AND  
TRANSLATORS INCORPORATED**

**ABN 64 855 620 166**

**FINANCIAL REPORT**  
FOR THE YEAR ENDED 30 JUNE 2018

**AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS  
INCORPORATED**

**ABN 64 855 620 166**

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**AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INCORPORATED**

ABN 64 855 620 166

**COUNCIL'S REPORT**

Your council members submit herewith the financial report of the Australian Institute of Interpreters and Translators Incorporated for the financial year ended 30 June 2018.

**Council Members**

The names of the council members in office at any time during, or since the end of, the year are:

Rocco Loiacono  
Silvia Martinez  
Nicolas Canadas-Luque  
Ludmila Berkis  
Jonathan Beagley  
Erika Gonzalez  
Rona Yayun Zhang  
Sandra Hale

Annamaria Arnall  
Yutaka Kawasaki  
Xiaoxing Wang  
David Deck  
Eirlys Chessa  
Keven Li  
Tiatian He

**Principal Activities**

The principal activities of the association during the financial year were:

Representing the interests of member interpreters and translators.

**Significant Changes**


No significant change in the nature of these activities occurred during the financial year.

**Operating Result**

The surplus (deficit) after providing for income tax amounted to \$ 157,291 – 2017 surplus \$64,488.

Signed in accordance with a resolution of the members of the council.

President

  
\_\_\_\_\_  
Rocco Loiacono

Treasurer

  
\_\_\_\_\_  
Nicolas Canadas-Luque

5 October 2018

4

**AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INCORPORATED**  
**ABN 64 855 620 166**

**INCOME STATEMENT**  
**FOR THE YEAR ENDED 30 JUNE 2018**

	NOTE	2018	2017
		\$	\$
<b><u>REVENUE FROM ORDINARY ACTIVITIES</u></b>			
<b>Operating activities</b>			
Subscriptions from members		148,683	132,959
Advertising, online services and royalties		13	-
Insurance Commission		2,265	420
NATTI Income		53,000	-
Sundry income including donations		6,675	32,865
		210,636	166,244
<b>Project income</b>			
Professional development income		81,155	97,136
<i>Less expenses</i>		(63,627)	(61,619)
National Conference and AGM		9,468	-
<i>Less expenses</i>		(9,061)	-
F.I.T. 2017 congress		506,192	-
<i>Less expenses</i>		(425,815)	-
Sponsorship		1,255	9,084
<i>Less expenses</i>		-	-
<b>Gross profit from projects</b>		99,567	44,601
<b>Non-operating activities</b>			
Interest received		4,048	4,505
<b>TOTAL REVENUE FROM ORDINARY ACTIVITIES</b>		314,251	215,350
<b><u>EXPENDITURE FROM ORDINARY ACTIVITIES</u></b>			
Advertising & promotion		342	1,715
Association management fees		53,977	50,741
Auditors' remuneration		3,500	3,350
Bank charges		156	662
Board expenses		5,335	6,502
E-information support		2,203	2,203
General expenses		646	1,466
Marketing expenses		3,336	3,629
Merchant fees		2,692	2,304
Insurance		1,692	1,519
Internet and website costs including amortisation		9,492	1,701
Legal fees		10,150	-
NAATI expenses		-	1,000
Newsletters & magazines		20,558	16,440
Postage		786	3,387
Printing & stationery		139	1,234
Subscriptions & affiliation fees		2,737	6,964
Telephone		2,877	4,228
Wages and superannuation		-	-
Executive Officer Services		36,342	41,817
<b>TOTAL EXPENDITURE FROM ORDINARY ACTIVITIES</b>		156,960	150,862
<b>SURPLUS (DEFICIT) FOR THE YEAR</b>		157,291	64,488

The accompanying notes form part of these accounts and are to be read in conjunction therewith.

AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INCORPORATED

ABN 64 855 620 166

**BALANCE SHEET  
AS AT 30 JUNE 2018**

<u>CURRENT ASSETS</u>	NOTE	2018	2017
		\$	\$
Cash and Cash Equivalents	3	499,736	545,459
Receivables	4	3,690	70
Other assets	5	13,428	161,071
<b>TOTAL CURRENT ASSETS</b>		<b>516,854</b>	<b>706,600</b>
 <u>NON-CURRENT ASSETS</u>			
Web Site Development		30,795	30,795
Less Accumulated Depreciation		(30,795)	(30,795)
<b>TOTAL NON-CURRENT ASSETS</b>		<b>-</b>	<b>-</b>
 <b>TOTAL ASSETS</b>		<b>516,854</b>	<b>706,600</b>
 <u>CURRENT LIABILITIES</u>			
Trade and other payables	6	16,888	77,573
Other	7	75,762	362,114
<b>TOTAL CURRENT LIABILITIES</b>		<b>92,650</b>	<b>439,687</b>
 <b>TOTAL LIABILITIES</b>		<b>92,650</b>	<b>439,687</b>
 <b>NET ASSETS</b>		<b>424,204</b>	<b>266,913</b>
 <u>EQUITY</u>			
Retained Earnings		424,204	266,913
<b>TOTAL EQUITY</b>		<b>424,204</b>	<b>266,913</b>

The accompanying notes form part of these accounts and are to be read in conjunction therewith.

**AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INCORPORATED**

ABN 64 855 620 166

**STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 30 JUNE 2018**

	<b>Retained Earnings</b>	<b>NAATI Reserve</b>	<b>Total</b>
	\$		\$
Balance at 30 June 2016	202,425	-	202,425
Surplus (Deficit) for the year	64,488	-	64,488
	-	-	-
Balance at 30 June 2017	266,913	-	266,913
Surplus (Deficit) for the year	157,291	-	157,291
	-	-	-
Balance at 30 June 2018	424,204	-	424,204

The accompanying notes form part of these accounts and are to be read in conjunction therewith.

**AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INCORPORATED**

ABN 64 855 620 166

**NOTES TO AND FORMING PART OF THE ACCOUNTS  
FOR THE YEAR ENDED 30 JUNE 2018**

**NOTE 1 – SIGNIFICANT ACCOUNTING METHODS**

The financial report is a special purpose financial report that has been prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act 1991.

The Association is a non-profit organisation and received the major part of its income from subscriptions and member events and conferences.

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

**Basis of Preparation**

*Reporting Basis and Conventions*

The financial report has been prepared on an accruals basis and is based on historic costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

**Accounting Policies**

a) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within short-term borrowings in current liabilities on the balance sheet.

b) Revenue

Revenue from membership subscriptions is recognised in the period to which it relates. Grant revenue is recognised in the income statement when it is controlled. When there are conditions attached to grant revenue relating to the use of these grants for specific purposes it is recognised in the balance sheet as a liability until such conditions are met or services provided. All revenue is stated net of the amounts of goods and services tax (GST).

ii) Critical Accounting Estimates and Judgments

There were no critical accounting estimates and judgments in respect of the amounts in this Report.

ii) Financial Instruments

*Recognition and Initial Measurement*

Financial instruments, incorporating financial assets and financial liabilities, are recognised when the entity becomes a party to the contractual provisions of the instrument. The entity does not have complex financial instruments. The financial instruments on the entity's balance sheet are all non-derivative in nature, namely cash and cash equivalents, receivables and payables.

Financial instruments are classified and measured as set out below.

*Derecognition*

Financial assets are derecognised where the contractual rights to receipt or cash flows expires or the asset is transferred to another party whereby the entity no longer has any significant continuing involvement in the risks and benefits associated with the asset. Financial liabilities are derecognised where the related obligations are either discharged, cancelled or expire.

*Classification and Subsequent Measurement*

(ii) Receivables

Receivables are non-derivative financial assets that have fixed maturities and fixed determinable payments, and it is the entity's intention to hold these investments to maturity.

(ii) Financial Liabilities

Non-derivative financial liabilities are measured at cost.

NOTES TO AND FORMING PART OF THE ACCOUNTS  
FOR THE YEAR ENDED 30 JUNE 2018

	2018	2017
	\$	\$
<b>NOTE 2 – PROFIT (LOSS)</b>		
Expenses:		
Remuneration of Auditor – AUSIT accounts audit	3,500	3,350
- FIT Congress audit	2,750	-
<b>NOTE 3 – CASH AND CASH EQUIVALENTS</b>		
Cash at Bank	494,958	544,742
Cash in Transit	4,778	717
	<u>499,736</u>	<u>545,459</u>
<b>NOTE 4– TRADE AND OTHER RECEIVABLES</b>		
<b>CURRENT</b>		
Trade Debtors	3,690	70
Other Debtors	-	-
	<u>3,690</u>	<u>70</u>
<b>NOTE 5 – OTHER CURRENT ASSETS</b>		
Prepayments	13,428	161,071
	<u>13,428</u>	<u>161,071</u>
<b>NOTE 6 – TRADE AND OTHER PAYABLES</b>		
<b>CURRENT</b>		
Trade Creditors and Accrued Expenses	9,683	73,833
Good and services tax	7,205	3,740
	<u>16,888</u>	<u>77,573</u>
<b>NOTE 7 – OTHER LIABILITIES</b>		
<b>CURRENT</b>		
Unearned income – Prepaid member subscriptions	69,088	73,765
Unearned income – prepaid FIT Income	-	288,349
Unearned Income – Professional development events	3,224	-
Unearned Income – Conference registrations	3,200	-
Unearned Income – income in advance	250	-
	<u>75,762</u>	<u>362,114</u>



**AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INCORPORATED**

ABN 64 855 620 166

**STATEMENT BY MEMBERS OF THE COUNCIL**

The Council has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1. to the financial statements


In accordance with a resolution of the council, the members of the council declare that the financial report as set out on pages 3 to 8,

1. Presents a true and fair view of the financial position of the Australian Institute of Interpreters and Translators Incorporated as at 30 June 2018 and its performance for the year ended on that date in accordance with the accounting policies described in Note 1 to the financial statements and the requirements of the Associations Incorporation Act 1991, and

2. At the date of this statement there are reasonable grounds to believe that the Australian Institute of Interpreters and Translators Incorporated will be able to pay its debts as and when they fall due.

This statement is signed for and on behalf of the Council by:

President

  
\_\_\_\_\_  
Rocco Loiacono

Treasurer

  
\_\_\_\_\_  
Nicolas Canadas-Luque

Dated: 5 October 2018

**INDEPENDENT AUDITOR'S REPORT  
TO THE MEMBERS OF  
THE AUSTRALIAN INSTITUTE OF  
INTERPRETERS AND TRANSLATORS INCORPORATED**

ABN 64 855 620 166

**Report on the audit of the financial report**

**Opinion**

I have audited the attached financial report, being a special purpose financial report of the Australian Institute of Interpreters and Translators Incorporated for the financial year ended on 30 June 2018, as set out on pages 3 to 9.

In my opinion, the financial report of the Australian Institute of Interpreters and Translators Incorporated presents fairly, in all material respects the financial position of the Australian Institute of Interpreters and Translators Incorporated as of 30 June 2018 and its financial performance for the year then ended in accordance with the accounting policies described in Note 1. to the financial statements and the requirements of the Associations Incorporation Act 1991.

**Basis for Opinion**

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's responsibilities for the Audit of the Financial Report section in my report. I am independent of the company in accordance with the auditor independence requirements of the Corporations Act 2001 and the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

**Emphasis of Matter - Basis of Accounting**

I draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist Australian Institute of Interpreters and Translators Incorporated meet the requirements of the Associations Incorporation Act 1991. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

**The Responsibility of the Council for the Financial Report**

The council are responsible for the preparation and fair presentation of the financial report in accordance with the financial reporting requirements of the Associations Incorporation Act 1991 and for such internal control as the council determine is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the committee is responsible for assessing the association's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the committee either intends to liquidate the association or to cease operations, or has no realistic alternative but to do so.

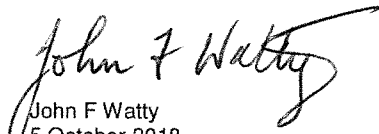
**Auditor's Responsibilities for the Audit of the Financial Report**

My objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional skepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the council.
- Conclude on the appropriateness of the council's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the association's ability to continue as a going concern. If I conclude that a material uncertainty exists I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However future events or conditions may cause the association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the council regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.



John F Watty  
5 October 2018

ProAcct Advisors & Accountants Pty Ltd  
255 Whitehorse Road  
Balwyn Vic 3103



## National President's Report

October 2018

### 1. Introduction

It is a pleasure for me to present to you my first annual report as AUSIT National President. While being an eventful year for our association, it has also been one of consolidation. After the extraordinary success of the FIT Congress last year, along with the introduction of the new Certification system as of 1 January, I think it is only natural for attention to turn to ensuring we make the most of these momentous achievements and lay the foundation for sustained and continued growth so that we can continue to affect our profession in real and positive ways.

#### *1.1 National Council 2017-2018*

National President: Rocco Loiacono

Immediate Past President: Sandra Hale

Vice President (PD and Events): Erika Gonzalez

Vice President (Communications and Public Relations): Vanda Nissen, replaced by Amy Wang

National Treasurer: Nicolas Cañadas-Luque

National Secretary: David Deck

Branch Delegates: Issa He (ACT); Keven Li (NSW), replaced by Camille Lapierre; Rona Zhang (Qld); Ludmila Berkis (SA/NT), replaced by Zsuzsanna Jover; Jonathan Beagley (Vic/Tas), replaced by Bing Lee Teh; and Yutaka Kawasaki (WA).

I believe it is important to underline that the majority of National Council members over the past year are aged 45 or younger. Generational change is crucial in any organisation, and, since AUSIT turned 30 last year, it is appropriate that those of us who have made a significant contribution over those last 30 years encourage and mentor younger practitioners to take a more active role in our professional association. I am pleased to report that this positive mentoring culture is alive and well in our association, with increasingly younger members of our profession joining AUSIT and making a valuable contribution at State Branch level.

#### 1.1.1 Meetings

The National Council met once a month, with one meeting being face-to-face in Sydney, in conjunction with the UNSW Legal Interpreting Symposium in April, and the other meetings held via video conference using Zoom. Our next face-to-face meeting is scheduled for November, in conjunction with the AGM in Adelaide. In addition to the formal meetings, we routinely hold email discussions on a variety of issues, especially ones that require a decision between meetings.

#### *1.2 Our Vision*

Our goal is to continue to strengthen AUSIT and ensure it constantly grows and improves. As the national professional association, we promote competent, ethical and informed practice. Our 2018-2020 Strategic Plan, approved by the National Council in November 2017, included the following aims:

1. To continue to increase membership numbers;
2. To improve member benefits;
3. To improve visibility and transparency;
4. To improve the national PD program;
5. To meet the training needs of untrained practitioners;
6. To increase our income stream;
7. To raise awareness of AUSIT among users of T & I services; and
8. To raise the status of the profession.

I am happy to report that in 2018 we have made solid progress in the achievement of all of our aims, as will be outlined below.

## **2. Activities**

### *2.1 Recommended National Standards for Working with Interpreters in Australian Courts and Tribunals*

As no doubt many of you would be aware, the National Standards were launched at Old Parliament House, Canberra on 20 October 2017 by the then Federal Minister for Multicultural Affairs, Senator the Hon. Zed Seselja. This was a momentous occasion for our profession, in that the role of the interpreter was recognised as fundamental to the administration of justice in this country. Since then, events have been held in each Branch promoting and explaining the implementation and working of the Standards. Each event has been attended in numbers not only by interpreters, but also by members of the legal profession and the judiciary. This is extremely encouraging: the support of the judiciary in not only drafting (under the aegis of the Judicial Council on Cultural Diversity) the National Standards, but promoting their implementation, is of particular importance. The document is now available on the Judicial Council on Cultural Diversity's website: <http://jccd.org.au/publications/> as well as on the AUSIT website.

### *2.2 InTouch magazine*

Earlier this year National Council decided to cease the hard-copy publication of *InTouch*. The decision was not an easy one; however, in the face of increasing costs for printing and distribution, as well as the move by other professional associations to fully online publications for their members, it could be considered inevitable. The National Council has asked the *InTouch* Editorial Committee, chaired by Melissa McMahon, to explore options for making the magazine compatible for portable devices. In this technological age, such a move is seen as essential to growth and promotion. We are also exploring the possibility of having one print issue a year for promotional purposes at PD events.

### *2.3 New Initiatives*

#### 2.3.1 Equity Scholarships

These scholarships, introduced this year, are to assist practitioners living outside of the major population centres to attend professional development workshops or courses to improve their skills and knowledge in their chosen language combination(s). In line with our theme for this year, priority was given to those applicants working in new and emerging languages. The winners are (with respective locations and languages in brackets): Shasma Sadik (WA – Kiswahili, Hindi, Gujarati and Urdu); Emanuele Diamanti (WA – Italian); Sophie Revington (NSW – Indonesian); Reem Abousamra (NSW – Arabic) and Majida Toma (NSW – Arabic, Assyrian and Chaldean).

#### 2.3.2 Constitutional Amendments

Following advice from our solicitors that certain clauses in the AUSIT Constitution could potentially have enabled the ATO to find that AUSIT would not fully qualify as a not-for-profit organisation, and would therefore be liable to tax (including back-taxes), two Special Resolutions to amend the problematic clauses were put to an 'out-of-session' vote by AUSIT members in May–June this year. These Special Resolutions were passed almost unanimously.

A notable aspect of this vote was that we trialled an electronic voting process, using software procured by our national administration office, PAMS, rather than postal votes as in the past. Not only did this vastly simplify the process of tallying and reporting the results, but also achieved a participation rate of over 40% of AUSIT's membership, a far higher proportion than is ever likely to be achieved at an Annual General Meeting. We are therefore presenting to this year's AGM a further constitutional amendment to make this sort of electronic voting a standard alternative to AGMs, and to allow votes on constitutional amendments to be presented at any time rather than waiting for each year's AGM.

### 3. AUSIT National Committees

#### 3.1 Professional Development Committee

Guan Zhen, our National PD Co-ordinator, has overseen a much improved and expanded PD calendar. The list of AUSIT-run PD courses and social events offered between September 2017 and September 2018 appears below.

During this time, AUSIT significantly reduced the number of social events in comparison to previous reporting years and increased the number of interpreting workshops from 14 to 24 nationally, particularly in the legal interpreting stream. In addition, AUSIT has been trialling live streaming workshops on a number of occasions, with a view to enhancing the accessibility for practitioners residing in regional and remote areas.

Webinars continue to provide a useful income stream, with a substantial number of post-event purchases. This aspect of our PD programme is also being expanded.

The AUSIT-run events were complemented by events organised by other organisations, such as ASLIA, universities and TAFE colleges.

#### PD events September 2017-September 2018

	SOCIAL	TRANSLATION	INTERPRETING	BOTH	TOTAL
QLD	0	1	9	7	17
NSW	2	4	6	2	14
SA/NT	4	1	3	3	11
VIC/TAS	8	1	2	4	15
WA	2	0	2	4	8
ACT	2	0	1	2	5
Webinar	0	1	1	3	5
<b>Total</b>	<b>18</b>	<b>8</b>	<b>24</b>	<b>25</b>	<b>75</b>

#### 3.2 Education Committee

The Education Committee, also chaired by Guan Zhen, continued to grow with more representatives from the educational institutions.

Last year, AUSIT successfully bid for the design and delivery of a one-day course on basic principles of chuchotage interpreting, funded by NAATI to offer to accredited practitioners needing it in order to transition to the new Certification system. The course was designed by Felicity Mueller, and this year has been delivered on numerous occasions across each State and Territory. The Education Committee will continue to expand its delivery of short introductory courses to fill the gaps in the field.

The committee has also provided feedback to external bodies, and organised the presentation of the Student Excellence Awards.

#### 3.3 Ethics and Professional Practice Committee

With numerous other priorities being worked on, the EPPC has not been activated this year, and its composition remains under review. One initiative that has been discussed with NAATI is for them to consult with AUSIT in relation to any ethical aspects of complaints against practitioners.

#### 3.4 Communications, Promotions and Public Relations Committee

The CPPRC, following the departure of Eirlys Chessa from National Council, requested that a paid Communications Officer be engaged to promote AUSIT into the future and develop a wide-ranging communications strategy. National Council agreed to this proposal, which will entail an honorarium

position. At the time of writing, interviews of highly qualified candidates were being conducted. I hope to be able to announce the successful candidate at the time of the AGM.

### *3.5 National Events and Awards Committee*

The NAEC, chaired by Rocco Loiacono, with the able assistance of Erika Gonzalez and Ludmila Berkis, worked to oversee the application process for the Excellence Awards. These will be awarded biennially (in alternation with the Paul Sinclair Award). The revised Excellence Award Categories (approved by National Council in 2017) are:

- Excellence in Interpreting
- Excellence in Literary Translation
- Excellence in Non-Literary Translation
- Outstanding Contribution to Translation & Interpreting
- Outstanding Contribution to Translation and/or Interpreting in Indigenous Languages or Languages of Limited Diffusion.

The NAEC received several very strong applications in almost each category. The winners of the Excellence Awards will be announced at the National Conference dinner, to be held at Flinders University on 16 November 2018.

### *3.6 Editorial Committee*

The Editorial Committee, chaired by Melissa McMahon, worked on the preparation of the *InTouch* magazine issues and, in particular, revising its format to an on-line platform, as described above.

## **4. Collaboration with other organisations**

### *4.1 NAATI*

AUSIT maintained close communications with NAATI throughout the year. In particular, AUSIT designed and delivered the one-day course on basic principles of chuchotage interpreting, funded by NAATI. Further, following discussions with Mr Mark Painting, CEO of NAATI, the NAATI website now contains a link to the AUSIT online practitioner directory. The following statement appears at the end of NAATI's list of practitioners:

*Additional practitioners may be found in the AUSIT directory at [www.ausit.org](http://www.ausit.org)*

AUSIT has also collaborated closely with NAATI in promoting the National Standards, as described in paragraph 2.1 above.

### *4.2 Other organisations*

AUSIT was consulted on a number of language services policies around the country. In particular, we have been requested to provide assistance in developing, or giving feedback on, the following:

a) *Mental Health Interpreting Guidelines for Interpreters*

Last year LanguageLoop, a Victorian Government Business Enterprise specialising in providing language services, commissioned researchers from Monash University to develop mental health guidelines for interpreters working in mental health settings. On 4 December 2017 the *Mental Health Interpreting Guidelines for Interpreters* were launched by the Victorian Minister for Multicultural Affairs Robin Scott and LanguageLoop CEO Elizabeth Compton at Eastern Health. Congratulations to Dr Jim Hlavac, Senior Lecturer in Translation and Interpreting Studies at Monash University, and his team of researchers, for all the work they have done in preparing these much needed guidelines. The guidelines are available on the AUSIT website, and also at: <http://www.languageloop.com.au/news/languageloop-launches-a-world-first-mental-health-study-with-monash-university>

b) *Competency Standards Framework for Culturally responsive clinical practice: Working with patients from migrant and refugee backgrounds*

The Framework was prepared by the Migrant and Refugee Women's Health Partnership with a view to establishing recommended and optimal cultural responsiveness competency standards for clinicians in health care settings. Feedback was sought from AUSIT members on all aspects of the Framework but particularly those that specifically relate to effective communication and working with interpreters. The Framework has now been finalised. I would particularly like to thank Gulnara Abbasova for all her work on the development of the Framework.

- c) We have also provided feedback to a number of other organisations regarding their interpreter policies, including Queensland Health and AMPARO Advocacy Inc, in particular with regard to access to the NDIS for CALD individuals.

AUSIT has continued to support all of Professionals Australia's (PA) campaigns, and recognises that these campaigns have seen gains made in pay and conditions for interpreters in Victoria and Queensland.

## **5. AUSIT membership**

### *5.1 Membership growth*

Over the last financial year AUSIT has achieved solid growth. To thank our members for their ongoing support, National Council decided, **for the third consecutive year, not** to increase the annual membership fee. This is despite an increase in services for members including professional development opportunities, local and national events, networking sessions, workshops, seminars and webinars.

Our membership numbers continued to grow steadily, with more members in all categories. In September 2015 our total membership was 621; in September 2018, our total membership was 956. This is a phenomenal increase: in three years our membership has increased by 54%, which is excellent news for our organisation, as it continues to grow and become stronger. To reward our members for our growth, the National Council has decided to: (1) reduce the fees for our Professional Development courses for members, and (2) as noted above, maintain our membership fees at the same rate for this financial year, rather than follow CPI increases, as had previously been our practice.

The State membership breakdown is as follows:

NSW: 316  
VIC/TAS: 306  
QLD: 150  
SA/NT: 65  
WA: 77  
ACT: 34  
Overseas: 8

### *5.2 Branches*

The branches have done an excellent job throughout the year, organising local PD events, networking and supporting each other and inviting and welcoming new members. See the Branch reports for all details.

## **6. Communication with the membership and the public**

### *6.1 Website*

The website continues to improve and grow. We have added and updated information and increased the list of resources for the benefit of members. Once the new Communications Officer is engaged, we propose to undertake a thorough review of the website to ensure it provides a very attractive and user-friendly portal for members and non-members alike. We are planning a major update for next year.

### *6.2 President's monthly e-flashes*

I have sent monthly e-flashes with comments, news, announcements and resources to keep the membership up to date.



### 6.3 eBulletin

We continued to host the eBulletin, although a minority of members contribute to it. The National Council is exploring updating this platform.

### 6.4 Facebook page

AUSIT continues to host a Facebook page that is used by some members. Once the new Communications Officer is engaged, a strategy will be developed to increase our social media presence.

## 7. Acknowledgements

I would like to thank, most sincerely, the members of the National Council for their commitment, dedication and support. I could not have asked for a more understanding, patient and generous group of people in my first year as National President. I also acknowledge the great work of the Branch Committees, who also work tirelessly to serve their community. A big thank you also goes to the chairs and members of the various national committees, who are making a difference in their respective areas. I acknowledge the valuable administrative support of PAMS and the executive office service provider, Daniel Muller. I would also like to thank, in a particular way, Hanna Löfgren, the National Council Administration Officer, for the efficient and professional way in which she has provided invaluable support to our National Secretary, Dave Deck, and myself, throughout the past 12 months. I also thank David Connor for moderating the Yahoo groups.

I hope I have lived up to your expectations and look forward to leading our organisation for what promises to be another exciting and productive year ahead.

Dr Rocco Loiacono

A handwritten signature in blue ink, appearing to read 'R. Loiacono', with a stylized flourish at the end.

National President

## **Annual Report 2018 – AUSIT NSW Branch**

### **Committee for 2017–2018**

Chair: Nancy Carrasco

Secretary: Ju Young Kim

Treasurer: Shung Lai (Miriam) Chiu

Branch delegate: Keven Li

PD coordinator: Mustapha Taibi

Membership officers: Jason Heffernan, Hania Geras

Other members: Adrian Pedra, Diana Coelho, Farooque Khan, Jamie Mohamed, Ju Young Kim, **Keven Li**, Majida Toma, Raquel Martinez, **Claudia McQuillan**, **Bob Desiatnik**, Amy Wang, **Dipakkumar Bhatt**, Mustapha Taibi and **Jason Heffernan**.

- The members highlighted in red have stepped down from their role and the committee.

### **Committee elected at branch AGM, 25 August 2018**

Chair: Nancy Carrasco

Secretary: Shung Lai (Miriam) Chiu

Treasurer: Shung Lai (Miriam) Chiu

Branch delegate: Camille Lapierre

PD coordinator: Marcela Vanega

Membership officer: Hania Geras

Other members: Adrian Pedra, Diana Coelho, Farooque Khan, Jamie Mohamed, Ju Young Kim, Keven Li, Majida Toma, Amy Wang and Raquel Martinez.

### **Professional Development Activities**

Interpreter Ethics, Newcastle

Saturday 18 August 2018

Organized by Mustapha

Translation of Official Documents, Western Sydney University Bankstown

Saturday 7 July 2018

Organized by Mustapha

26 attendees

Conference Interpreting (2 days' workshop), Western Sydney University Bankstown

Saturday 30 June & Sunday 1 July 2018

Organized by Mustapha

30 attendees

### **Social Activities**

AUSIT NSW Christmas Party

December 2017

Organized by Marcela

15 attendees

Bankstown Hotel Cafe  
Sunday 20 May  
Organised by Majida Toma  
71 attendees

Merrylands Café  
Saturday 23 June  
Organised by Majida Toma  
51 attendees

Sunday 30 July  
Organised by Majida Toma

Nancy Carrasco  
Branch Chair

## **Annual Report 2018– AUSIT QLD Branch**

### **Committee for 2017–2018**

Chair: Rona Zhang

Secretary: Renata Oliveira

Treasurer: Roza Sarkamari

Branch delegate: Rona Zhang

PD coordinator: Leisa Maia

Membership officer: Sawsan Hamdani

Other members: Mariam Elliot, Heidi Tang, Guan Zhen, Haifa Elkadi, Giuseppe Brescia

- Giuseppe Brescia asked to be excused from his participation in early 2018 due to family commitments.

### **Committee elected at branch AGM, 25<sup>th</sup> August 18**

Chair: Sam Berner

Secretary: Renata Oliveira

Treasurer: Roza Sarkamari

Branch delegate: Rona Zhang

PD coordinator: Leisa Maia

Membership officer: Heidi Tang

Other members: Mariam Elliot, Anna Jenman, Guan Zhen, Margaret Wu, Dylan Hartmann, Haifa Elkadi

### **Professional Development Activities 2017–18**

- 24th February – Domestic and Family Violence Forum for Interpreters – Immigrant Women's Support Services (IWSS) and invited speakers
- 24th February – Induction Workshop for Translators – Elisabeth Kissel and Renata Oliveira Munro
- 24<sup>th</sup> March – Induction Workshop for Interpreters – Rona Zhang
- 6<sup>th</sup> April – Mental Health Workshop for Interpreters – PA Hospital staff
- 26th May – Working with Interpreters in Legal Settings – Patricia Avila/Rona Zhang and invited speakers (magistrates, police, court registrars, and solicitors)
- 2nd June – Working As An Interpreter In Australian Courts & Tribunals (Part 1) – Patricia Avila
- 6<sup>th</sup> June – Working As An Interpreter In Australian Courts & Tribunals (Part 2) – Patricia Avila
- 14<sup>th</sup> July – Raising Bilingual Children and the Path to Translation – Lilian Fluerei
- 28<sup>th</sup> July – Social Media and the Freelancer – Friend or Foe or Both – Sam Berner
- 4<sup>th</sup> August – Technical Translation – industry trends – Rueudiger Landmann
- 10<sup>th</sup> August – UQ T&I Forum – Leisa Maia
- 22<sup>nd</sup> August – Interpreting and Working Effectively with Speech Pathologists – Guan Zhen
- 25<sup>th</sup> August – Speaking Like a Native – Rona Zhang and Dylan Hartmann
- 25<sup>th</sup> August – Translation Ethics in the Age of Intelligent Machines – Sam Berner
- 27<sup>th</sup> October – Translation Theory and Practice – Pilar Caceres

## **Social Activities**

- 20<sup>th</sup> January – Welcome Drinks
- 12<sup>th</sup> August – AUSIT Stall at Toowoomba Languages Festival
- 30<sup>th</sup> August – Translators' Day Picnic in the Park

## **Thanks**

- QLD Branch Chair would like to thank the whole team for working very hard towards the success of AUSIT in Queensland. Some of the team members have jumped into the deep end in the very first year of being on the committee. Special thanks are due to:
  - + Sawsan Hamdani for dealing with the very difficult new membership setup,
  - + Leisa Maia for putting amazing effort into organising the PD (with Guan's assistance),
  - + Roza Sarkamari for employing her accounting skills to ensure we were in the red all the year,
  - + Renata Oliveira for her hard work in documenting all our work,
  - + and last but not least Rona Zhang for adding organisational order into our work and stepping in as the Chair and delegate.

Heidi Tang came in as an observer and ended up working as hard as every other team member. Needless to say, the engagement and commitment of every member on the team was above par. Big thank you, Team QLD, for another amazing year.

Sam Berner  
Branch Chair

## Report by National Secretary – AGM November 2018

### 1. Membership issues

- Constitutionally, an important segment of the National Secretary's responsibilities relates to membership, and this has been a major focus during the past year: in particular, the systems enabling prospective members to apply online, and branch membership officers (MOs) to process those applications once they are submitted. Areas worth noting are as follows:
- **Webformz.** The Webformz platform was recommended for online membership applications because of its ability to plug directly into the iMIS database used by PAMS, our national administration office, and also because it enables the system to require payment of membership fees at the time the application is submitted, rather than after it is approved. The original request to the programmers was to also include an application processing module to be used by branch MOs, members of branch committees (to vote on approvals), and NS (to monitor the system for any problems). However, a number of problems have become apparent, and although parts of the system are now working acceptably, both of which will be retained) the system as a whole is much more limited than originally envisaged.
  - + Part of the problem was difficulty getting the programmer to understand some of what was required (for instance, that MOs do not approve applications on their own), despite extensive documentation being provided. This was partly addressed when PAMS engaged some different consultants with more extensive experience relevant to AUSIT's requirements.
  - + However, a more fundamental problem is that Webformz has turned out not to be a suitable platform for other parts of the desired system, such as voting by BC members. As a result, NS has had to work with branch MOs to devise alternative methods (such as creating spreadsheets) for these purposes.
  - + In addition, a major problem has been that applications referred to a branch MO are accessed only through that person's MyAUSIT profile. While this works reasonably well when that person is the one processing the applications, it means that other people (such as NS) are unable to view those applications in order to give advice or assistance to the MO, or to stand in for the MO during periods of unavailability.

However, parts of the system are now working quite acceptably (the online application form and the initial MO processing module) and will therefore be retained.

- **Streamlining the membership categories.** One aspect that has remained as much a problem in the new system as in the previous MAPS system is the requirement for applicants for Member or Candidate to input or upload quite extensive information (such as CVs and referees) to enable decisions on which category to allocate them to, based on whether they have sufficient T/I experience. Because many applicants submitted inadequate or vague information (or sometimes no information), MOs have often been obliged to spend inordinate amounts of time and effort chasing up applicants. (By comparison, applications for Student or Associate have been much more straightforward, because of the simpler criteria.)
- In addition to MOs' time and effort, these deficiencies, added to the technical difficulties stated above, have often meant extensive delays in finalising applications.
- There were also anomalies such as Members (sometimes with a number of years' membership) reverting to the Student category while undertaking further study, and thereby becoming ineligible (at least in a strict interpretation of the rules) to vote at AGMs or access professional insurance.
- Accordingly, in August National Council decided to streamline the membership categories, the major change being that the Candidate category was discontinued (and those in that category were automatically upgraded to the renamed Ordinary Member category); the other main change was to move Student members from the Associate level to the Member level.
- **Streamlining the processing criteria.** After a further review, National Council decided that the application form and the associated processing were too cumbersome, particularly for Ordinary Member (which is the largest category, especially since Candidate was discontinued). MOs will now only be required to confirm that applicants for this category have a NAATI credential and/or a formal T/I qualification before recommending approval. In due course the online application form will be simplified.
- **National Membership Officer.** With larger numbers of applicants, National Council believes that the burden of processing applications is unduly heavy for branch MOs who are in any case volunteers. National Council has therefore decided to create a paid part-time position of National Membership Officer to process all membership applications, including 'internal' applications for change of category. National Council also believes that having a single processing entity will

make it easier to achieve consistency of decision-making on membership applications. Action is under way at the time of this report to appoint a suitable person as NMO.

## 2. **Legal and taxation**

- As was briefly indicated in last year's annual reports, AUSIT received correspondence from the ATO that queried AUSIT's not-for-profit (NFP) status. National Council therefore sought legal advice from AUSIT's lawyers, the effect of which was that two clauses in the constitution were expressed in a way which did not comply with ATO guidelines.
- During the year, therefore, National Council presented members with two constitutional amendments which removed the risk of an ATO challenge. These were passed almost unanimously and were incorporated in the updated constitution.

## 3. **Constitutional votes (& similar)**

- It is worth mentioning that, in order to conduct a vote on these amendments out-of-session (without the expense and inconvenience of convening an Extraordinary General Meeting) National Council arranged with PAMS to procure software that enabled electronic voting with automatic tallying of results, in a way which prevents any double-voting or voting on behalf of another member, but enables members to receive their ballot-papers and submit their votes entirely online.
- Over 300 members participated in this vote, which at the time was well over 40% of the voting membership. This is much higher than is ever likely to be achieved by attendance at an AGM, and National Council has therefore presented members with further resolutions to amend the constitution in order to make electronic voting as 'normal' as voting at AGMs. National Council regards this as a more efficient method of ascertaining members' views, one that also gains more ongoing value from the software that was procured.

## 4. **Members' MyAUSIT profiles**

- After discussions with PAMS staff, the facilities enabling members to edit their MyAUSIT profiles – particularly the 'My Languages' tab – have been considerably simplified and made more user-friendly: in particular, functions that previously required members to ask PAMS staff to edit certain information have now been updated so that members can edit these functions themselves. Specifically, this means that members now no longer need PAMS's assistance to:
  - + input both old and new NAATI numbers;
  - + add, remove, or edit NAATI credentials (certification, accreditation, recognition); and
  - + select whether their 'public profile' information is publicly available or not.
- National Council is also exploring, with both PAMS and NAATI, the possibility that attendance information from PD event organisers can be automatically added to members' profiles, and then output as a consolidated list (in a format acceptable to NAATI) for submission when recertifying, rather than members needing to keep hard-copy or soft-copy certificates issued by event organisers.

## 5. **PD event listings on AUSIT website**

- PAMS advised that a facility is available to make the PD event listings on the website 'dynamic', that is, once an event is set up on their database it will automatically appear on the PD event listing, will display real-time information about places still available, will provide a direct registration button for each event, will close registrations automatically on the set closing date (or earlier once the event is full), and after an event has taken place will transfer it to a 'past events' listing so that website users can gain an overview of how active AUSIT has been.
- Breaking news: at National Council's request, PAMS implemented this facility, which is now operating on the website.



Dave Deck  
National Secretary

25 Oct 18

## **Annual Report 2018 – AUSIT SA/NT Branch**

### **Committee for 2017–2018**

Chair:	Joe van Dalen
Secretary:	Sarah Lee
Treasurer:	Shahin Entesari
Branch delegate:	Ludmila Berkis
PD coordinator:	Marina Morgan
Membership officer:	Isobel Grave
Chair, NT Sub-branch:	David Moore
Other members:	Deborah Kalei, Haleh Khazrai, Tets Kimura, Thomas Kruckemeyer, Alicia Rex, Dalin Song

- Dalin Song left the branch committee during the year.

### **Committee elected at branch AGM, 08 Sep 18**

Chair:	Joe van Dalen
Secretary:	Ludmila Berkis
Treasurer:	Shahin Entesari
Branch delegate:	Zsuzsanna Jover
PD coordinator:	Marina Morgan
Membership officer:	Isobel Grave
Chair, NT Sub-branch:	David Moore
Other members:	Deborah Kalei, Haleh Khazrai, Tets Kimura, Thomas Kruckemeyer, Gabriela Kuzio, Alicia Rex

### **Professional Development Activities**

- Sep 17: branch AGM – guest speaker A/Prof Angela Scarino, Chairperson of the Multicultural Education and Languages Committee
- Nov 17: 'Making freelancing more effective and profitable' – presented by Jonathan Beagley, chair of the VIC/TAS branch committee
- Mar 18: 'The challenges of legal interpreting' – guest speakers Chief Justice Chris Korakis (National Court) and Kate Muslera (Legal Services)
- Apr 18: 'Note-taking for interpreters' – presented by Felicity Mueller from the NSW branch

### **Social Activities**

- Over the past twelve months we have had our coffee / networking sessions, some held at Ballaboosta in Halifax Street, with the latest at Kappys in Commercial Road, off Gouger Street. The latter venue seems to suit our purpose for the moment. Finding a suitable venue is a constant challenge.
- While we have a constant attendance of seven or eight people, our best attended session of about 20 people was in August when we discussed the NAATI Catalogue, sorting out the points required for re-certification.

### **NT Sub-branch**

- The NT sub-branch members meet informally to discuss issues and to support each other.



- The largest demand in NT is in Aboriginal languages, but the only tertiary institution, the Batchelor Institute, closed its doors over two years ago and training became unavailable. The need for interpreters, however, is as acute as ever.
- David Moore, the NT sub-branch chair, has taken on this challenge by starting and designing a course that trains students to interpret and translate at high school level.
- At the Alice Springs Language Centre they continue to develop the Cert II and Cert III in Applied Language courses for Aboriginal languages which offer training towards careers in the language industry. There are now students enrolled in this course in Years 9–12, and discussions are being held with other schools about implementing this program.

### **Thanks**

- Firstly, thanks to Isobel Grave for her continued efforts as the membership officer during the year. She has been most conscientious and somewhat frustrated by the processes required.
- A sincere thank you also to every committee member for their time and effort and making all our events possible, and especially for devoting extra time in the planning and organising of our National Conference in November.
- In conclusion, we would like to thank TAFE SA for kindly allowing us the free use of the lecture theatres for our workshops and AGM.

Joe van Dalen  
Branch Chair



## Special Resolutions to amend the AUSIT Constitution, November 2018

### Introduction

- These two Special Resolutions propose amendments to two sections of the AUSIT Constitution: Clauses 10.4.5, 10.4.6, and 10.4.7, dealing with the method of voting on constitutional changes (currently, via a General Meeting); and Clause 8.5, dealing with By-laws, and in particular what happens if a branch objects.
- These Special Resolutions will be part of the agenda for the National AGM in Adelaide in November 2018, and members may also vote on them by postal or electronic ballots.

### Background to Special Resolution 1

- The first of these amendments is being proposed to reflect the much larger membership of AUSIT, and the consequent practical issues involved in having members vote on constitutional changes. In particular, with its much larger numbers AUSIT is now unlikely to ever have more than a relatively small percentage of the membership attending a national AGM in person (no matter how attractive the accompanying national conference is), and the percentage is likely to be even smaller if the AGM is held in the less populous capital cities.
- The quorum requirements for a General Meeting (at least 15 members, from at least three branches) mean that important constitutional amendments could **theoretically** be passed by the 'yes' votes of only 12 members – less than 1.5% of total membership. This compares with a participation rate of over 40% in the electronic ballot held in May–June this year to amend other clauses of the Constitution. This high participation rate suggests that members are much more comfortable with, and much readier to be involved in, electronic votes.
- In any case, National Council believes that, as with other aspects of AUSIT's activities, it is time that we moved this aspect out of the 'steam age'. In addition, AUSIT has already paid PAMS, our national administration office, to acquire access to the software used for electronic voting, so it would be poor economy if we did not make more use of it. The first Special Resolution is therefore designed to minimise the need to summon members together for physical meetings and to make electronic voting as constitutionally 'normal' as general meetings.

### Background to Special Resolution 2

- At present, when National Council creates or amends a by-law under Clause 8.5, if a branch committee then submits a valid objection (that is, one based on alleged incompatibility with the aims and objects of AUSIT), the only remedy for that situation is for the matter to be directly referred to a postal / electronic vote of all AUSIT voting members, to remain open for 60 days.
- This would seem to be a rather heavy-handed (not to mention cumbersome) method of dealing with such an objection. There might be only one branch that has registered any objection, with all the others seeing no problem; moreover, if that one branch's objection were to be conveyed to the other branches, those other branches might vigorously contest the objection and want the by-law to remain as is.
- The intention of the proposed amendments to this clause would be to provide for:
  - + some mechanism to attempt a resolution of any objection as a first step;
  - + a straightforward way to rectify any unintended deficiencies or anomalies in the by-law; and
  - + putting a validly-based objection (ie, relating to AUSIT's aims and objects) to a combined vote of the members of all BCs, rather than directly to the entire AUSIT voting membership.

### Special Resolution 1:

That Clauses 10.4.5 to 10.4.7 of the Constitution be amended as shown in the middle column of the following table:

Present clauses	Proposed amendments [with notes]	Amended clauses
<p>10.4.5 Special Resolutions Procedure</p> <p>No member of the National Council nor any member of the Institute shall transact any business, or allow any implementation of any of the matters set out in sub-clauses (1) to (3) below without the prior approval of the Members by Special Resolution at a General Meeting:</p> <p>(1) any repeal, alteration or addition to this Constitution;</p> <p>(2) ...</p> <p>(3) ...</p> <p>A Special Resolution shall only be adopted and implemented on compliance with the following conditions:</p> <p>(a) that the motion on the Special Resolution is considered by a General Meeting of the Institute and that written notice of the motion has been given in accordance with Clause 10.1;</p> <p>(b) that the Special Resolution is adopted by a majority of not less than three fourths of voting members present in person or by proxy at the General Meeting convened to consider the Special Resolution or at any adjournment thereof;</p>	<ul style="list-style-type: none"> <li>• In the first paragraph of 10.4.5: <ul style="list-style-type: none"> <li>+ <b>insert</b> 'either' before 'at a General Meeting'</li> <li>+ <b>insert</b> 'or by means of an electronic ballot conducted in accordance with Clause 10.4.7' after 'General Meeting' [<sup>1</sup>]</li> </ul> </li>   <li>• In sub-paragraph (a): <ul style="list-style-type: none"> <li>+ <b>replace</b> 'considered by' with 'voted on'</li> <li>+ <b>insert</b> 'either' before 'at a General Meeting'</li> <li>+ <b>insert</b> 'or by means of an electronic ballot' before 'of the Institute'</li> <li>+ <b>insert</b> 'duly conducted at any time approved by National Council' after 'the Institute' [<sup>2</sup>]</li> <li>+ <b>replace</b> 'motion' with 'Resolution'</li> </ul> </li> <li>• In sub-paragraph (b): <ul style="list-style-type: none"> <li>+ <b>insert</b> 'or by a majority of not less than three fourths of voting members participating in a duly conducted electronic ballot on the Special Resolution' at the end of the existing sub-paragraph</li> </ul> </li> </ul>	<p>10.4.5 Special Resolutions Procedure</p> <p>No member of the National Council nor any member of the Institute shall transact any business, or allow any implementation of any of the matters set out in sub-clauses (1) to (3) below without the prior approval of the Members by Special Resolution, either at a General Meeting or by means of an electronic ballot conducted in accordance with Clause 10.4.7:</p> <p>(1) any repeal, alteration or addition to this Constitution;</p> <p>(2) ...</p> <p>(3) ...</p> <p>A Special Resolution shall only be adopted and implemented on compliance with the following conditions:</p> <p>(a) that the motion on the Special Resolution is voted on either at a General Meeting or by means of an electronic ballot of the Institute duly conducted at any time approved by National Council, and that written notice of the Resolution has been given in accordance with Clause 10.1;</p> <p>(b) that the Special Resolution is adopted by a majority of not less than three fourths of voting members present in person or by proxy at the General Meeting convened to consider the Special Resolution or at any adjournment thereof, or by a majority of not less than three fourths of voting members participating in a duly conducted electronic ballot on the Special Resolution;</p>

Present clauses	Proposed amendments [with notes]	Amended clauses
<p>(c) that a period of 21 days shall elapse after such a Special Resolution has been passed by a General Meeting, during which time any 25 Members of the Institute may notify the National Secretary in writing that in their opinion the Special Resolution materially affects the aims and objects of the Institute. In that case, the said Special Resolution shall be submitted to a postal/electronic ballot of all Members who are entitled to vote, not later than 3 months after the date of the said General Meeting. This postal/electronic ballot shall remain open for 60 days after the date of dispatch to all Members and the Special Resolution shall be adopted only if three-fourths of the Members voting by post/electronically cast their votes in favour.</p> <p>10.4.6 Voting Upon ... All votes shall be given personally, by postal/electronic ballot or by proxy, but no member may hold more than 25 proxies or have more than one vote by proxy or postal/electronic ballot.</p>	<ul style="list-style-type: none"> <li>• In sub-paragraph (c): <ul style="list-style-type: none"> <li>+ <b>insert</b> ‘if such a Special Resolution has been passed at a General Meeting’ before ‘a period of 21 days’ [3]</li> <li>+ <b>delete</b> ‘such a Special Resolution has been passed by’</li> <li>+ <b>replace</b> ‘a General Meeting’ by ‘the said Meeting’</li> <li>+ <b>replace</b> ‘a postal/electronic ballot’ with ‘an electronic ballot’</li> <li>+ <b>delete</b> ‘This postal/electronic ballot shall remain open for 60 days after the date of dispatch to all Members and’ at the start of the final sentence</li> <li>+ <b>delete</b> ‘by post/’ after ‘Members voting’</li> </ul> </li> <li>• <b>Insert</b> a new sub-paragraph (d) as follows [4]: <ul style="list-style-type: none"> <li>+ ‘that if a Special Resolution has been passed by a duly conducted electronic vote, the provisions of sub-clause (c) above shall not apply; and’</li> </ul> </li> <li>• <b>Insert</b> a new sub-paragraph (e) as follows: <ul style="list-style-type: none"> <li>+ ‘that any electronic vote, in order to be deemed duly conducted, shall remain open for voting for 30 days after the expiration of the period of written notice referred to in Clause 10.1.’</li> </ul> </li> <li>• In the second paragraph of 10.4.6: <ul style="list-style-type: none"> <li>+ <b>delete</b> ‘postal’ before ‘electronic ballot’ where twice occurring</li> </ul> </li> </ul>	<p>(c) that if such a Special Resolution has been passed at a General Meeting, a period of 21 days shall elapse after the said Meeting, during which time any 25 Members of the Institute may notify the National Secretary in writing that in their opinion the Special Resolution materially affects the aims and objects of the Institute. In that case, the said Special Resolution shall be submitted to an electronic ballot of all Members who are entitled to vote, not later than 3 months after the date of the said General Meeting. The Special Resolution shall be adopted only if three-fourths of the Members voting electronically cast their votes in favour;</p> <p>(d) that if a Special Resolution has been passed by a duly conducted electronic vote, the provisions of sub-clause (c) above shall not apply; and</p> <p>(e) that any electronic vote, in order to be deemed duly conducted, shall remain open for voting for 30 days after the expiration of the period of written notice referred to in Clause 10.1.</p> <p>10.4.6 Voting Upon ... All votes shall be given personally, by electronic ballot or by proxy, but no member may hold more than 25 proxies or have more than one vote by proxy or electronic ballot.</p>

Present clauses	Proposed amendments [with notes]	Amended clauses
<p>10.4.7 Postal/Electronic Ballot</p> <p>(1) Postal/electronic voting shall be permitted, when authorised by the Executive Committee, at an Annual General Meeting, all General Meetings and all meetings of the National Council, provided a postal ballot form in the form approved by the National Council from time to time has been duly completed and executed and is lodged with the National Secretary at least 48 hours before the commencement of the meeting.</p> <p>(2) The procedural arrangement shall be:</p> <p>i. The National Secretary shall deliver or send by post or facsimile or by other electronic means to each Member who is entitled to vote a clear statement of both sides of the question to be voted upon with a request that they return their vote thereon to the designated Returning Officer.</p> <p>ii. Eligible voters shall, upon receipt of the ballot paper and specified information, complete the ballot paper and shall forward it in the envelope provided or transmit it by facsimile or by other electronic means to reach the designated Returning Officer by the closing date of the postal ballot.</p>	<ul style="list-style-type: none"> <li>• In the heading of 10.4.7, <b>delete</b> ‘Postal’</li> <li>• In sub-clause (1) of 10.4.7: <ul style="list-style-type: none"> <li>+ <b>delete</b> ‘Postal’ before ‘electronic’</li> <li>+ <b>replace</b> ‘Executive Committee, at’ with ‘National Council, in respect of’</li> <li>+ <b>delete</b> ‘an Annual General Meeting’ and ‘and all meetings of the National Council’ [5]</li> <li>+ <b>replace</b> ‘a postal ballot form’ with ‘an electronic ballot’</li> <li>+ <b>delete</b> ‘and executed’</li> <li>+ <b>replace</b> ‘lodged with the National Secretary’ with ‘submitted electronically’ [6]</li> </ul> </li> <li>• In sub-clause (2) of 10.4.7, sub-paragraph i: <ul style="list-style-type: none"> <li>+ <b>delete</b> ‘or send by post or facsimile or’</li> <li>+ <b>replace</b> ‘other electronic means’ with ‘email’</li> <li>+ <b>replace</b> ‘return’ with ‘submit’ before ‘their vote thereon’</li> <li>+ <b>replace</b> ‘to the designated Returning Officer’ with ‘as provided by the voting software’ [6]</li> </ul> </li> <li>• In sub-clause (2) of 10.4.7, sub-paragraph ii: <ul style="list-style-type: none"> <li>+ <b>delete</b> ‘ballot paper and’</li> <li>+ <b>insert</b> ‘electronic’ after ‘complete the’</li> <li>+ <b>replace</b> ‘forward it in the envelope provided or transmit it by facsimile or by other electronic means to reach the designated Returning Officer’ with ‘submit it in the manner provided by the voting software’ [6]</li> <li>+ <b>delete</b> ‘postal’ before ‘ballot’</li> </ul> </li> </ul>	<p>10.4.7 Electronic Ballot</p> <p>(1) Electronic voting shall be permitted, when authorised by the National Council, in respect of all General Meetings, provided an electronic ballot in the form approved by the National Council from time to time has been duly completed and is submitted electronically at least 48 hours before the commencement of the meeting.</p> <p>(2) The procedural arrangement shall be:</p> <p>i. The National Secretary shall deliver by email to each Member who is entitled to vote a clear statement of both sides of the question to be voted upon with a request that they submit their vote thereon as provided by the voting software.</p> <p>ii. Eligible voters shall, upon receipt of the specified information, complete the electronic ballot paper and shall submit it in the manner provided by the voting software by the closing date of the ballot.</p>

Present clauses	Proposed amendments [with notes]	Amended clauses
<p>iii. As soon as practicable following the closing date for voting, the Returning Officer shall, in the presence of at least two National Council members, open the votes received and shall tally the votes cast.</p> <p>(3) For a postal ballot to be valid the Member or national delegate must have voted in favour of or against any proposed resolutions, which must be set out in the postal ballot form.</p> <p>(4) Should an issue arise between meetings which requires a decision or ratification by Members or delegates, the National Council may call a postal vote in such manner as it considers necessary.</p>	<ul style="list-style-type: none"> <li>• In sub-clause (2) of 10.4.7, sub-paragraph iii: <ul style="list-style-type: none"> <li>+ <b>delete</b> 'in the presence of at least two National Council members, open the votes received'</li> <li>+ <b>replace</b> 'tally the votes cast' with 'report to the National Secretary the votes cast as tallied by the voting software' [6]</li> </ul> </li> <li>• In sub-clause (3) of 10.4.7: <ul style="list-style-type: none"> <li>+ <b>replace</b> 'a postal' with 'an electronic' and 'the postal' with 'the electronic'</li> <li>+ <b>delete</b> 'or national delegate'</li> </ul> </li> <li>• <b>Delete in toto</b> sub-clause (4) of 10.4.7. [7]</li> </ul>	<p>iii. As soon as practicable following the closing date for voting, the Returning Officer shall report to the National Secretary the votes cast as tallied by the voting software.</p> <p>(3) For an electronic ballot to be valid the Member must have voted in favour of or against any proposed resolutions, which must be set out in the electronic ballot form.</p>

**Notes:**

1. This wording specifically allows constitutional amendments to be approved by electronic ballot as an alternative to a General Meeting.
2. By specifying that an electronic ballot can be conducted at any time, the present 'urgency' provision in sub-clause (4) of 10.4.7 becomes superfluous.
3. Because a Special Resolution can be passed at a General Meeting by a relatively small number of members, this 'safety clause' needs to remain.
4. Conversely, because of the larger number of votes likely to be received in an electronic ballot, the option of an objection by 25 members does not need to be provided.
5. There seems to be no clear reason for specifically allowing this in the case of National Council meetings (given the availability of email groups and Dropbox).
6. Because the electronic voting software automatically provides a means of submitting a vote, and of tallying all votes received, it is no longer necessary to spell out how votes are to be 'returned' or 'tallied'.
7. See note [2] above.

**Special Resolution 2:**

That Clause 11.12 of the Constitution be amended as shown in the following table:

Present clause	Proposed amendments [with notes]	Amended clause
8.5 BY-LAWS		8.5 BY-LAWS

Present clause	Proposed amendments [with notes]	Amended clause
<p>The National Council shall prepare and adopt by-laws relating to the procedure of any matters governed by this Constitution.</p> <p>Such by-laws shall be notified to all Branches within 7 days of adoption by the National Council and such Branches shall have 21 days from the date of the notification to notify the National Secretary in writing that in their opinion the by-law materially affects the aims and objects of the Institute.</p> <p>In that case, the the proposed by-laws shall be submitted to a postal/electronic ballot of all members who are entitled to vote, before they become operative.</p> <p>This postal/electronic ballot shall remain open for 60 days after the date of dispatch to all members and the proposed by-laws shall be adopted only if three-fourths of the members voting by post/ electronically cast their votes in favour.</p>	<ul style="list-style-type: none"> <li>• In the first sentence of clause 8.5, <b>insert</b> ‘and from time to time may amend existing by-laws’ at the end. [1]</li>   <li>• In the second sentence of clause 8.5: <ul style="list-style-type: none"> <li>+ <b>insert</b> ‘or any amendments thereto’ after ‘such by-laws’</li> <li>+ <b>insert</b> ‘or amendment’ before ‘materially’</li> <li>+ <b>insert</b> ‘as set out in Clause 4.1’ at the end.</li> </ul> </li>   <li>• <b>Replace</b> the third and fourth sentences of clause 8.5 with: <p>‘In that case, the National Council shall in the first instance discuss the objection with the Branch that has lodged it and attempt to negotiate a satisfactory resolution. [2] If a resolution acceptable to both the National Council and the said Branch cannot be achieved, the National Council shall place the matter before all Branches and request each committee member of every Branch to individually notify the National Secretary whether or not he/she concurs with the objection that has been raised. [3]</p> <p>‘Such an objection shall be regarded as having been sustained only if at least three fourths of all Branch committee members so polled concur. In that case the proposed by-law or amendment shall lapse. [4]</p> <p>‘Branches shall also have 21 days from the date of the notification to notify the National Secretary in writing that the by-law or amendment contains defects in wording, logical inconsistencies, or</p> </li> </ul>	<p>The National Council shall prepare and adopt by-laws relating to the procedure of any matters governed by this Constitution, and from time to time may amend existing by-laws.</p> <p>Such by-laws or any amendments thereto shall be notified to all Branches within 7 days of adoption by the National Council and such Branches shall have 21 days from the date of the notification to notify the National Secretary in writing that in their opinion the by-law or amendment materially affects the aims and objects of the Institute as set out in Clause 4.1.</p> <p>In that case, the National Council shall in the first instance discuss the objection with the Branch that has lodged it and attempt to negotiate a satisfactory resolution. If a resolution acceptable to both the National Council and the said Branch cannot be achieved, the National Council shall place the matter before all Branches and request each committee member of every Branch to individually notify the National Secretary whether or not he/she concurs with the objection that has been raised.</p> <p>Such an objection shall be regarded as having been sustained only if at least three fourths of all Branch committee members so polled concur. In that case the proposed by-law or amendment shall lapse.</p> <p>Branches shall also have 21 days from the date of the notification to notify the National Secretary in writing that the by-law or amendment contains defects in wording, logical inconsistencies, or other anomalies not related to the aims and objects of the Institute.</p>

Present clause	Proposed amendments [with notes]	Amended clause
<p>Where proposed by-laws are part of constitutional changes submitted and passed by a Special Resolution in accordance with Clause 10.4.5 such by-laws shall be operative immediately without any further submission to Branches.</p>	<p>other anomalies not related to the aims and objects of the Institute. [5]</p> <p>‘In that case the National Council shall redraft the by-law or amendment to rectify the defects or anomalies identified, and shall then resubmit the by-law or amendment to the Branches, which shall have a further 7 days to indicate whether in their view the defects or anomalies have been adequately rectified.’</p>	<p>In that case the National Council shall redraft the by-law or amendment to rectify the defects or anomalies identified, and shall then resubmit the by-law or amendment to the Branches, which shall have a further 7 days to indicate whether in their view the defects or anomalies have been adequately rectified.</p> <p>Where proposed by-laws are part of constitutional changes submitted and passed by a Special Resolution in accordance with Clause 10.4.5 such by-laws shall be operative immediately without any further submission to Branches. [6]</p>

**Notes:**

1. The present clause does not specifically authorise National Council to amend a by-law (in fact a far more common action) as opposed to writing a new one.
2. The additional words require an attempted resolution of the issue as the first step, rather than directly moving to a vote by all AUSIT members.
3. In effect, these additional words require the more limited – and more easily arranged – procedure of a ‘poll’ of committee members in all branches, voting individually (which would not preclude the members of a branch committee discussing the issue amongst themselves).
4. This section of the clause creates the same ‘threshold’ for deciding the issue as would have applied in the case of a vote by all AUSIT members.
5. This and the following section of the clause deal with by-laws that are found to contain various defects or anomalies **not** related to the aims and objects of AUSIT.
6. For clarity, this clause has been reformatted as a series of paragraphs rather than a single long paragraph.

**National Council:** Rocco Loiacono, Sandra Hale, Erika Gonzalez, Amy Wang, David Deck, Nicolas Cañadas-Luque; Jonathan Beagley, Ludmila Berkis, Issa He, Yutaka Kawasaki, Keven Li, Rona Zhang

19 October 2018



## Special Resolutions to amend the AUSIT Constitution, 2018

### Background

- Virtually since its inception, AUSIT has claimed tax-free status as a not-for-profit (NFP) organisation, as successive National Councils saw nothing in AUSIT's objects or activities that appeared to be inconsistent with NFP status.
- In late 2017, however, the Australian Tax Office (ATO) requested AUSIT to provide information justifying its NFP status, asserting that the nature and objects of AUSIT as an organisation did not appear to fit into any of the normal categories of NFP. On that basis, the ATO indicated that AUSIT would be required to submit tax returns going back to 2015–16 and pay the applicable taxes, which could have been in the order of \$20,000 or more.
- National Council therefore sought advice, and subsequently assistance, from a legal firm, to address the issues raised by the ATO. Thankfully, the response prepared by the lawyers was successful in persuading the ATO to accept AUSIT's continuing NFP status. For members' information, this was achieved mainly by demonstrating that AUSIT's existence, by assisting T/I practitioners to become more professional, ethical, and competent, is of direct benefit to a disadvantaged group outside AUSIT, namely their CALD clients – rather than just benefiting members themselves.
- However, the lawyers also pointed out that the wording of two clauses in the AUSIT constitution place its NFP status at risk of not being accepted in any future review (as discussed in more detail under Special Resolutions 1 and 2 below). In particular, the principle of 'mutuality' means that organisations claiming this status need to be able to show that any surplus made by the organisation cannot under any circumstances be distributed to individual members for their pecuniary gain.

### This constitutional amendment

- Any amendments to the AUSIT Constitution are normally presented to and voted on at Annual General Meetings (normally in November each year). However, if this issue is left until November this year, that may be too late if the ATO decides to review AUSIT's status again.
- NC has therefore decided to invoke Clause 10.4.7 (4)<sup>1</sup> of the Constitution to hold a postal / electronic vote outside the normal AGM cycle, and without subjecting members to the expense and inconvenience of calling an Extraordinary General Meeting.
- However, while conducting this vote NC has also decided to use the opportunity to propose two other straightforward changes to nomenclature (unrelated to the issue of NFP status) as outlined under Special Resolution 3.

### Special Resolution 1:

That Clause 11.4 (1) of the Constitution be replaced with the following:

*The assets and income of the Institute shall be applied solely to further its objects and no portion shall be distributed directly or indirectly to members of the Institute except as genuine compensation for services rendered or expenses incurred on behalf of the Institute.*

Present clause:

*Subject to any resolution passed by the Institute in a General Meeting, the funds of the Institute must be used for the objects of the Institute in the way that the National Council decides.*

Explanation of change:

- The last eight words of the present clause leave it open for a National Council to decide to distribute AUSIT funds to members in some way that would be unacceptable to the ATO. Even though an NC is unlikely to make such a decision, the existence of this potential 'loophole' means that the AUSIT Constitution does not meet ATO requirements.
- However, the replacement clause does allow AUSIT funds to be used to pay members for services rendered (such as writing course materials) or to reimburse members for legitimate expenses (such as branch committee members buying food or drinks for a PD event). Legal advice is that such uses of funds do not contravene ATO rules.

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<sup>1</sup> This clause reads: 'Should an issue arise between meetings which requires a decision or ratification by Members or delegates, the National Council may call a postal vote in such manner as it considers necessary.'

### **Special Resolution 2:**

That Clause 11.12 of the Constitution be replaced with the following:

*The Institute may be wound up only by a Special Resolution of a General Meeting. In the event of the Institute being wound up or otherwise dissolved, all assets that remain after such winding up or dissolution and the satisfaction of all debts and liabilities shall be transferred to another organisation as permitted by Section 92 of the Act which:*

- (a) *has substantially the same objects as the Institute;*
- (b) *is not carried on for the object of trading or securing pecuniary gain for its members;*
- (c) *has rules prohibiting the distribution of its assets and income to its members;*
- (d) *has rules that require that on the dissolution or winding up of that organisation, the surplus assets be passed on to another organisation that has objects substantially the same as the firstmentioned organisation and is not carried on for the object of trading or securing pecuniary gain for its members; and*
- (e) *has been approved by a Special Resolution of a General Meeting.*

Present clause:

*The Institute shall be wound up only by a Special Resolution of a General Meeting or automatically if its incorporation is cancelled. On winding up, any remaining assets of the Institute shall be distributed to another incorporated association as shall have been defined at the first Annual General Meeting.*

Explanation of change:

- The present clause would allow AUSIT, if it were so minded, to resolve to wind itself up and transfer its remaining assets to an organisation that did not have rules preventing distribution of funds directly to members – thereby sidestepping the prohibition on this occurring. The present clause therefore contravenes ATO rules.
- The replacement clause in effect creates a type of permanent ‘covenant’, so that the requirement to prohibit the distribution of assets and income to members would be built into all subsequent organisations to which AUSIT funds could be transferred on winding up, in perpetuity. Such a clause complies with ATO guidelines.
- The legal advice also pointed out an illogicality in the present clause, in that the type of organisation to which assets could be transferred would have had to be determined by AUSIT’s first AGM.
- For information, the ‘Act’ referred to is the Associations Incorporation Act 1991 of the ACT, under which AUSIT was incorporated.

### **Special Resolution 3:**

That the words ‘General Secretary’, wherever occurring in the Constitution, be replaced with the words ‘National Secretary’; and that the words ‘General Treasurer’, wherever occurring in the Constitution, be replaced with the words ‘National Treasurer’.

Explanation of changes:

- National Council believes that the designation of these two positions as ‘National’ better describes their essential nature, and also more clearly contrasts them with branch secretaries and branch treasurers; it also achieves more consistency of terminology with ‘National President’ and ‘National Council’.

**National Council:** Rocco Loiacono, Sandra Hale, Erika Gonzalez, Vanda Nissen, David Deck, Nicolas Cañadas-Luque; Jonathan Beagley, Ludmila Berkis, Issa He, Yutaka Kawasaki, Keven Li, Rona Zhang

17 April 2018

## **Annual Report 2018 – AUSIT VIC/TAS Branch**

### **Committee for 2017–2018**

Chair, branch delegate:	Jonathan Beagley
Secretary:	Jean Deklerk
Treasurer:	Nadesan Sundaresan
PD coordinator:	Despina Amanatidou
Membership officers:	Véronique Bergeron, Bing Lee Teh
Other members:	Simone Aliano, Dave Deck, Biyi Fang, Serena Ho, Elline Khoo, Ranja Zayed

### **Committee elected at branch AGM, dd Mmm 18**

Chair:	Jonathan Beagley
Secretary:	Jean Deklerk
Treasurer:	Elline Khoo
Branch delegate:	Bing Lee Teh
PD coordinator:	Despina Amanatidou
Membership officer:	Véronique Bergeron
Chair, TAS Sub-branch:	Chia-Wei (Phoenix) Chang
Other members:	Dave Deck, Biyi Fang, Imad Hirmiz, Serena Ho, Fatih Karakas, Nadesan Sundaresan, Ranja Zayed

### **Professional Development Activities**

- 11 Jul 17: Familiarisation with 2 medical specialisations (second of the series after one in 2016) – Dr John Manolopoulos (ophthalmologist) and Dr Simon Ellul (ENT surgeon) – 57 participants onsite at VicDeaf, 57 remote by live-stream through Auslan Connections
- 16 Sep 17: branch AGM – guest speaker Dr Jason Schreiber, ‘Describing injuries in physical assault & family violence matters’ at John Pierce Centre Prahran – 60 present
- 4 & 17 Mar, 7 Apr 18: AUSIT Induction Course, at RMIT – modules 1 & 3 presented by Jonathan Beagley, module 2 by Dave Deck – about 12 at each session
- 7 May 18: Meaning-based translating and interpreting (webinar) – Dave Deck – 146 online participants
- 26 Jun 18: Familiarisation with 2 medical specialisations (third of the series) – Dr David Szmulewicz (neuro-otologist) and Ms Elizabeth Wooldridge (speech pathologist) – 40 onsite participants at VicDeaf, 93 remote by live-stream through Auslan Connections

### **Social Activities**

- Dec 17: end-of-year lunch at European Beer Café – 35 present
- Mar & May 18: after-work get-togethers at Beer Deluxe, Federation Square – about 12 present each time

### **Tasmania sub-branch**

- National Council encouraged the (re-)formation of a sub-branch committee in Tasmania in 2017, and a meeting was held in September at which a number of people indicated an interest in helping.
- AUSIT’s presence in Tasmania was also assisted by PD events presented by AUSIT members from other states who were present in Hobart to interpret at conferences.
- However, because of the movement of key members, the sub-branch committee has not been able to be very active. There are plans to further encourage members in Tasmania by including the sub-branch chair (remotely) in BC meetings.

## **Thanks**

- Despina Amanatidou has done an incredible job organising our PD events this year and making sure they all run as smoothly as possible.
- Véronique Bergeron has also been particularly helpful in getting through our membership applications despite problems with getting the new system up and running.

Jonathan Beagley  
Branch Chair

## **Annual Report 2018 – AUSIT WA Branch**

### **Committee for 2017–2018**

Chair:	Ella Davies
Secretary:	Sally Wals
Treasurer:	Catherine Pfammatter
Branch delegate:	Yutaka Kawasaki
PD coordinator:	Catherine Pfammatter
Membership officer:	Michèle Dreyfus
Other members:	Rocco Loiacono; Annamaria Arnall; Natasha Brown; Vida Jafari Ark; Cheng Gu (Alfred)

- Ella Davies stepped down as the branch chair after many years of tireless service at the helm. Catherine Pfammatter, our former Treasurer and PD coordinator, stepped up to fill in the role.

### **Committee elected at branch AGM, 8 September 18**

Chair:	Catherine Pfammatter
Secretary:	Elisa Michelini
Treasurer:	Sally Wals
Branch delegate:	Yutaka Kawasaki
PD coordinator:	Sally Wals
Membership officer:	Michèle Dreyfus
Other members:	Rocco Loiacono; Ella Davies; Annamaria Arnall; Natasha Brown; Vida Jafari Ark; Cheng Gu (Alfred)

### **Professional Development Activities**

- [#1] 02.02.2018 - Reviewing the Code of Ethics. Presenter: Bing Lee Teh
- [#2] 20.04.2018 – Professional Logbooks in Action. Presenters: Bing Lee Teh & Catherine N. Pfammatter
- [#3] 17.05.2018 – National Standards for Working in Courts w/ Chief Justice Wayne Martin, Dr Rocco Loiacono and Ella Davies
- [#4] 04.08.2018 – Interpreter Training on Mental Health w/OMI and Lifeline. Presenter: Ella Davies
- [#5] 18/25.08.2018 – Induction to the T&I Profession. Presenters: Catherine N. Pfammatter & Ella Davies
- [#6] 20.10.2018 – Cybersafety workshop for translators. Presenter: Steve Schupp, Asterisk Online Security

### **Social Activities**

- [#1] 02.12.2017 – End of Year Gathering for networking over drinks and finger food
- [#2] 24.03.2018 – Easter, 'Chocolate in any Language' networking cafe meet-up
- [#3] 08.09.2018 – Branch AGM w/guest speaker & light lunch
- [#4] 27.10.2018 – Young Translator of the Year Presentation ceremony
- [#5] 14.12.2018 – End of Year Dinner

**Thanks**

- The WA branch committee would like to express our heartfelt thanks to Ella for her excellent contribution, and we are glad that she will be continuing on as a member of the committee.
- We are grateful for the tireless efforts of all our long-term committee members and are delighted to welcome several new faces to positions and the general committee.

Catherine Nicholson Pfammatter

Branch Chair



AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INC.

**30th ANNUAL GENERAL MEETING**  
**CANBERRA**

Date: Saturday 18 November 2017

Time: 10:50am – 12:28pm

Venue: CIT Bruce Campus

**Attendance**

- 55 persons in total attended, of whom:
  - + 50 were members with voting rights (Senior Practitioner and Member categories); and
  - + 5 were members without voting rights (Associate, Candidate, and Student categories);
- 50 members of the 683 eligible to vote attended the NAGM.
- Of the members entitled to vote, 2 were from QLD, 15 from NSW, 12 from ACT, 13 from VIC/TAS, 3 from SA/NT, and 6 from WA. The requirement for representation from at least three branches was therefore met.

**Present**

With voting rights: Stella Alves Da Motta, Despina Amanatidou, Annamaria Arnall, Jonathan Beagley, Ludmila Berkis, Sam Berner, Caciانو Chow, Michelle Chow, Maya Cifali, David Deck, Catherine Demaison-Doherty, Gabrielle Edmonds, Steve Elkanovich, Daniel Freire, Mécia Freire, Adolfo Gentile, Mary Gurgone, Sandra Hale, Tiantian He, Amale Hourani, Yutaka Kawasaki, Teresa Lee, Amelia Lemonhi, Keven Li, Magdalena Livingstone, Hanna Lofgren, Rocco Loiacono, Yun Lu, Alison Muir, Catherine Nicholson Pfammatter, Vanda Nissen, Wajma Parwak, Yveline Piller, Jennifer Plaistowe, Diana Rodriguez-Losada, Anne Roppola, Timur Sarwar, Aurélie Sheehan, Nadesan Sundaresan, Bing Lee Teh, Karen Thomas, Majida Toma, Alena Trainova, Mariana von Brasch, Louis Vorstermans, Kristina Wolf, Wan Kei Wong, Peter Zauner, Ranja Zayed

Without voting rights: Nicolas Canadas-Luque, Andrzej Kozlowski, Liang Lu, Margaret Sarkis, Cristina Savin

Postal votes: Nil

**Apologies**

Erika Gonzalez, Rona Zhang, Dorothy Prentice

**Opening**

- The National President, Sandra Hale, opened the meeting and congratulated the organising committee of the conference.
- The requirements for a quorum under clause 10.4.1 of the Constitution were met.

**Agenda Item 1: Confirmation of Minutes of 29th NAGM (Melbourne, 2016)**

- Moved by Daniel Freire, seconded Sundar Nadesan.
- Carried by show of hands.

**Agenda Item 2: Presentation of the Report of the National Council**

- As the report had been made available on the AUSIT website, the National President presented a summary of the main points.

- Moved Adolfo Gentile, seconded Jonathan Beagley, that the National President's report be accepted. Carried by show of hands.

**Agenda Item 3: General Treasurer – Presentation of statement of accounts for FY 2016-2017**

- As the audited statement of accounts had been made available on the AUSIT website, the General Secretary presented a summary of the main points on behalf of outgoing General Treasurer.
- Moved Mécia Freire, seconded Ludmila Berkis, that the General Treasurer's report be accepted. Carried by show of hands.

**Agenda Item 4: Presentation of the General Secretary's report for the year 2016-2017**

- The General Secretary reminded the meeting that the report is available on the AUSIT website, and therefore highlighted only some points.
- Moved David Deck, seconded Jonathan Beagley, that the General Secretary's report be accepted. Carried by show of hands.

**Agenda Item 5: Presentation of state branch reports**

- The reports are available on the website and have been highlighted each month
- Moved Diana Rodriguez-Losada, seconded Bing Lee Teh, that the state branch reports be accepted. Carried by show of hands.

**Agenda Item 5a: Presentation of FIT Congress report**

- Sam Berner presented a brief report on the FIT Congress, August 2017.
- Moved Ranja Zayed, seconded Annamaria Arnall, that the FIT Congress report be accepted. Carried by show of hands.

**Agenda Item 6: Election of national office bearers and declarations of non-contested positions on the National Council**

- New and ongoing branch delegates (elected / appointed at prior branch AGMs):
  - + Queensland: Rona Zhang (new)
  - + New South Wales: Keven Li (new)
  - + ACT: Tiantian (Issa) He
  - + Victoria: Jonathan Beagley
  - + South Australia: Ludmila Berkis
  - + Western Australia: Yutaka Kawasaki
- The President temporarily handed over the chair to Adolfo Gentile to declare positions on the Executive Committee.
- The Executive Committee offices were declared vacant.
- Five valid nominations had been received:
  - + Rocco Loiacono had been nominated as National President.
  - + Erika Gonzalez had been nominated as Vice-President (Events and Professional Development).
  - + Vanda Nissen had been nominated as Vice-President (Communications and Public Relations).
  - + Nicolas Canadas-Luque had been nominated as General Treasurer.
  - + David Deck had been nominated as General Secretary.



- There being one nomination for each vacant position, the nominated members were declared duly elected.
- Sandra Hale was appointed as the Immediate Past President, *ex officio*.

**Agenda Item 7: Date and venue for 31st AUSIT National AGM**

- The 31st AUSIT National AGM will be held in Adelaide in November 2018 (specific date and venue to be announced next year).

The President declared the meeting closed at 12:28 pm.

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I certify that the above is a true and correct record of decisions at the 30th Annual General Meeting of AUSIT.



David Deck  
General Secretary



AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INC.

**MINUTES OF**  
**31st ANNUAL GENERAL MEETING**  
**ADELAIDE**

Date: Saturday 17 November 2018  
Time: 11:52 am – 1:06pm  
Venue: Flinders University Bedford Park Campus

**Attendance**

- 71 persons in total attended, of whom:
  - + 70 were members with voting rights (Senior Practitioner, Ordinary Member, Retired Member, and Student categories); and
  - + 1 was a member without voting rights (Associate category).
- 70 members of the 883 eligible to vote attended the NAGM.
- Of the members entitled to vote, 12 were from QLD, 7 from NSW, 4 from ACT, 16 from VIC/TAS, 27 from SA/NT, and 4 from WA. The requirement for representation from at least three branches was therefore met.

**Present**

With voting rights: Despina Amanatidou, Annamaria Arnall, Bassam Ashqar, Tetyana Avramenko, Véronique Bergeron, Ludmila Berkis, Sam Berner, Nicolas Cañadas-Luque, Maria Carvalho Silveira, Jose Casis, Mitry Chigrinsky, Maya Cifali, Maria Corbett, David Deck, Shahin Entesari-Tatafi, Daniel Freire, Mecia Freire, Erika Gonzalez, Isobel Grave, Zhen Guan, Nancy Guevara, Mary Gurgone, Ningjia Han, Dylan Hartmann, Entisar Hassan, Tian-tian He, Raquel Holzmann, Anna Jenman, Susan Jover, Deborah Kalei, Yutaka Kawasaki, Haleh Khazrai, Siew Hong Khoo, Tetsuroh Kimura, Thomas Kruckemeyer, Gabriela Kuzio, Camille Lapierre, Rocco Loiacono, Liang Lu, Xia Lu, Ladan Mahdi, Leisa Maia, Silvia Martinez, David Moore, Marina Morgan, Jessica Nguyen, Moira Nolan, Renata Oliveira Munro, Sofia Pulici, Monica Quijano, Andrew Revolta, Alicia Rex, Emira Rojevic, Magdalena Rowan, Caroline Sanders, Margaret Sarkis, Diana Sedhoum, Hana Shakir, Aurelie Sheehan, Tial Siang, Biserka Surla, Mykhaylo Syzonenko, Agnes Szabo, Ita Szymanska, Bing Lee Teh, Majida Toma, Joe Van Dalen, Rita Wilson, Ranja Zayed, Yuan Zhu.

Without voting rights: Patricia Jaworski

Postal votes: Nil

**Apologies**

Long Le, Sophia Ra, Diana Rodriguez-Losada, Gilles Villeneuve, Rona Yayun Zhang

**Opening**

- The National President, Rocco Loiacono, opened the meeting and congratulated the organising committee of the conference. He also congratulated Award winners and new fellows Ludmila Berkis and Magdalena Rowan.
- The requirements for a quorum under clause 10.4.1 of the Constitution were met.

**Agenda Item 1: Confirmation of Minutes of 30th NAGM (Canberra, 2017)**

- Moved by Ludmila Berkis, seconded by Annamaria Arnall.
- Carried by show of hands.

**Agenda Item 2: Consideration of two Special Resolutions to amend the AUSIT Constitution**

- Special Resolution 1 [see Annex A] Carried unanimously by show of hands.
- Special Resolution 2 [see Annex A] Carried by show of hands.

**Agenda Item 3: Presentation of the Report of the National Council**

- Moved Silvia Martinez, seconded Ludmila Berkis, that the National President's report be accepted. Carried unanimously by show of hands.

**Agenda Item 4: Presentation of statement of accounts for FY 2017–18**

- Moved Mécia Freire, seconded Joe Van Dalen, that the National Treasurer's report be accepted. Carried by show of hands.

**Agenda Item 5: Presentation of the National Secretary's report for the year 2017–18**

- Moved Ranja Zayed, seconded Maya Cifali, that the National Secretary's report be accepted. Carried by show of hands.

**Agenda Item 6: Presentation of state branch reports**

- Moved Sam Berner, seconded Daniel Freire, that the state branch reports be accepted. Carried unanimously by show of hands.

**Agenda Item 7: Election of national office bearers and declaration of non-contested positions on the National Council.**

- New and ongoing branch delegates (elected / appointed at prior branch AGMs):
  - + Queensland: Rona Zhang [*no change*]
  - + New South Wales: Camille Lapierre (replacing Keven Li)
  - + ACT: Tiantian (Issa) He [*no change*]
  - + Victoria: Bing Lee Teh (replacing Jonathan Beagley)
  - + South Australia: Susan Jover (replacing Ludmila Berkis)
  - + Western Australia: Yutaka Kawasaki [*no change*]
- **National Executive.** Five valid nominations had been received, as follows:
  - + Rocco Loiacono as National President,
  - + Erika Gonzalez as Vice-President (Professional Development and Events),
  - + Amy Wang as Vice-President (Communications and Public Relations),
  - + Nicolas Canadas-Luque as National Treasurer, and
  - + David Deck as National Secretary.
- There being one nomination for each vacant position, the nominated members were declared duly elected.
- Sandra Hale remains as the Immediate Past President, *ex officio*.

**Agenda Item 8 – Date and venue for 32nd AUSIT National AGM**

- The 32nd AUSIT National AGM will be held in Hobart, on 16 November 2019 (specific date and venue to be announced next year). [Note: an alternative date has been proposed.]

The President declared the meeting closed at 1:06 pm.

**Annex A to  
Minutes of 31st AUSIT Annual General Meeting  
17 November 2018**

**Special Resolution 1:**

That Clauses 10.4.5 to 10.4.7 of the Constitution be amended as shown in the following table:

**Effect of resolution:**

Previous wording of Clauses 10.4.5 to 10.4.7	New wording of Clause s 10.4.5 to 10.4.7
<p>10.4.5 Special Resolutions Procedure</p> <p>No member of the National Council nor any member of the Institute shall transact any business, or allow any implementation of any of the matters set out in sub-clauses (1) to (3) below without the prior approval of the Members by Special Resolution at a General Meeting:</p> <p>(1) any repeal, alteration or addition to this Constitution;</p> <p>(2) ...</p> <p>(3) ...</p> <p>A Special Resolution shall only be adopted and implemented on compliance with the following conditions:</p> <p>(a) that the motion on the Special Resolution is considered by a General Meeting of the Institute and that written notice of the motion has been given in accordance with Clause 10.1;</p> <p>(b) that the Special Resolution is adopted by a majority of not less than three fourths of voting members present in person or by proxy at the General Meeting convened to consider the Special Resolution or at any adjournment thereof;</p> <p>(c) that a period of 21 days shall elapse after such a Special Resolution has been passed by a General Meeting, during which time any 25 Members of the Institute may notify the National Secretary in writing that in their opinion the Special Resolution materially affects the aims and objects of the Institute. In that case, the said Special Resolution shall be submitted to a postal/ electronic ballot of all Members who are entitled to vote, not later than 3 months after the date of the said General Meeting. This postal/electronic ballot shall remain open for 60 days after the date of dispatch to all Members and the Special Resolution shall be adopted only if three-fourths of the Members voting by post/electronically cast their votes in favour.</p> <p>10.4.6 Voting</p> <p>Upon ...</p> <p>All votes shall be given personally, by postal/ electronic ballot or by proxy, but no member may hold more than 25 proxies or have more than one vote by proxy or postal/electronic ballot.</p> <p>10.4.7 Postal/Electronic Ballot</p>	<p>10.4.5 Special Resolutions Procedure</p> <p>No member of the National Council nor any member of the Institute shall transact any business, or allow any implementation of any of the matters set out in sub-clauses (1) to (3) below without the prior approval of the Members by Special Resolution, either at a General Meeting or by means of an electronic ballot conducted in accordance with Clause 10.4.7:</p> <p>(1) any repeal, alteration or addition to this Constitution;</p> <p>(2) ...</p> <p>(3) ...</p> <p>A Special Resolution shall only be adopted and implemented on compliance with the following conditions:</p> <p>(a) that the motion on the Special Resolution is voted on either at a General Meeting or by means of an electronic ballot of the Institute duly conducted at any time approved by National Council, and that written notice of the Resolution has been given in accordance with Clause 10.1;</p> <p>(b) that the Special Resolution is adopted by a majority of not less than three fourths of voting members present in person or by proxy at the General Meeting convened to consider the Special Resolution or at any adjournment thereof, or by a majority of not less than three fourths of voting members participating in a duly conducted electronic ballot on the Special Resolution;</p> <p>(c) that if such a Special Resolution has been passed at a General Meeting, a period of 21 days shall elapse after the said Meeting, during which time any 25 Members of the Institute may notify the National Secretary in writing that in their opinion the Special Resolution materially affects the aims and objects of the Institute. In that case, the said Special Resolution shall be submitted to an electronic ballot of all Members who are entitled to</p>

Previous wording of Clauses 10.4.5 to 10.4.7	New wording of Clause s 10.4.5 to 10.4.7
<p>(1) Postal/electronic voting shall be permitted, when authorised by the Executive Committee, at an Annual General Meeting, all General Meetings and all meetings of the National Council, provided a postal ballot form in the form approved by the National Council from time to time has been duly completed and executed and is lodged with the National Secretary at least 48 hours before the commencement of the meeting.</p> <p>(2) The procedural arrangement shall be:</p> <p>i. The National Secretary shall deliver or send by post or facsimile or by other electronic means to each Member who is entitled to vote a clear statement of both sides of the question to be voted upon with a request that they return their vote thereon to the designated Returning Officer.</p> <p>ii. Eligible voters shall, upon receipt of the ballot paper and specified information, complete the ballot paper and shall forward it in the envelope provided or transmit it by facsimile or by other electronic means to reach the designated Returning Officer by the closing date of the postal ballot.</p> <p>iii. As soon as practicable following the closing date for voting, the Returning Officer shall, in the presence of at least two National Council members, open the votes received and shall tally the votes cast.</p> <p>(3) For a postal ballot to be valid the Member or national delegate must have voted in favour of or against any proposed resolutions, which must be set out in the postal ballot form.</p> <p>(4) Should an issue arise between meetings which requires a decision or ratification by Members or delegates, the National Council may call a postal vote in such manner as it considers necessary.</p>	<p>vote, not later than 3 months after the date of the said General Meeting. The Special Resolution shall be adopted only if three-fourths of the Members voting electronically cast their votes in favour;</p> <p>(d) that if a Special Resolution has been passed by a duly conducted electronic vote, the provisions of sub-clause (c) above shall not apply; and</p> <p>(e) that any electronic vote, in order to be deemed duly conducted, shall remain open for voting for 30 days after the expiration of the period of written notice referred to in Clause 10.1.</p> <p>10.4.6 Voting Upon ... All votes shall be given personally, by electronic ballot or by proxy, but no member may hold more than 25 proxies or have more than one vote by proxy or electronic ballot.</p> <p>10.4.7 Electronic Ballot</p> <p>(1) Electronic voting shall be permitted, when authorised by the National Council, in respect of all General Meetings, provided an electronic ballot in the form approved by the National Council from time to time has been duly completed and is submitted electronically at least 48 hours before the commencement of the meeting.</p> <p>(2) The procedural arrangement shall be:</p> <p>i. The National Secretary shall deliver by email to each Member who is entitled to vote a clear statement of both sides of the question to be voted upon with a request that they submit their vote thereon as provided by the voting software.</p> <p>ii. Eligible voters shall, upon receipt of the specified information, complete the electronic ballot paper and shall submit it in the manner provided by the voting software by the closing date of the ballot.</p> <p>iii. As soon as practicable following the closing date for voting, the Returning Officer shall report to the National</p>

Previous wording of Clauses 10.4.5 to 10.4.7	New wording of Clause s 10.4.5 to 10.4.7
	<p style="text-align: center;">Secretary the votes cast as tallied by the voting software.</p> <p>(3) For an electronic ballot to be valid the Member must have voted in favour of or against any proposed resolutions, which must be set out in the electronic ballot form.</p>

### Special Resolution 2:

That Clause 8.5 of the Constitution be amended as shown in the following table:

#### Effect of resolution:

Previous wording of Clause 8.5	New wording of Clause 8.5
<p>8.5 BY-LAWS</p> <p>The National Council shall prepare and adopt by-laws relating to the procedure of any matters governed by this Constitution.</p> <p>Such by-laws shall be notified to all Branches within 7 days of adoption by the National Council and such Branches shall have 21 days from the date of the notification to notify the National Secretary in writing that in their opinion the by-law materially affects the aims and objects of the Institute.</p> <p>In that case, the the proposed by-laws shall be submitted to a postal/electronic ballot of all members who are entitled to vote, before they become operative.</p> <p>This postal/electronic ballot shall remain open for 60 days after the date of dispatch to all members and the proposed by-laws shall be adopted only if three-fourths of the members voting by post/ electronically cast their votes in favour.</p> <p>Where proposed by-laws are part of constitutional changes submitted and passed by a Special Resolution in accordance with Clause 10.4.5 such by-laws shall be operative immediately without any further submission to Branches.</p>	<p>8.5 BY-LAWS</p> <p>The National Council shall prepare and adopt by-laws relating to the procedure of any matters governed by this Constitution, and from time to time may amend existing by-laws.</p> <p>Such by-laws or any amendments thereto shall be notified to all Branches within 7 days of adoption by the National Council and such Branches shall have 21 days from the date of the notification to notify the National Secretary in writing that in their opinion the by-law or amendment materially affects the aims and objects of the Institute as set out in Clause 4.1.</p> <p>In that case, the National Council shall in the first instance discuss the objection with the Branch that has lodged it and attempt to negotiate a satisfactory resolution. If a resolution acceptable to both the National Council and the said Branch cannot be achieved, the National Council shall place the matter before all Branches and request each committee member of every Branch to individually notify the National Secretary whether or not he/she concurs with the objection that has been raised.</p> <p>Such an objection shall be regarded as having been sustained only if at least three fourths of all Branch committee members so polled concur. In that case the proposed by-law or amendment shall lapse.</p> <p>Branches shall also have 21 days from the date of the notification to notify the National Secretary in writing that the by-law or amendment contains defects in wording, logical inconsistencies, or other anomalies not related to the aims and objects of the Institute.</p> <p>In that case the National Council shall redraft the by-law or amendment to rectify the defects or anomalies identified, and shall then resubmit the by-law or amendment to the Branches, which shall have a further 7 days to indicate whether in their view the defects or anomalies have been adequately rectified.</p>

Previous wording of Clause 8.5	New wording of Clause 8.5
	Where proposed by-laws are part of constitutional changes submitted and passed by a Special Resolution in accordance with Clause 10.4.5 such by-laws shall be operative immediately without any further submission to Branches.

I certify that the above is a true and correct record of decisions at the 31st Annual General Meeting of AUSIT.

A handwritten signature in dark ink, appearing to read "David Deck". The signature is written in a cursive style with a prominent loop at the end.

David Deck  
National Secretary



## **Education Committee Vice-chair / Mentoring Coordinator 2019 Activity Report**

### **Mentoring Program**

- Updating the mentoring program e-flash.
- Replying to e-mails from prospective mentors and mentees.
- Liaising with AUSIT administration to ascertain the mentors and mentees membership status.
- Supporting and assisting the mentoring program's applicants in joining AUSIT.
- Assessing applications against the selection criteria.
- Informing applicants of the outcome of their application.
- Liaising with various stakeholders to source the mentoring training materials.
- Keeping a record of all correspondences, applications and referee forms and assessments.
- Liaising with AUSIT affiliates and training institutions to promote the Mentoring Program amongst their students.
- Liaising with various stakeholders regarding the online mentoring training.
- Preparing, sending and keeping a record of the mentoring online course's certificates.
- Twenty-eight applicants to become mentors have been found successful.
- Eighteen mentors completed the compulsory Train the Trainer Online Mentoring Training.
- Fourteen mentees applicants were found successful.
- Pairing up mentors and mentees.

### **Student Excellence Award**

- Supporting the 2018 Student Awards' recipients to claim their AUSIT membership prize.
- Liaising with AUSIT affiliates, award recipients, and the NSW and Melbourne AUSIT branches regarding the Student Excellence Award Ceremony.
- Preparing certificates and prize letters for NSW and Melbourne's Student Excellence Award's recipients.
- Attending the NSW Award ceremony in Sydney.
- Keeping a record of correspondences, nominations, applications, prize letters and award certificates.

### **Professional Development Courses**

Liaising with various stakeholders in relation to the following courses:

- The Competency Standard Framework for Working with Interpreters in the Healthcare Setting Course.
- The New and Emerging Languages Course.
- The Train the Trainer Online Mentoring Training.
- The Note-taking and Consecutive Interpreting Course.
- The Different Code for different settings webinar.

### **AUSIT National Conference Scholarship**

- Replying to emails and enquiries related to the scholarship applications.
- Assessing applications.
- Checking with the AUSIT administration staff the applicants' membership status.
- Creating a spreadsheet for assessments.
- Asking the Education Committee's Chair to review the assessments.
- Informing applicants of the outcome of their applications.
- Keeping a record of applications and assessments.

### **Equity Scholarship**

- Liaising with the Equity Scholarship applicants.
- Assessing the Equity Scholarship applications.
- Informing applicants of the outcome of their applications.
- Assessing applicants' reimbursement claim forms and forwarding them to the AUSIT Treasurer.
- Keeping a record of the applications, assessments and reimbursement forms.

### **IJET Scholarship**

- Assessing IJET Scholarship applications
- Keeping a record of applications and outcomes.

### **IAFL Scholarship**

- Assessing IAFL Scholarship applications
- Keeping a record of applications and outcomes.

### **Miscellaneous**

- In charge of all correspondences to and from the [education@ausit.org](mailto:education@ausit.org) e-mail.
- Emails related to AUSIT translation and research dissemination.
- Monthly meeting with Education Committee's Chair.
- Annual meeting with the AUSIT National Council.
- Preparing monthly invoices and/or activity reports.

**Tania Bouassi**

## ANNUAL REPORT ON *IN TOUCH* MAGAZINE FOR AUSIT National AGM 19 October Saturday, Best Western Hotel, Hobart.

Prepared by Melissa McMahon, Chair of the Editorial Committee and Co-Editor on behalf of the Committee (Tania Pineda Stuart, Christy Filipich, Tania Bouassi, Xiaoxing Wang), Co-Editor Helen Sturgess and Designer Mine Konakci

The *In Touch* team are fortunate in that their main achievements—issues of the magazine—are visible and available for all to see and judge for themselves. Achievements and challenges summarised below.

### **1. Achievements**

#### **a) Issues of *In Touch***

Three issues have been produced over the last 12 months:

##### **December/Summer 2018 (22 pages) – pdf and flipbook only**

Contents: Part II Special feature —Literary translation (interview with BKKLIT prizewinner and AUSIT member Dylan J Hartmann; 2018 AALITRA Translation Prize; Translating Poetry; Literary theory, translation theory and practice; On being translated); “The dual perspective: reconciling ethical obligations with clients’ misperceptions”, Book review: Moreno’s *Fireflies*; “Have you heard of trans-editing?”; “The increasingly technological world and its implications for the T&I profession”; Member profiles, News in Brief

##### **April/Autumn 2019 (24 pages) – pdf and flipbook only**

Contents: AUSIT news (AUSIT National Conference, JBML and Excellence Awards; Sandra Hale: Fellow of the AAH; Two new AUSIT Fellows); “Fundamentals for Interpreters in NT”; “Fit for future work”; “Technology and translation: a world of possibilities”; “The iWeb corpus: a can of very intriguing worms”; Practitioner stories (“An ethical dilemma”, “Subtitling kabuki”; “How do we look?”; “Finding inspiration and building resilience through interpreting for survivors of abuse”); Film review: *A Translator* (Un Traductor); “Is there a translator in the house?”; Member profiles, News in Brief.

##### **August/Winter 2019 (24 pages) – pdf, flipbook and print (for AUSIT conference)**

Contents: AUSIT NEWS (AUSIT Student Excellence Awards 2019; AUSIT Fellowship citation; AUSIT National Conference, NAGM and JBML 2019); “Shouldering the learning burden: enhancing specialised legal vocabulary”; “Utilising technology ethically”; “Vicarious trauma and help-seeking: a summary of research results”; Practitioner stories (“Action stations: interpreting in the eye of a storm”; “When is a translation not a translation?”; “Precious letters: deciphering family histories”; “What time is tomorrow?”; Book review: *La Daronne*; The translator and the publisher: three quick questions”; “Working with interpreters: a law student’s perspective”; Member profiles, New in Brief.

Both the editorial committee and production team are very happy with the issues of the magazine that were produced last year. We always strive for a balance of subject matters, perspectives and styles and lengths and think. This is always a function of what is available to us but we are very pleased overall with the variety.

Of particular note is the level of **member engagement** with the magazine last year: we put a call out to AUSIT members at the beginning of the year for stories from their practice to share. This yielded an excellent response that provided material for both the April and August issues and has set up what we hope will be an ongoing stream of material. Giving AUSIT members an opportunity to share their stories with other members is a key goal of the magazine. It is worth mentioning that many contributors are from NESB and are new writers, and have appreciated working with Editor Helen Sturgess in order to optimise their articles for publication.

## **2. Challenges**

### **a) Going online:**

Since *In Touch* went online-only it has faced challenges with the readability of the PDF and flipbook formats, in particular on mobile devices. Working with AUSIT VP Xiaoxing Wang, we have experimented with uploading articles and issues to the online magazine platform Issuu. This provided good readability, but will involve extra layout and proofing work for the production team (if the older formats are also retained), which will need to be budgeted for. The plan is to effectively extend the 'trial' by uploading selected articles over the next few issues to get a better sense of the processes and its ongoing viability.

### **a) Going member-only:**

The *In Touch* production team received negative feedback from stakeholders, non-member contributors and member contributors to the restriction of *In Touch* to members only. The problem has been partly resolved by past issues now being available to non-members.

### **c) Succession planning:**

The committee always has its ears and eyes open for potential new members and Chair, and this will be a priority over the next 6 months. Suggestions welcome!

## AUSIT National Membership Officer Report 2019

### Comments on the new procedure

- Mostly more streamlined, especially not having to liaise with branches about approvals or needing to check referees.
- Clear lines of communication with branches.
- Providing monthly updates to branches on memberships approved.
- Still a large number of non-renewals at the end of July when payment for membership renewals was due.
- Also worked on processing outstanding applicants in the system using Cognito forms. This has resolved most of the pending applicants from the old system.

### Memberships processed

Total of 272 applications approved as at 19 August 2019 [*assumed duties in January 2019*]

VICTAS	NSW	QLD	WA	SANT	ACT	OS
100	87	34	21	19	2	9

Member	Student	Associate
213	49	10

### Issues that need to be discussed with TAS

- Errors regarding non-payment or applicants showing up in the 'not paid' list when they have actually paid online.
- Student applications from participants in interpreting/translating skills for NAATI certification especially from TAFE SA. This has now been corrected by reminding the coordinator/teachers that they cannot promote student membership to these students. Only students in a diploma level or higher T&I course can apply.
- Some members encountering errors preventing them from proceeding with application or purchase of PD/webinars.
- Still some inconsistencies on the online form to be corrected – e.g. still showing 'Cand' candidate membership fee amount when this category no longer exists.

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## National Council Administrative Assistant – 2019 Report

### National Council (NC) meetings and minutes

**NC meeting attendance/Zoom meeting hosting.** NCAA attends all NC meetings to take notes and produce minutes. NCAA is also in charge of scheduling and hosting all videoconference meetings via Zoom, as well as sending Google Calendar invitations to NC members.

**Agenda** NCAA creates the agenda for NC's monthly videoconference meeting. As part of this process, NCAA requests NC to advise of any new items they would like to discuss and include them in the agenda. Once the draft is ready, NCAA submits it to National President and National Secretary for their consideration.

**Minutes.** NCAA produces the minutes for the monthly NC meetings. NCAA creates a minutes draft, which is then shared with National Secretary and National President for their feedback before uploading it and notifying the rest of NC for their approval.

**Summary of NC meeting for State Branches.** Since February, a new task has been allocated to NCAA's role. NCAA produces a summary of NC meetings for the Branch Delegates, so that they can share it with the Branch Committee members of their own branches. This summary covers the major points discussed every meeting without going into the same level of detail as the NC minutes.

**Summary of minutes for Communications Officer.** Since June 2019, NCAA has also produced a summary of NC meetings that is adapted into an email by the Communications Officer and sent to all AUSIT members.

Completed and ongoing tasks:

- Since October 2018, I have attended all NC meetings via videoconference, with the exception of May's meeting, when I was overseas. That meeting was recorded for me via Zoom, and I was able to watch it the following day. I have also attended the NC face-to-face meeting in November 2018 in Adelaide.
- During this period, I have also requested items to include in the agenda every month. I have created all agenda drafts; which have later been approved by National Secretary and National President and uploaded to NC's shared folder in Dropbox.
- In total, I have created agendas and minutes for 12 meetings, with the guidance of National Secretary and National President. All minutes have been uploaded to the NC Dropbox folder.
- I sent Google Calendar invitations in advance to all members of NC, at the start of the year, so they could save the meeting dates in advance to their electronic calendars.
- I have created a total of 7 summaries for NC meetings for Branch Delegates.
- I have produced a total of 3 summaries for Communications Officer.

Outstanding tasks or tasks that require attention:

- A task that requires more attention from my part is the finalising of the minutes and processing NC's comments on them.
- I will also show more adherence to deadlines for requesting new items, as well as producing minutes and summaries.

### Supporting the AUSIT National President

**Email correspondence summary.** NCAA provides support to National President by creating a daily summary of the emails received at the official AUSIT National President email address,

[president@ausit.org](mailto:president@ausit.org). NCAA summarises the content of the emails for National President and advise him of any urgent matters for his consideration.

**Email replies drafting.** NCAA writes email replies as directed by National President.

**Other ad hoc tasks.** On occasion, NCAA may also assist National President as required.

Completed and ongoing tasks:

- Since I started my role, I have sent a daily summary of emails to National President during weekdays. On the rare occasion this has not been possible, I have advised National President in advance or as soon as possible.
- I have written and sent emails as directed by the National President. This involves a quick call with National President where he instructs me on replies to his correspondence, according to the summary received.
- During this last year, I have also supported National President with other tasks such as uploading documents to Dropbox and assisting in filling in application forms.

### **Supporting the National Conference 2019 Organising Committee**

Since February 2019, NACC has also been supporting the National Conference 2019 Organising Committee. Tasks related involve producing the agenda for the OC fortnightly meetings, attending the meetings, producing the minutes for those meetings, and other ad hoc tasks.

Completed and ongoing tasks:

- Since February, I have creating agendas and producing minutes for all OC fortnightly meetings. I have attended all meetings - with the exception of one, which was recorded for me.
- I have assisted the OC by sending agendas and meeting invitations to The Associations Specialists (TAS), who are supporting the OC with the management of the conference.
- I have also assisted the OC Co-Chairs with the organisation of two meeting between OC and the National Conference abstract reviewers. During these meetings, I took record of which abstracts were accepted for presentation at the Conference, as well as the organisation of the abstracts on the program.

### **Responsibilities in the Position Description that have not been required**

**Tracking of email discussions.** NCAA is in charge of tracking email discussions between NC members via the email address [AUSIT-NationalCouncil@groups.io](mailto:AUSIT-NationalCouncil@groups.io) to record any votes or decisions taken by NC via email vote on a Dropbox document. While no official voting has taken place electronically, an outstanding task as part of my role would be to be more proactive in keeping track of email discussions. I will also create the document where such votes will be recorded.

**Supporting the National Treasurer as required.** NCAA might need to support NT with any tasks regarding budgets, etc. During this year, my assistance with those tasks has not been requested.

**Checking/using [ncadmin@ausit.org](mailto:ncadmin@ausit.org).** NCAA is in charge of the [ncadmin@ausit.org](mailto:ncadmin@ausit.org) email address. I am about to gradually migrate some of my correspondence to that account so there is a record or actions and conversations for future NCAA.

Other outstanding ad-hoc tasks (not specified in the job description):

- Creating a list of AUSIT representatives and informing them of the newly created Guidelines for AUSIT Representatives.

## Report by National PD Coordinator 2019

The PD committee, chaired by Zhen Guan, delivered 77 AUSIT-run PD courses and social events between September 2018 and September 2019. During this time, AUSIT further reduced the number of social events in comparison to previous reporting years and increased the number of webinars to 5 nationally. Some branches, such as Queensland, completely focused on delivering quality industry specific workshops.

The Education Committee, also chaired by Zhen Guan, continued to grow with more services delivered in 2018-2019. In this reporting period, AUSIT worked with NAATI to design and deliver a number of interpreting short courses, aiming to bridge the gap between webinars, half-day or one-day PD workshops and formal T&I programs of tertiary institutions. The Education Committee revived the AUSIT mentoring program by appointing Ms Tania Bouassi, the Vice-Chair of the Education Committee, the new mentoring program coordinator. The committee has also provided feedback to external bodies, and organised the presentation of the Student Excellence Awards.

### Professional Development Webinars

The Professional Development (PD) Committee assisted in delivering five webinars in this reporting period. The five webinars attracted a total of **945** members and non-members. The Education Committee assisted in liaising with the facilitator, Redback (AUSIT's service provider for webinars), and The Association Specialists (TAS).

The webinar, *Guide for clinicians working with interpreters in healthcare settings: Considerations for interpreters working in health*, was jointly delivered with Migrant and Refugee Health Partnership (MRHP). Prior to this, AUSIT also provided valuable feedback to MRHP to finalise the *Guide for clinicians working with interpreters in healthcare settings*.

### PD support in Australia

In this reporting period, the PD Committee supported local branches and external stakeholders to deliver 77 PD workshops in Australia as per the table below.

VIC/TAS	QLD	ACT	NSW	SA/NT	WA	Webinar	National event	External workshops
<b>4</b>	<b>9</b>	<b>3</b>	<b>16</b>	<b>10</b>	<b>8</b>	<b>5</b>	<b>1</b>	<b>21</b>
		(including 1 social event)	(including 4 social events)	(Including 4 social events)	(including 2 social events)			

### Training in Darwin

The PD Committee and Education Committee worked alongside the Aboriginal Interpreting Service and Interpreting & Translating Service NT to offer a three-day Fundamentals for Interpreters and Chuchotage short course for practitioners based in Darwin. This short course attracted more than 30 attendees each day. The initiative was also sponsored by NAATI and the Northern Territory Government.

### QLD interpreter training grant and interpreter survey

As recommended by the NAATI Regional Advisory Committee, the PD Committee is working with key stakeholders (Mater Hospital, the University of Queensland/Queensland Technology University) to roll out an interpreter survey in response to the language service provider procurement carried out by the Queensland Government. The committee has been guided by the AUSIT National Council to apply for an interpreter grant to offer scholarships to candidates willing to become interpreters in emerging and high demand languages.

### AUSIT – NAATI Interpreting Short courses

The AUSIT's Education Committee (EC) has been working with NAATI to design a number of curricula for interpreting short courses. As of 14 September 2019, Notetaking and Consecutive Interpreting, two-full-day training, has been developed by Ms Felicity Mueller and this training will be delivered in NSW



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on 21 and 28 September 2019. The Education Committee is planning to deliver this short course in QLD and VIC later in the year. In addition to Notetaking and Consecutive Interpreting, the Education Committee will be developing two separate short courses for Sight Translation as well as Medical Interpreting in response to the demand of practitioners working in community and medical settings.

### **AUSIT Scholarships**

This year, the Education Committee on behalf of AUSIT has offered five around of scholarships, including the Scholarships for attending “the Language and the Law Conference” in Alice Spring, 14th Biennial Conference of the International Association of Forensic Linguists (IALF) at RMIT, and the 30th International Japanese English Translation Conference in Cairns, as well as the 2019 AUSIT National Conference in Hobart. As of 14 September 2019, the Education Committee processed and assessed **38** applications, and received **46** applications due to the 2019 AUSIT National Conference still opening for submissions. Five scholarship recipients have been announced.

The Education committee set up the selection criteria, advertised the scholarships, answer enquires, carried out assessments, announced outcomes and assisted in payment processing.

### **AUSIT Student Excellence Awards (SEA) 2019**

Each year, the AUSIT SEA is a highlight for the local branches as it is often associate with the branch’s Annual General Meeting (AGM). In 2019, the Education Committee liaised with eight AUSIT’s affiliates, namely Macquarie University, Monash University, RMIT University, the University of New South Wales, TAFE South Australia, the University of Queensland, the University of Western Australia and the Western Sydney University to nominate two students from each institution.

The Education Committee produced Award Notifications and SEA Certifications for all **15** Students. Prior to the SEA, the Education Committee also modified and updated the SEA guidelines and procedure to ensure the SEA process allows seamless collaboration between the Education Committee, the Association Specialists (TAS), affiliates and local branches.

### **AUSIT mentoring program**

AUSIT mentoring program provides a conducive and nurturing environment for new translators and interpreters to gain insight into the industry from experienced practitioners. In 2019, the mentoring program received **17** expressions of interest from mentees and **34** from mentors in Mandarin/Chinese, French, Serbian, Persian, Punjabi, Spanish, Italian, Arabic, Khmer, Malay, German, Polish, Korean, Nepalese, Indonesian, Portuguese and Japanese. A training webinar for mentors was organised earlier in the year to ensure all mentors could follow the guidelines. Pairing has started and will be finalised soon.

The Education Committee has been collecting feedback from all parties involved, aiming to expand the mentoring program to more languages, especially in new and emerging languages.

### **Translation projects**

The Education Committee assisted AUSIT affiliates in providing three translation projects for their students to carry out practicum. All projects were requested by non-for-profit organisations. In 2019, the Education Committee has offered translations in Chinese Simplified, Chinese Traditional, Japanese, Korean, Indonesian, Vietnamese, Russian, German, French, Spanish and Arabic.

### **Management of the Committees**

Both the Education and PD Committees held three meetings in this reporting period. Mr Zhen Guan and Ms Tania Bouassi hold monthly meetings to discuss monthly action plan for the Education Committee. Zhen also meets with the President on a regular basis to report on a number of issues emerged from both committees. All meeting agendas and minutes were prepared and saved in the AUSIT Dropbox folder, and reported to the President.

## Report by National Secretary – AGM October 2019

### 1. Membership issues

- Constitutionally, an important segment of the National Secretary's responsibilities relates to membership, and this has continued to be a major focus during the past year: in particular, the systems enabling prospective members to apply online, and the processing of those applications once they are submitted. Areas worth noting are as follows:
- **National Membership Officer.** Because processing of new member applications was a heavy burden on branch committees, particularly their membership officers, late last year National Council decided to extend the practice of creating honorarium positions by appointing an AUSIT member, Nicola Thayil, as a paid part-time National Membership Officer. In accordance with clause 6.4.2 of the constitution, the NMO has been authorised to approve eligible applicants directly, without branch committees needing to be involved. As this means that only one person (plus an 'understudy') needs to be trained and can build up expertise – added to the simplifications of the system as described below – the result has been a considerable speeding-up of membership processing and greater consistency of decision-making, both for new member applications and for 'internal' applications by members to change category.
- **Streamlining the processing criteria.** After a further review, National Council decided that the application form and the associated processing were too cumbersome, particularly for Ordinary Member (which is the largest category). The NMO is now only required to confirm that applicants for this category have a NAATI credential and/or a formal T/I qualification, and that they are practising as a T/I (or have practised / intend to practise) before recommending approval. In due course the online application form will be simplified.
- **'Internal' applications.** A feature that was intended for inclusion in the Webformz online processing system was a facility for 'internal' applications (change of membership category etc). As the platform as delivered did not include these, AUSIT has obtained a subscription for Cognito Forms, at the very reasonable cost of only \$230 per year, which allows for easy online creation of forms that can then be completed online by 'internal' applicants. Many of these are already in use, as will be described below.
- **Webformz.** As reported last year, the Webformz platform for online membership applications – and specifically the forms created in it – has not proven nearly as satisfactory as had been hoped, and the system as a whole is much more limited than originally envisaged.
  - + The initial teething problems have now been resolved, and having a single processing point in the NMO has also minimised problems, so for the time being we can continue to use this system without a significant impact on effectiveness.
  - + However, National Council plans to look for suitable alternatives – possibly including expanded use of Cognito Forms. This is tied in with evaluation of possible alternative database systems instead of the current iMIS platform.
- **Backlog of new member applications.** Appointing the NMO and streamlining the processing criteria have also allowed us to deal with a significant number (more than 100) of applications that had been 'in limbo' because of insufficient documentation and similar reasons.
- **Student membership.** A further use of Cognito Forms has been to better monitor student members' completion of their studies (so that they can be upgraded, or revert, to Ordinary Member). In future years, in about May student members will be asked to confirm whether or not they will be continuing their studies, so that their membership can be upgraded if necessary in time for annual renewal invoices, rather than having to be invoiced at some later date.

### 2. Other forms

- Cognito has also proven to be an effective way for submitting eFlash requests and event requests through links that can be incorporated in the website, and therefore be more readily available to branch PD coordinators and similar office-holders.



Dave Deck  
National Secretary

25 Sep 19

# AUSIT

AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INC.

## **MINUTES OF** **31st ANNUAL GENERAL MEETING** **ADELAIDE**

Date: Saturday 17 November 2018  
Time: 11:52 am – 1:06pm  
Venue: Flinders University Bedford Park Campus

### **Attendance**

- 71 persons in total attended, of whom:
  - + 70 were members with voting rights (Senior Practitioner, Ordinary Member, Retired Member, and Student categories); and
  - + 1 was a member without voting rights (Associate category).
- 70 members of the 883 eligible to vote attended the NAGM.
- Of the members entitled to vote, 12 were from QLD, 7 from NSW, 4 from ACT, 16 from VIC/TAS, 27 from SA/NT, and 4 from WA. The requirement for representation from at least three branches was therefore met.

### **Present**

With voting rights: Despina Amanatidou, Annamaria Arnall, Bassam Ashqar, Tetyana Avramenko, Véronique Bergeron, Ludmila Berkis, Sam Berner, Nicolas Cañadas-Luque, Maria Carvalho Silveira, Jose Casis, Mitry Chigrinsky, Maya Cifali, Maria Corbett, David Deck, Shahin Entesari-Tatafi, Daniel Freire, Mecia Freire, Erika Gonzalez, Isobel Grave, Zhen Guan, Nancy Guevara, Mary Gurgone, Ningjia Han, Dylan Hartmann, Entisar Hassan, Tiantian He, Raquel Holzmann, Anna Jenman, Susan Jover, Deborah Kalei, Yutaka Kawasaki, Haleh Khazrai, Siew Hong Khoo, Tetsuroh Kimura, Thomas Kruckemeyer, Gabriela Kuzio, Camille Lapierre, Rocco Loiacono, Liang Lu, Xia Lu, Ladan Mahdi, Leisa Maia, Silvia Martinez, David Moore, Marina Morgan, Jessica Nguyen, Moira Nolan, Renata Oliveira Munro, Sofia Pulici, Monica Quijano, Andrew Revolta, Alicia Rex, Emira Rojevic, Magdalena Rowan, Caroline Sanders, Margaret Sarkis, Diana Sedhoum, Hana Shakir, Aurelie Sheehan, Tial Siang, Biserka Surla, Mykhaylo Syzonenko, Agnes Szabo, Ita Szymanska, Bing Lee Teh, Majida Toma, Joe Van Dalen, Rita Wilson, Ranja Zayed, Yuan Zhu.

Without voting rights: Patricia Jaworski

Postal votes: Nil

### **Apologies**

Long Le, Sophia Ra, Diana Rodriguez-Losada, Gilles Villeneuve, Rona Yayun Zhang

### **Opening**

- The National President, Rocco Loiacono, opened the meeting and congratulated the organising committee of the conference. He also congratulated Award winners and new fellows Ludmila Berkis and Magdalena Rowan.
- The requirements for a quorum under clause 10.4.1 of the Constitution were met.

### **Agenda Item 1: Confirmation of Minutes of 30th NAGM (Canberra, 2017)**

- Moved by Ludmila Berkis, seconded by Annamaria Arnall.
- Carried by show of hands.

**Agenda Item 2: Consideration of two Special Resolutions to amend the AUSIT Constitution**

- Special Resolution 1 [see Annex A] Carried unanimously by show of hands.
- Special Resolution 2 [see Annex A] Carried by show of hands.

**Agenda Item 3: Presentation of the Report of the National Council**

- Moved Silvia Martinez, seconded Ludmila Berkis, that the National President's report be accepted. Carried unanimously by show of hands.

**Agenda Item 4: Presentation of statement of accounts for FY 2017–18**

- Moved Mécia Freire, seconded Joe Van Dalen, that the National Treasurer's report be accepted. Carried by show of hands.

**Agenda Item 5: Presentation of the National Secretary's report for the year 2017–18**

- Moved Ranja Zayed, seconded Maya Cifali, that the National Secretary's report be accepted. Carried by show of hands.

**Agenda Item 6: Presentation of state branch reports**

- Moved Sam Berner, seconded Daniel Freire, that the state branch reports be accepted. Carried unanimously by show of hands.

**Agenda Item 7: Election of national office bearers and declaration of non-contested positions on the National Council.**

- New and ongoing branch delegates (elected / appointed at prior branch AGMs):
  - + Queensland: Rona Zhang [*no change*]
  - + New South Wales: Camille Lapierre (replacing Keven Li)
  - + ACT: Tiantian (Issa) He [*no change*]
  - + Victoria: Bing Lee Teh (replacing Jonathan Beagley)
  - + South Australia: Susan Jover (replacing Ludmila Berkis)
  - + Western Australia: Yutaka Kawasaki [*no change*]
- **National Executive.** Five valid nominations had been received, as follows:
  - + Rocco Loiacono as National President,
  - + Erika Gonzalez as Vice-President (Professional Development and Events),
  - + Amy Wang as Vice-President (Communications and Public Relations),
  - + Nicolas Canadas-Luque as National Treasurer, and
  - + David Deck as National Secretary.
- There being one nomination for each vacant position, the nominated members were declared duly elected.
- Sandra Hale remains as the Immediate Past President, *ex officio*.

**Agenda Item 8 – Date and venue for 32nd AUSIT National AGM**

- The 32nd AUSIT National AGM will be held in Hobart, on 16 November 2019 (specific date and venue to be announced next year). [Note: an alternative date has been proposed.]

The President declared the meeting closed at 1:06 pm.

**Annex A to  
Minutes of 31st AUSIT Annual General Meeting  
17 November 2018**

**Special Resolution 1:**

That Clauses 10.4.5 to 10.4.7 of the Constitution be amended as shown in the following table:

**Effect of resolution:**

Previous wording of Clauses 10.4.5 to 10.4.7	New wording of Clause s 10.4.5 to 10.4.7
<p>10.4.5 Special Resolutions Procedure</p> <p>No member of the National Council nor any member of the Institute shall transact any business, or allow any implementation of any of the matters set out in sub-clauses (1) to (3) below without the prior approval of the Members by Special Resolution at a General Meeting:</p> <p>(1) any repeal, alteration or addition to this Constitution;</p> <p>(2) ...</p> <p>(3) ...</p> <p>A Special Resolution shall only be adopted and implemented on compliance with the following conditions:</p> <p>(a) that the motion on the Special Resolution is considered by a General Meeting of the Institute and that written notice of the motion has been given in accordance with Clause 10.1;</p> <p>(b) that the Special Resolution is adopted by a majority of not less than three fourths of voting members present in person or by proxy at the General Meeting convened to consider the Special Resolution or at any adjournment thereof;</p> <p>(c) that a period of 21 days shall elapse after such a Special Resolution has been passed by a General Meeting, during which time any 25 Members of the Institute may notify the National Secretary in writing that in their opinion the Special Resolution materially affects the aims and objects of the Institute. In that case, the said Special Resolution shall be submitted to a postal/ electronic ballot of all Members who are entitled to vote, not later than 3 months after the date of the said General Meeting. This postal/electronic ballot shall remain open for 60 days after the date of dispatch to all Members and the Special Resolution shall be adopted only if three-fourths of the Members voting by post/electronically cast their votes in favour.</p> <p>10.4.6 Voting</p> <p>Upon ...</p> <p>All votes shall be given personally, by postal/ electronic ballot or by proxy, but no member may hold more than 25 proxies or have more than one vote by proxy or postal/electronic ballot.</p> <p>10.4.7 Postal/Electronic Ballot</p>	<p>10.4.5 Special Resolutions Procedure</p> <p>No member of the National Council nor any member of the Institute shall transact any business, or allow any implementation of any of the matters set out in sub-clauses (1) to (3) below without the prior approval of the Members by Special Resolution, either at a General Meeting or by means of an electronic ballot conducted in accordance with Clause 10.4.7:</p> <p>(1) any repeal, alteration or addition to this Constitution;</p> <p>(2) ...</p> <p>(3) ...</p> <p>A Special Resolution shall only be adopted and implemented on compliance with the following conditions:</p> <p>(a) that the motion on the Special Resolution is voted on either at a General Meeting or by means of an electronic ballot of the Institute duly conducted at any time approved by National Council, and that written notice of the Resolution has been given in accordance with Clause 10.1;</p> <p>(b) that the Special Resolution is adopted by a majority of not less than three fourths of voting members present in person or by proxy at the General Meeting convened to consider the Special Resolution or at any adjournment thereof, or by a majority of not less than three fourths of voting members participating in a duly conducted electronic ballot on the Special Resolution;</p> <p>(c) that if such a Special Resolution has been passed at a General Meeting, a period of 21 days shall elapse after the said Meeting, during which time any 25 Members of the Institute may notify the National Secretary in writing that in their opinion the Special Resolution materially affects the aims and objects of the Institute. In that case, the said Special Resolution shall be</p>

Previous wording of Clauses 10.4.5 to 10.4.7	New wording of Clause s 10.4.5 to 10.4.7
<p>(1) Postal/electronic voting shall be permitted, when authorised by the Executive Committee, at an Annual General Meeting, all General Meetings and all meetings of the National Council, provided a postal ballot form in the form approved by the National Council from time to time has been duly completed and executed and is lodged with the National Secretary at least 48 hours before the commencement of the meeting.</p> <p>(2) The procedural arrangement shall be:</p> <ol style="list-style-type: none"> <li>i. The National Secretary shall deliver or send by post or facsimile or by other electronic means to each Member who is entitled to vote a clear statement of both sides of the question to be voted upon with a request that they return their vote thereon to the designated Returning Officer.</li> <li>ii. Eligible voters shall, upon receipt of the ballot paper and specified information, complete the ballot paper and shall forward it in the envelope provided or transmit it by facsimile or by other electronic means to reach the designated Returning Officer by the closing date of the postal ballot.</li> <li>iii. As soon as practicable following the closing date for voting, the Returning Officer shall, in the presence of at least two National Council members, open the votes received and shall tally the votes cast.</li> </ol> <p>(3) For a postal ballot to be valid the Member or national delegate must have voted in favour of or against any proposed resolutions, which must be set out in the postal ballot form.</p> <p>(4) Should an issue arise between meetings which requires a decision or ratification by Members or delegates, the National Council may call a postal vote in such manner as it considers necessary.</p>	<p>submitted to an electronic ballot of all Members who are entitled to vote, not later than 3 months after the date of the said General Meeting. The Special Resolution shall be adopted only if three-fourths of the Members voting electronically cast their votes in favour;</p> <ol style="list-style-type: none"> <li>(d) that if a Special Resolution has been passed by a duly conducted electronic vote, the provisions of sub-clause (c) above shall not apply; and</li> <li>(e) that any electronic vote, in order to be deemed duly conducted, shall remain open for voting for 30 days after the expiration of the period of written notice referred to in Clause 10.1.</li> </ol> <p>10.4.6 Voting Upon ... All votes shall be given personally, by electronic ballot or by proxy, but no member may hold more than 25 proxies or have more than one vote by proxy or electronic ballot.</p> <p>10.4.7 Electronic Ballot</p> <ol style="list-style-type: none"> <li>(1) Electronic voting shall be permitted, when authorised by the National Council, in respect of all General Meetings, provided an electronic ballot in the form approved by the National Council from time to time has been duly completed and is submitted electronically at least 48 hours before the commencement of the meeting.</li> <li>(2) The procedural arrangement shall be: <ol style="list-style-type: none"> <li>i. The National Secretary shall deliver by email to each Member who is entitled to vote a clear statement of both sides of the question to be voted upon with a request that they submit their vote thereon as provided by the voting software.</li> <li>ii. Eligible voters shall, upon receipt of the specified information, complete the electronic ballot paper and shall submit it in the manner provided by the voting software by the closing date of the ballot.</li> <li>iii. As soon as practicable following the closing date for voting, the Returning Officer shall report to the National</li> </ol> </li> </ol>

Previous wording of Clauses 10.4.5 to 10.4.7	New wording of Clause s 10.4.5 to 10.4.7
	<p style="text-align: center;">Secretary the votes cast as tallied by the voting software.</p> <p>(3) For an electronic ballot to be valid the Member must have voted in favour of or against any proposed resolutions, which must be set out in the electronic ballot form.</p>

### Special Resolution 2:

That Clause 8.5 of the Constitution be amended as shown in the following table:

#### Effect of resolution:

Previous wording of Clause 8.5	New wording of Clause 8.5
<p>8.5 BY-LAWS</p> <p>The National Council shall prepare and adopt by-laws relating to the procedure of any matters governed by this Constitution.</p> <p>Such by-laws shall be notified to all Branches within 7 days of adoption by the National Council and such Branches shall have 21 days from the date of the notification to notify the National Secretary in writing that in their opinion the by-law materially affects the aims and objects of the Institute.</p> <p>In that case, the the proposed by-laws shall be submitted to a postal/electronic ballot of all members who are entitled to vote, before they become operative.</p> <p>This postal/electronic ballot shall remain open for 60 days after the date of dispatch to all members and the proposed by-laws shall be adopted only if three-fourths of the members voting by post/ electronically cast their votes in favour.</p> <p>Where proposed by-laws are part of constitutional changes submitted and passed by a Special Resolution in accordance with Clause 10.4.5 such by-laws shall be operative immediately without any further submission to Branches.</p>	<p>8.5 BY-LAWS</p> <p>The National Council shall prepare and adopt by-laws relating to the procedure of any matters governed by this Constitution, and from time to time may amend existing by-laws.</p> <p>Such by-laws or any amendments thereto shall be notified to all Branches within 7 days of adoption by the National Council and such Branches shall have 21 days from the date of the notification to notify the National Secretary in writing that in their opinion the by-law or amendment materially affects the aims and objects of the Institute as set out in Clause 4.1.</p> <p>In that case, the National Council shall in the first instance discuss the objection with the Branch that has lodged it and attempt to negotiate a satisfactory resolution. If a resolution acceptable to both the National Council and the said Branch cannot be achieved, the National Council shall place the matter before all Branches and request each committee member of every Branch to individually notify the National Secretary whether or not he/she concurs with the objection that has been raised.</p> <p>Such an objection shall be regarded as having been sustained only if at least three fourths of all Branch committee members so polled concur. In that case the proposed by-law or amendment shall lapse.</p> <p>Branches shall also have 21 days from the date of the notification to notify the National Secretary in writing that the by-law or amendment contains defects in wording, logical inconsistencies, or other anomalies not related to the aims and objects of the Institute.</p> <p>In that case the National Council shall redraft the by-law or amendment to rectify the defects or anomalies identified, and shall then resubmit the by-law or amendment to the Branches, which shall have a further 7 days to indicate whether in their view the defects or anomalies have been adequately rectified.</p>

Previous wording of Clause 8.5	New wording of Clause 8.5
	Where proposed by-laws are part of constitutional changes submitted and passed by a Special Resolution in accordance with Clause 10.4.5 such by-laws shall be operative immediately without any further submission to Branches.



I certify that the above is a true and correct record of decisions at the 31st Annual General Meeting of AUSIT.

A handwritten signature in dark ink, appearing to read "David Deck". The signature is written in a cursive style with a large initial "D".

David Deck  
National Secretary

**AUSTRALIAN INSTITUTE OF INTERPRETERS AND  
TRANSLATORS INCORPORATED**

**ABN 64 855 620 166**

**FINANCIAL REPORT**  
FOR THE YEAR ENDED 30 JUNE 2019

**AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS  
INCORPORATED**

**ABN 64 855 620 166**

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**AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INCORPORATED**

**ABN 64 855 620 166**

**COUNCIL'S REPORT**

Your council members submit herewith the financial report of the Australian Institute of Interpreters and Translators Incorporated for the financial year ended 30 June 2019.

**Council Members**

The names of the council members in office at any time during, or since the end of, the year are:

Rocco Loiacono  
Nicolas Canadas-Luque  
Ludmila Berkis  
Jonathan Beagley  
Erika Gonzalez  
Rona Yayun Zhang  
Camille Lapierre  
Zsuzsanna Jover

Yutaka Kawasaki  
Xiaoxing Wang  
David Deck  
Sandra Hale  
Keven Li  
Tiantian He  
Bing Lee Teh

**Principal Activities**

The principal activities of the association during the financial year were:

Representing the interests of member interpreters and translators.

**Significant Changes**

No significant change in the nature of these activities occurred during the financial year.

**Operating Result**

The surplus (deficit) after providing for income tax amounted to \$47,610 – 2018 surplus \$157,291.

Signed in accordance with a resolution of the members of the council.

President

Rocco Loiacono

Treasurer

Nicolas Canadas-Luque

5 October 2019

**AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INCORPORATED**  
**ABN 64 855 620 166**

**INCOME STATEMENT**  
**FOR THE YEAR ENDED 30 JUNE 2019**

	NOTE	2019	2018
		\$	\$
<b><u>REVENUE FROM ORDINARY ACTIVITIES</u></b>			
<b>Operating activities</b>			
Subscriptions from members		175,214	148,683
Advertising, online services and royalties		1,027	13
Insurance Commission		1,365	2,265
NAATI Income		9,000	53,000
Sundry income including donations		24,979	6,675
		211,585	210,636
<b>Project income</b>			
Professional development income		101,674	81,155
<i>Less expenses</i>		(62,904)	(63,627)
National Conference and AGM		21,202	9,468
<i>Less expenses</i>		(14,971)	(9,061)
FIT 2017 Congress		-	506,192
<i>Less expenses</i>		-	(425,815)
Sponsorship		5,000	1,255
<i>Less expenses</i>		-	-
		50,001	99,567
<b>Non-operating activities</b>			
Interest received		2,987	4,048
		<b>264,573</b>	<b>314,251</b>
<b><u>EXPENDITURE FROM ORDINARY ACTIVITIES</u></b>			
Advertising & promotion		220	342
Association management fees		90,033	53,977
Auditors' remuneration		3,500	3,500
Bank charges		71	156
Board expenses		9,802	5,335
E-information support		2,203	2,203
Excellence Awards		2,983	-
General expenses		1,010	646
Marketing expenses		7,326	3,336
Merchant fees		3,211	2,692
Insurance		1,886	1,692
Internet and website costs including amortisation		5,451	9,492
Legal fees		-	10,150
Newsletters & magazines		25,321	20,558
Postage		-	786
Printing & stationery		44	139
Subscriptions & affiliation fees		7,978	2,737
Telephone		2,501	2,877
Executive Officer Services		53,423	36,342
		<b>216,963</b>	<b>156,960</b>
<b>SURPLUS (DEFICIT) FOR THE YEAR</b>		<b>47,610</b>	<b>157,291</b>

The accompanying notes form part of these accounts and are to be read in conjunction therewith.

**AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INCORPORATED**

**ABN 64 855 620 166**

**BALANCE SHEET  
AS AT 30 JUNE 2019**

<b><u>CURRENT ASSETS</u></b>	<b>NOTE</b>	<b>2019</b>	<b>2018</b>
		<b>\$</b>	<b>\$</b>
Cash and Cash Equivalents	3	599,816	499,736
Receivables	4	585	3,690
Other assets	5	16,468	13,428
<b>TOTAL CURRENT ASSETS</b>		<b>616,869</b>	<b>516,854</b>
 <b><u>NON-CURRENT ASSETS</u></b>			
Association Software		5,900	-
Less Accumulated Amortisation		(61)	-
<b>TOTAL NON-CURRENT ASSETS</b>		<b>5,839</b>	<b>-</b>
 <b>TOTAL ASSETS</b>		<b>622,708</b>	<b>516,854</b>
 <b><u>CURRENT LIABILITIES</u></b>			
Trade and other payables	6	55,493	16,888
Other	7	95,401	75,762
<b>TOTAL CURRENT LIABILITIES</b>		<b>150,894</b>	<b>92,650</b>
 <b>TOTAL LIABILITIES</b>		<b>150,894</b>	<b>92,650</b>
 <b>NET ASSETS</b>		<b>471,814</b>	<b>424,204</b>
 <b><u>EQUITY</u></b>			
Retained Earnings		471,814	424,204
<b>TOTAL EQUITY</b>		<b>471,814</b>	<b>424,204</b>

The accompanying notes form part of these accounts and are to be read in conjunction therewith.

**AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INCORPORATED**

**ABN 64 855 620 166**

**STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 30 JUNE 2019**

	<b>Retained Earnings</b>	<b>Total</b>
	<b>\$</b>	<b>\$</b>
Balance at 30 June 2017	266,913	266,913
Surplus (Deficit) for the year	157,291	157,291
Balance at 30 June 2018	<hr/> 424,204	<hr/> 424,204
Surplus (Deficit) for the year	47,610	47,610
Balance at 30 June 2019	<hr/> 471,814	<hr/> 471,814

The accompanying notes form part of these accounts and are to be read in conjunction therewith.

**AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INCORPORATED**

**ABN 64 855 620 166**

**NOTES TO AND FORMING PART OF THE ACCOUNTS  
FOR THE YEAR ENDED 30 JUNE 2019**

**NOTE 1 – SIGNIFICANT ACCOUNTING METHODS**

The financial report is a special purpose financial report that has been prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act 1991.

The Association is a non-profit organisation and received the major part of its income from subscriptions and member events and conferences.

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

**Basis of Preparation**

*Reporting Basis and Conventions*

The financial report has been prepared on an accruals basis and is based on historic costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

**Accounting Policies**

a) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within short-term borrowings in current liabilities on the balance sheet.

b) Revenue

Revenue from membership subscriptions is recognised in the period to which it relates. Grant revenue is recognised in the income statement when it is controlled. When there are conditions attached to grant revenue relating to the use of these grants for specific purposes it is recognised in the balance sheet as a liability until such conditions are met or services provided. All revenue is stated net of the amounts of goods and services tax (GST).

ii) Critical Accounting Estimates and Judgments

There were no critical accounting estimates and judgments in respect of the amounts in this Report.

ii) Financial Instruments

*Recognition and Initial Measurement*

Financial instruments, incorporating financial assets and financial liabilities, are recognised when the entity becomes a party to the contractual provisions of the instrument. The entity does not have complex financial instruments. The financial instruments on the entity's balance sheet are all non-derivative in nature, namely cash and cash equivalents, receivables and payables.

Financial instruments are classified and measured as set out below.

*Derecognition*

Financial assets are derecognised where the contractual rights to receipt or cash flows expires or the asset is transferred to another party whereby the entity no longer has any significant continuing involvement in the risks and benefits associated with the asset. Financial liabilities are derecognised where the related obligations are either discharged, cancelled or expire.

*Classification and Subsequent Measurement*

(ii) *Receivables*

Receivables are non-derivative financial assets that have fixed maturities and fixed determinable payments, and it is the entity's intention to hold these investments to maturity.

(ii) *Financial Liabilities*

Non-derivative financial liabilities are measured at cost.



**AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INCORPORATED**

**ABN 64 855 620 166**

**NOTES TO AND FORMING PART OF THE ACCOUNTS  
FOR THE YEAR ENDED 30 JUNE 2019**

	<b>2019</b>	<b>2018</b>
	<b>\$</b>	<b>\$</b>
<b>NOTE 2 – PROFIT (LOSS)</b>		
Expenses:		
Remuneration of Auditor – AUSIT accounts audit	3,500	3,500
- FIT Congress audit	-	2,750
<b>NOTE 3 – CASH AND CASH EQUIVALENTS</b>		
Cash at Bank	590,902	494,958
Cash in Transit	8,914	4,778
	<hr/> 599,816	<hr/> 499,736
<b>NOTE 4– TRADE AND OTHER RECEIVABLES</b>		
<b>CURRENT</b>		
Trade Debtors	585	3,690
Other Debtors	-	-
	<hr/> 585	<hr/> 3,690
<b>NOTE 5 – OTHER CURRENT ASSETS</b>		
Prepayments	16,468	13,428
	<hr/>	<hr/>
<b>NOTE 6 – TRADE AND OTHER PAYABLES</b>		
<b>CURRENT</b>		
Trade Creditors and Accrued Expenses	46,753	9,683
Good and services tax	8,740	7,205
	<hr/> 55,493	<hr/> 16,888
<b>NOTE 7 – OTHER LIABILITIES</b>		
<b>CURRENT</b>		
Unearned income – Prepaid member subscriptions	95,401	69,088
Unearned Income – Professional development events	-	3,224
Unearned Income – Conference registrations	-	3,200
Unearned Income – income in advance	-	250
	<hr/> 95,401	<hr/> 75,762


**AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INCORPORATED****ABN 64 855 620 166****STATEMENT BY MEMBERS OF THE COUNCIL**

The Council has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1. to the financial statements

In accordance with a resolution of the Council, the members of the Council declare that the financial report as set out on pages 3 to 8:

1. Presents a true and fair view of the financial position of the Australian Institute of Interpreters and Translators Incorporated as at 30 June 2019 and its performance for the year ended on that date in accordance with the accounting policies described in Note 1 to the financial statements and the requirements of the Associations Incorporation Act 1991, and
2. At the date of this statement there are reasonable grounds to believe that the Australian Institute of Interpreters and Translators Incorporated will be able to pay its debts as and when they fall due.

This statement is signed for and on behalf of the Council by:

President  \_\_\_\_\_  
Rocco Loiacono

Treasurer  \_\_\_\_\_  
Nicolas Canadas-Luque

Dated: 5 October 2019

**INDEPENDENT AUDITOR'S REPORT  
TO THE MEMBERS OF  
THE AUSTRALIAN INSTITUTE OF  
INTERPRETERS AND TRANSLATORS INCORPORATED**

**ABN 64 855 620 166**

**Report on the audit of the financial report**

**Opinion**

I have audited the attached financial report, being a special purpose financial report of the Australian Institute of Interpreters and Translators Incorporated for the financial year ended on 30 June 2019, as set out on pages 3 to 9.

In my opinion, the financial report of the Australian Institute of Interpreters and Translators Incorporated presents fairly, in all material respects the financial position of the Australian Institute of Interpreters and Translators Incorporated as of 30 June 2019 and its financial performance for the year then ended in accordance with the accounting policies described in Note 1. to the financial statements and the requirements of the Associations Incorporation Act 1991.

**Basis for Opinion**

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's responsibilities for the Audit of the Financial Report section in my report. I am independent of the company in accordance with the auditor independence requirements of the Corporations Act 2001 and the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

**Emphasis of Matter - Basis of Accounting**

I draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist Australian Institute of Interpreters and Translators Incorporated meet the requirements of the Associations Incorporation Act 1991. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

**The Responsibility of the Council for the Financial Report**

The council are responsible for the preparation and fair presentation of the financial report in accordance with the financial reporting requirements of the Associations Incorporation Act 1991 and for such internal control as the council determine is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the committee is responsible for assessing the association's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the committee either intends to liquidate the association or to cease operations, or has no realistic alternative but to do so.

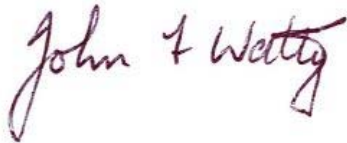
**Auditor's Responsibilities for the Audit of the Financial Report**

My objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional skepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the council.
- Conclude on the appropriateness of the council's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the association's ability to continue as a going concern. If I conclude that a material uncertainty exists I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However future events or conditions may cause the association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the council regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

A handwritten signature in dark ink, reading "John F Watty". The signature is written in a cursive, flowing style.

John F Watty  
5 October 2019

E F McPhail and Partners  
Suite 12,602 Whitehorse Road  
Mitcham Vic 3132



## National President's Report

October 2019

### 1. Introduction

I am pleased to present this report, outlining the achievements made by the association this year. In 2018-2019 we have laid the foundation for sustained and continued growth, which will allow AUSIT to remain relevant and to make a positive impact on the strength of our profession. This will be my last report as AUSIT National President, since I will stand down at the National AGM in Hobart on 19 October. It has been a great honour and privilege to lead our organisation over the past two years, and I look forward to maintaining my engagement in 2020 through participation in the National Council as Immediate Past President.

#### *1.1 National Council 2018-2019*

National President: Rocco Loiacono

Immediate Past President: Sandra Hale

Vice-president (PD and Events): Erika Gonzalez

Vice-president (Communications and Public Relations): Amy Wang

National Treasurer: Nicolas Cañadas-Luque

National Secretary: David Deck

Branch Delegates: Issa He (ACT); Camille Lapierre (NSW); Rona Zhang (Qld); Zsuzsanna Jover (SA/NT); Bing Lee Teh (Vic/Tas); and Yutaka Kawasaki (WA).

#### 1.1.1 Meetings

The National Council met once a month (except for January), with one meeting being face-to-face in Sydney, in May, and the other meetings being held via video conference using Zoom. Our next face-to-face meeting is scheduled for October, in conjunction with the AGM in Hobart. In addition to the formal meetings, we routinely hold email discussions on a variety of issues, especially those that require a decision between meetings.

#### *1.2 Our Vision*

Our goal is to continue to strengthen AUSIT and ensure it constantly grows and improves. As the national professional association, we promote competent, ethical and informed practice. Our 2018-2020 Strategic Plan, approved by the National Council in November 2017, included the following aims:

1. to continue to increase membership numbers;
2. to improve member benefits;
3. to improve visibility and transparency;
4. to improve the national PD program;
5. to meet the training needs of untrained practitioners;
6. to increase our income stream;
7. to raise awareness of AUSIT among users of T & I services; and
8. to raise the status of the profession.

I am happy to report that in 2018-2019 we have made solid progress in the achievement of all of our aims, as will be outlined below.

#

## 2. Activities

### 2.1 *Guide for Clinicians Working with Interpreters in Healthcare Settings*

As many of you would be aware, the *Guide for Clinicians Working with Interpreters in Healthcare Settings* was launched as part of the “Culturally responsive clinical practice: Working with people from migrant and refugee backgrounds - Competency Standards Framework for Clinicians” in Melbourne on 27 February 2019 by the Migrant and Refugee Women’s Health Partnership. This was an important development for our profession, because the Framework aims to ensure that clinicians are properly educated on the importance of constructively collaborating with interpreters, assessing when an interpreter is required and understanding how to engage and work with an interpreter. AUSIT was represented on the working group that developed the Framework and was represented at the launch by National Secretary David Deck.

### 2.2 *InTouch magazine*

Over the past year, the National Council has worked with the *InTouch* Editorial Committee to explore options for transferring the magazine to a fully digital platform. In this technological age, such a move is seen as essential to growth and promotion. I am pleased to report that a platform has been trialled and the move from a paper to digital production will be complete in 2020. The National Council has also decided to maintain one print issue per year for promotional purposes.

### 2.3 *New Initiatives*

#### 2.3.1 Conference Scholarships

These scholarships, introduced this year, are awarded to assist practitioners from four different categories to attend the annual AUSIT National Conference. The recipient categories are Student practitioner, Practitioner of an emerging language, Practitioner from a regional area and Outstanding practitioner.

#### 2.3.2 Other Scholarships

Other new scholarships were introduced in 2019. These included:

- two scholarships for members to attend the “Language and the Law” Conference in the NT Supreme Court in Alice Springs from 5-7 April 2019, the recipients being Mary Jane Kwon from the NT (Korean) and Andrew Kozlowski from WA (Polish);
- two scholarships for members to attend the International Japanese-English Translation Conference in Cairns, the recipients being Monica Waung and Tets Kimura; and
- one scholarship for a member to attend the 14th Biennial Conference of the International Association of Forensic Linguistics in Melbourne, the recipient being Victor Xu.

#### 2.3.3 Research Grants

This year, for the first time, AUSIT was pleased to introduce the Research Project Grant Scheme. The aim of the scheme is to fund applied research that can be used to inform and improve our members’ professional practice. The fund can be used towards a stand-alone project or as part of an Australian Research Council Linkage grant, where AUSIT becomes a Linkage partner. A research grant of up to \$5,000 can be offered under the scheme, to support a research project related to translating and/or interpreting.

#### 2.3.4 International Conference on Community Translation

Another new initiative this year was the co-organisation of the International Conference on Community Translation by AUSIT and Associate Professor Mustapha Taibi of Western Sydney University. The Conference will be held on 13-15 December 2019 at RMIT University in Melbourne. I would like to thank Erika Gonzalez (AUSIT Vice President) and Despina Amanatidou (AUSIT Vic/Tas branch PD Co-ordinator) for their outstanding contributions to the organisation of this event.

### 2.3.5 Access to Online Diploma for Western Australians

AUSIT has been working closely with NAATI and the WA Office of Multicultural Interests to explore the possibility of offering scholarships to assist students in WA to undertake the TAFE SA interpreting short course online. This comes after the withdrawal by North Metropolitan TAFE of the only interpreting diploma previously available in WA. Both I and the WA Branch Delegate, Catherine Nicholson Pfammatter, are involved in ongoing and regular planning meetings with NAATI, the WA Office of Multicultural Interests and TAFE SA to bring this initiative to fruition.

AUSIT remains willing to explore opportunities for potential collaboration with institutions that may wish to offer a suitably staffed, NAATI-endorsed, full Diploma in the future.

### 2.3.6 New AUSIT web site

AUSIT's newly appointed Communications Officer convened a working group in January to redesign our web site by the end of 2019. The group undertook an audit of the current site content in March/April, and the Communications Officer proposed a structure for the new web site to the working group in July. The project will shortly move into the construction phase. I look forward to seeing the new site take shape over the coming months.

### 2.4 Association Managers

In late 2018 we learnt that our association managers, PAMS, would be merged with another association management company, *The Association Specialists* (TAS). The merger and subsequent transition did at times negatively impact upon the smooth running of AUSIT's day-to-day business, such as delays in payment of invoices. I will be proposing that AUSIT undertake an organisational review in 2020, including a review of the services provided by TAS.

### 2.5 Constitutional Amendments

In conjunction with the 2018 Annual General Meeting in Adelaide in November, two Special Resolutions to amend the Constitution were put to members and approved: the effect of the first was to extend electronic voting from merely 'emergency' situations to become the normal means of putting issues such as constitutional amendments to members (while still leaving voting at a General Meeting as an alternative); and the effect of the second was to provide a different method of resolving objections by a branch committee to proposed amendments of By-laws.

## 3. AUSIT National Committees

### 3.1 Professional Development Committee

Guan Zhen, our National PD Co-ordinator, has overseen an expanded PD calendar over the past 12 months. Webinars continue to provide a useful income stream, with a substantial number of post-event purchases. This aspect of our PD programme is also being expanded. We also hope, in 2020, to offer some live-streamed PD events.

For further details, including information on the list of AUSIT-run PD courses and social events offered between September 2018 and September 2019, please refer to the Annual Report of the National PD Coordinator, 2018-2019.

### 3.2 Education Committee

The Education Committee continued to expand its delivery of short introductory courses to fill gaps in the field.

The committee's major achievement this year has been the nation-wide implementation of the AUSIT mentoring program. For further details, please refer to the Annual Report of the Vice Chair of the Education Committee, 2018-2019.

### *3.3 Communications, Promotions and Public Relations Committee*

The CPPRC did not convene in 2018-2019, given the appointment of a remunerated Communications Officer, who commenced work in late 2018. For further details about work conducted in this area, please refer to the Annual Report of the Communications Officer, 2018-2019.

### *3.4 National Events and Awards Committee*

The NAEC did not convene this year, given that Excellence Awards are awarded biennially (in alternation with the Paul Sinclair Award) and were awarded in 2018. Nominations for the Paul Sinclair Award have been received by the National Council, and the recipient will be announced at the AUSIT National Conference in Hobart in October 2019.

### *3.5 Editorial Committee*

The Editorial Committee, chaired by Melissa McMahon, worked on trialling publication of *InTouch* magazine on a digital platform compatible with mobile devices, as described above. A hard-copy edition of *InTouch* will be available at the upcoming National Conference in Hobart in October 2019. For further details, please refer to the Annual Report of the Chair of the Editorial Committee, 2018-2019.

#

## **4. Collaboration with other organisations**

### *4.1 NAATI*

AUSIT maintained close communications with NAATI throughout the year. In particular, AUSIT made a joint submission to NAATI's Technical Reference Advisory Committee, along with ASLIA and Professionals Australia, on the possible establishment of a Professional Conduct Committee for the T&I profession.

AUSIT also collaborated closely with both NAATI and the Migrant and Refugee Women's Health Partnership in promoting the "Culturally responsive clinical practice: Working with people from migrant and refugee backgrounds - Competency Standards Framework for Clinicians", as described above.

### *4.2 Other organisations*

AUSIT was approached by Speech Pathology Australia, the national association for speech pathologists, to provide input in the context of the development of an online learning package for speech pathologists. The e-learning package was designed to raise awareness amongst practising speech pathologists about the best practices when engaging and working with interpreters and translators. AUSIT's National PD Coordinator provided invaluable input.

AUSIT has also worked with NAATI and the Office of Multicultural Interests in Western Australia to negotiate assistance for WA students to access interpreting training online via TAFE SA, as outlined at 2.3.5 above.

## **5. AUSIT membership**

### *5.1 Membership growth*

Over the last financial year AUSIT has achieved solid growth. A modest increase in annual membership fees was applied in 2019, following three consecutive years of no fee increases. To reward members for their loyalty, the cost of a standard PD event was further discounted to \$25.

Streamlined criteria for new membership applications were introduced this year.

Our membership numbers continued to grow steadily, with more members in all categories. In September 2015 our total membership was 621; in June 2019, our total membership was 1,224. This is a phenomenal increase: in just under four years our membership has increased by 97%, which is excellent news for our organisation, as it continues to grow and become stronger. To reward our members for our growth, the National Council has decided to reduce the fees for our Professional Development courses for members, as noted above.



The branch membership breakdown is as follows:

NSW:	399
VIC/TAS:	397 (including 33 in TAS)
QLD:	187
SA/NT:	91 (including 7 in NT)
WA:	96
ACT:	40
Overseas:	14

For further details, please refer to the Annual Report of the National Membership Officer, 2018-2019.

### *5.2 Branches*

The branches have done an excellent job throughout the year, organising local PD events, networking and supporting each other and inviting and welcoming new members. Please refer to the Branch reports for all details.

## **6. Communication with the membership and the public**

### *6.1 Website*

As outlined above, the Communications Officer, along with a working group with representatives from TAS and the National Council, have reviewed the current website and proposed a structure for a new web site that will be more user-friendly and better adapted to mobile devices. Construction of the new web site on the “Membes” platform has now begun and expects to be live to the public by the end of 2019.

### *6.2 President’s monthly e-flashes*

I have sent regular e-flashes to AUSIT members, conveying news, announcements and resources. The e-flashes also contain important contributions from each branch, to inform members of news and events in their local branches.

### *6.3 eBulletin*

We continued to host the eBulletin discussion forum on the Yahoo!groups platform, although only a minority of members were contributing to it. Given the increasing technical unreliability of the platform and the preferences expressed by many members for features that are not available on the platform, the National Council explored other options to replace the eBulletin. The National Council has now agreed to move to the Discourse platform in late 2019. This new forum will be actively moderated and offers new features not previously available. We hope that this change will encourage more members to use the forum as a means of constructive and informative exchange.

### *6.4 eForums*

We also continue to offer language-specific or interest-specific eForums for exchange of views and information of more limited applicability. As with the eBulletin, these have been hosted on the Yahoo!groups platform, but (given the unreliability of that platform as noted above) work has started to migrate these forums to the Groups.IO platform, with the French eForum already migrated.

### *6.5 Social Media*

AUSIT continues to host Facebook, Twitter, YouTube and LinkedIn channels to connect with members and the broader T&I community. This year the new Communications Officer conducted a survey amongst members as to their preferences for connecting with AUSIT via social media. The Communications Officer also implemented a Social Media Strategic Plan throughout 2019 which saw a significant expansion of AUSIT’s social media presence. Plans to build this presence continue, including creation of an AUSIT Instagram channel.

### 6.6 National Council Meeting Summaries

The National Council decided to share with members summaries of its monthly meetings, in order to improve transparency of the work of the National Council. As of June, such a summary was distributed each month to members via e-flash.

## 7. Acknowledgements

I would like to thank, most sincerely, the members of the National Council for their commitment, dedication and support. In particular, I am most grateful for the support provided to me by the executive members, Amy Wang, Erika Gonzalez, David Deck, Nicolas Cañadas-Luque and Sandra Hale. I also acknowledge the great work of the members of the Branch Committees, who, as volunteers, give so generously of their time to their communities. I acknowledge the valuable support of Daniel Muller, Executive Office Service Provider, who stepped down in June after several years of loyal service to the organisation. I would also like to thank Monica Quijano, the National Council Administrative Assistant, for the efficient and professional way in which she has provided support to our National Secretary and me, throughout the past 12 months, replacing Hanna Lofgren. I am grateful to all our honorarium position holders, who have enabled our organisation to function efficiently and grow strongly. I also thank David Connor for moderating the Yahoo and IO groups.

Finally, I would like to thank all AUSIT members for the confidence they have placed in me and my leadership. I am certain that the new National Council will ensure AUSIT continues to grow in both numbers and relevance. I have thoroughly enjoyed the past two years at the service of our association and wish you all the very best into the future.

Dr Rocco Loiacono



National President



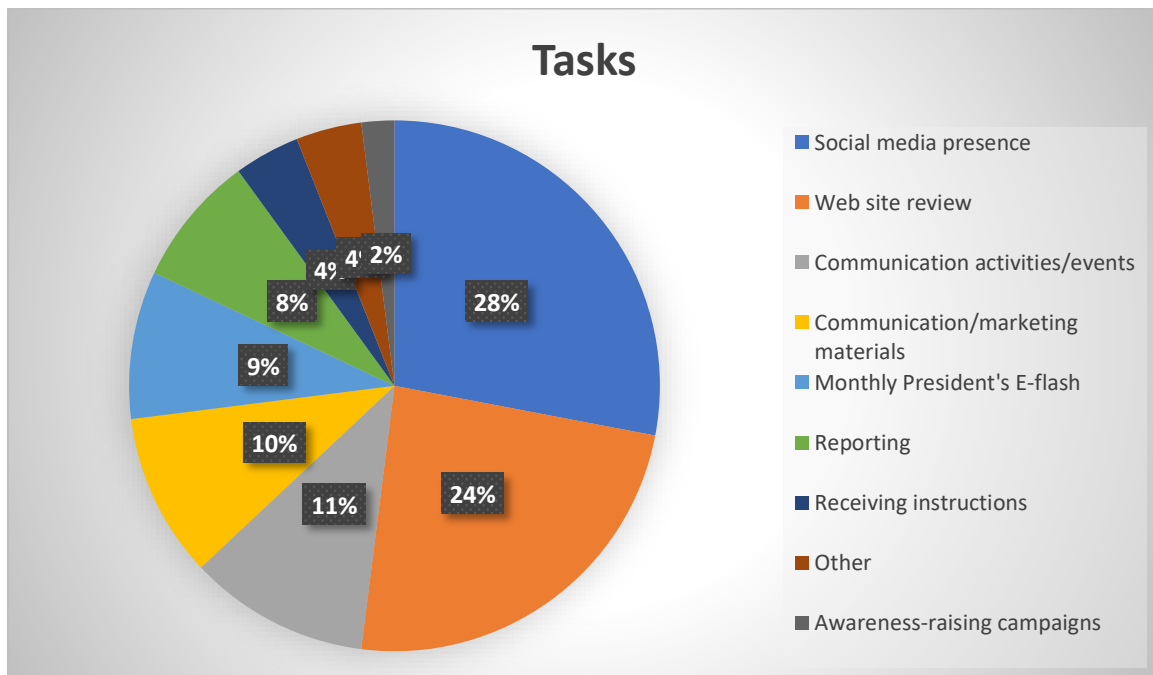
## Communications Officer Activity Report 2019

### Introduction

The newly created Communications Officer (CO) position came into effect on 06 December 2018, and (due to the holiday season) was only fully operational as of 01 January 2019. The data presented in this report is based on tasks carried out from 01 January to 31 August 2019 (8 months, or 35 weeks), representing 300 paid hours (86% of allocated hours).

This report seeks to update the AUSIT National Council (NC) on the performance by the CO of the duties set out in the CO's contract.

Figure 1. indicates the percentage of time spent on each task during the period.



## **Task: To maintain and develop AUSIT's social media presence (28%)**

### Achievements

- The CO submitted a Social Media Overview to the NC in January (approved), providing a stocktake of AUSIT's current social media.
- The CO submitted a Social Media Strategic Plan to the NC in February (approved).
- The CO deactivated all unofficial/inactive AUSIT social media accounts.
- The CO conducted a member Survey on Social Media in May-June, collecting information on member preferences.
- The CO submitted a draft Policy on Member Activities on Social Media to the NC in August (approval forthcoming).
- The CO implemented the Social Media Strategic Plan to increase AUSIT's online presence. Specifically:
  - ✓ AUSIT created 72 Facebook posts, compared to 44 in the same period in 2018.
  - ✓ AUSIT created 32 tweets (approximately one per week) and retweeted 23 posts. This was a sharp increase from 1 tweet and 3 retweets in the same period in 2018.
  - ✓ Two videos featuring the National President (NP) were posted on You Tube, along with 5 videos from the 2018 Symposium on Interpreting Trauma (RMIT).
  - ✓ AUSIT's presence on LinkedIn remained relatively unchanged, having been actively maintained by the National PD Coordinator before the CO was engaged.

### Outstanding Tasks

- To set up an AUSIT Instagram account.
- To coordinate promoting AUSIT on the Chinese-language platform We Chat.
- To increase collaboration with branches, e.g. sourcing photos for Instagram.

## **Task: To Update AUSIT's Web Site (24%)**

### Achievements

- The CO liaised with TAS to make occasional necessary updates to the web site. These were kept to a minimum, so as to focus efforts on development of a new web site.
- The CO convened a working group in January to redesign AUSIT's web site by the end of 2019. The group undertook an audit of the current site content in March/April.
- The CO proposed a structure for the new web site to the working group in July.

### Outstanding Tasks

- To work with TAS to build the new web site.
- To develop an AUSIT Style Guide.

- To publish to the new web site an archive (text/photos) from past National Conferences (materials supplied by Past President Annamaria Arnall).

### **Task: To Assist in Coordinating AUSIT's Communication Activities and Events (Internal Communication) (11%)**

#### Achievements:

- The CO produced 21 e-flashes on various topics (more than 1 per fortnight).
- As of June, the CO distributed via e-flash a summary of the monthly NC meeting.

#### No Outstanding Tasks

### **Task: To Develop, Review, Evaluate and Distribute Communication and Marketing Materials (10%)**

#### Achievements

- The CO updated, and arranged for the design and printing, of a new "Join Us" flyer for distribution to non-members at PD and other events.
- The CO updated the "Who we are, what we do - interpreters" flyer and submitted to the Vice President (Communications and Public Relations) for approval in May.
- The CO wrote an article on the benefits of joining AUSIT for the NAATI web site.
- The CO produced with the NP and distributed a video on member benefits.
- The CO liaised with Fenton Green to review the professional indemnity insurance information on AUSIT's web site.

#### Outstanding Tasks

- To update the "Who we are, what we do - translators" flyer.
- To arrange for the design and printing of both "Who we are, what we do" (translators and interpreters) flyers.
- To work with Fenton Green to provide information to members on the types of claims that can be made under their professional indemnity insurance.

### **Task: To Produce a Monthly Newsletter (President's E-Flash) (9%)**

#### Achievements

- The CO worked with the NP and Branch Delegates to produce 5 editions of the "President's E-flash".

#### No outstanding tasks

### **Task: To report on activities (8%) and receive directives (4%)**

#### Achievements

- The CO received regular directives from the NP and VP by telephone, email and in face-to-face meetings.

- The CO reported back by the same means, and also maintained the Communications Action Plan, listing all current projects and their status.
- The CO produced the present Activity Report for the NC.

No outstanding tasks

#### **Task: To Perform Other Duties as Required (4%)**

##### Achievements

- The CO proofread and contributed to drafting policy documents:
  - ✓ AUSIT/ASLIA submission to the TRAC on the Professional Conduct Committee
  - ✓ Draft guidelines for AUSIT representatives on external committees
  - ✓ Draft protocol for hiring a consultant to apply for external funding
  - ✓ Draft mission statement (still in drafting stage).
- The CO responded to queries from members and the public, of which 8 were received via [admin@ausit.org](mailto:admin@ausit.org) and 7 were received via Facebook.

No outstanding tasks

#### **Task: To Assist in Conducting Awareness-Raising Campaigns, Events and Workshops (External Communication) (2%)**

##### Achievements:

- The CO liaised with the Migrant and Refugee Women's Health Partnership to promote the Guide for Clinicians Working with Interpreters in Healthcare Settings
- The NC liaised with the chair of the National Conference Organising Committee to promote the Conference via social media

No outstanding tasks

## **Appendix: Summary of Activities**

### Achievements:

- Produced an AUSIT Social Media Overview
- Produced an AUSIT Social Media Strategic Plan
- Produced a draft Policy on Member Activities on Social Media
- Consolidated all AUSIT social media accounts
- Surveyed the membership about their social media preferences
- Increased AUSIT's presence on social media, particularly Facebook and Twitter
- Conducted an audit of current web site content
- Redesigned the structure of AUSIT's web site
- Updated the "Join Us" flyer to attract new members
- Updated the "Who we are, what we do – interpreters" flyer
- Wrote an article on the benefits of joining AUSIT for the NAATI web site
- Produced with the NP a video promoting member benefits
- Prepared 5 monthly newsletters from the NP
- Produced 21 e-flashes
- Distributed summaries of 3 NC meetings
- Promoted the AUSIT National Conference via social media
- Promoted the Guide for Clinicians Working with Interpreters in Healthcare Settings
- Provided policy-writing and proofreading support to the NP
- Responded to queries from the public

### Outstanding tasks:

- Set up an AUSIT Instagram account
- Increase collaboration with branches
- Promote AUSIT on the Chinese-language platform We Chat
- Work with TAS to build a new web site
- Develop an AUSIT Style Guide
- Update the "Who we are, what we do – translators" flyer
- Publish an archive of previous AUSIT Conferences on the AUSIT web site
- Promote the benefits of FIT membership to AUSIT members
- Raise member awareness of professional indemnity insurance

<b>AUSIT</b>	<b>Appointment of Proxy Form AUSIT National Annual General Meeting</b>
<b>111</b> NAT	
20190930	

Pursuant to the provisions of Section 10.5 of the Constitution, proxies may be appointed. Members unable to attend the General Meeting are urged to use this Appointment of Proxy Form to have their voice heard. No member attending the AGM may hold more than 25 proxies, and no member or proxy is entitled to vote at any general meeting of the Institute unless their membership is current and all membership dues have been paid (Constitution 6.10.2).

Meeting Title: 2019 Annual General Meeting  
 Date of Event: Saturday 19 October 2019

I, [Click here to enter text.](#)  
 (Full name of person assigning proxy)

of [Click here to enter text.](#)  
 (Residential address of person assigning proxy)

being a financial\* member of AUSIT, hereby appoint

[Click here to enter text.](#)  
 (Full name of proxy holder)

of [Click here to enter text.](#)  
 (Residential address of proxy holder)

being a financial\* member of AUSIT, to vote for me on my behalf at the meeting detailed above and at any adjournment of that meeting.

[Click here to enter a date.](#) \_\_\_\_\_  
 (Date) (Signature of member appointing proxy)

[\* 'Financial' member means having renewed AUSIT membership for 2019–20.]

Please submit this form either:

- by (scanning / PDF-ing and) emailing it to [ncadmin@ausit.org](mailto:ncadmin@ausit.org) by close of business on **Tue 15 Oct 19**; or
- in person at the meeting.

For additional information or any queries, please contact the National Secretary on [secretary@ausit.org](mailto:secretary@ausit.org).

OFFICE USE ONLY	OFFICE USE ONLY
<input type="checkbox"/> Person assigning proxy is a financial member	▶ <input type="checkbox"/> Proxy accepted
<input type="checkbox"/> Person receiving proxy is a financial member	
<input type="checkbox"/> Person assigning proxy is not attending meeting	<input type="checkbox"/> Proxy rejected





## National President's Report

October 2018

### 1. Introduction

It is a pleasure for me to present to you my first annual report as AUSIT National President. While being an eventful year for our association, it has also been one of consolidation. After the extraordinary success of the FIT Congress last year, along with the introduction of the new Certification system as of 1 January, I think it is only natural for attention to turn to ensuring we make the most of these momentous achievements and lay the foundation for sustained and continued growth so that we can continue to affect our profession in real and positive ways.

#### *1.1 National Council 2017-2018*

National President: Rocco Loiacono

Immediate Past President: Sandra Hale

Vice President (PD and Events): Erika Gonzalez

Vice President (Communications and Public Relations): Vanda Nissen, replaced by Amy Wang

National Treasurer: Nicolas Cañadas-Luque

National Secretary: David Deck

Branch Delegates: Issa He (ACT); Keven Li (NSW), replaced by Camille Lapierre; Rona Zhang (Qld); Ludmila Berkis (SA/NT), replaced by Zsuzsanna Jover; Jonathan Beagley (Vic/Tas), replaced by Bing Lee Teh; and Yutaka Kawasaki (WA).

I believe it is important to underline that the majority of National Council members over the past year are aged 45 or younger. Generational change is crucial in any organisation, and, since AUSIT turned 30 last year, it is appropriate that those of us who have made a significant contribution over those last 30 years encourage and mentor younger practitioners to take a more active role in our professional association. I am pleased to report that this positive mentoring culture is alive and well in our association, with increasingly younger members of our profession joining AUSIT and making a valuable contribution at State Branch level.

#### 1.1.1 Meetings

The National Council met once a month, with one meeting being face-to-face in Sydney, in conjunction with the UNSW Legal Interpreting Symposium in April, and the other meetings held via video conference using Zoom. Our next face-to-face meeting is scheduled for November, in conjunction with the AGM in Adelaide. In addition to the formal meetings, we routinely hold email discussions on a variety of issues, especially ones that require a decision between meetings.

#### *1.2 Our Vision*

Our goal is to continue to strengthen AUSIT and ensure it constantly grows and improves. As the national professional association, we promote competent, ethical and informed practice. Our 2018-2020 Strategic Plan, approved by the National Council in November 2017, included the following aims:

1. To continue to increase membership numbers;
2. To improve member benefits;
3. To improve visibility and transparency;
4. To improve the national PD program;
5. To meet the training needs of untrained practitioners;
6. To increase our income stream;
7. To raise awareness of AUSIT among users of T & I services; and
8. To raise the status of the profession.

I am happy to report that in 2018 we have made solid progress in the achievement of all of our aims, as will be outlined below.

## **2. Activities**

### *2.1 Recommended National Standards for Working with Interpreters in Australian Courts and Tribunals*

As no doubt many of you would be aware, the National Standards were launched at Old Parliament House, Canberra on 20 October 2017 by the then Federal Minister for Multicultural Affairs, Senator the Hon. Zed Seselja. This was a momentous occasion for our profession, in that the role of the interpreter was recognised as fundamental to the administration of justice in this country. Since then, events have been held in each Branch promoting and explaining the implementation and working of the Standards. Each event has been attended in numbers not only by interpreters, but also by members of the legal profession and the judiciary. This is extremely encouraging: the support of the judiciary in not only drafting (under the aegis of the Judicial Council on Cultural Diversity) the National Standards, but promoting their implementation, is of particular importance. The document is now available on the Judicial Council on Cultural Diversity's website: <http://jccd.org.au/publications/> as well as on the AUSIT website.

### *2.2 InTouch magazine*

Earlier this year National Council decided to cease the hard-copy publication of *InTouch*. The decision was not an easy one; however, in the face of increasing costs for printing and distribution, as well as the move by other professional associations to fully online publications for their members, it could be considered inevitable. The National Council has asked the *InTouch* Editorial Committee, chaired by Melissa McMahon, to explore options for making the magazine compatible for portable devices. In this technological age, such a move is seen as essential to growth and promotion. We are also exploring the possibility of having one print issue a year for promotional purposes at PD events.

### *2.3 New Initiatives*

#### 2.3.1 Equity Scholarships

These scholarships, introduced this year, are to assist practitioners living outside of the major population centres to attend professional development workshops or courses to improve their skills and knowledge in their chosen language combination(s). In line with our theme for this year, priority was given to those applicants working in new and emerging languages. The winners are (with respective locations and languages in brackets): Shasma Sadik (WA – Kiswahili, Hindi, Gujarati and Urdu); Emanuele Diamanti (WA – Italian); Sophie Revington (NSW – Indonesian); Reem Abousamra (NSW – Arabic) and Majida Toma (NSW – Arabic, Assyrian and Chaldean).

#### 2.3.2 Constitutional Amendments

Following advice from our solicitors that certain clauses in the AUSIT Constitution could potentially have enabled the ATO to find that AUSIT would not fully qualify as a not-for-profit organisation, and would therefore be liable to tax (including back-taxes), two Special Resolutions to amend the problematic clauses were put to an 'out-of-session' vote by AUSIT members in May–June this year. These Special Resolutions were passed almost unanimously.

A notable aspect of this vote was that we trialled an electronic voting process, using software procured by our national administration office, PAMS, rather than postal votes as in the past. Not only did this vastly simplify the process of tallying and reporting the results, but also achieved a participation rate of over 40% of AUSIT's membership, a far higher proportion than is ever likely to be achieved at an Annual General Meeting. We are therefore presenting to this year's AGM a further constitutional amendment to make this sort of electronic voting a standard alternative to AGMs, and to allow votes on constitutional amendments to be presented at any time rather than waiting for each year's AGM.

### 3. AUSIT National Committees

#### 3.1 Professional Development Committee

Guan Zhen, our National PD Co-ordinator, has overseen a much improved and expanded PD calendar. The list of AUSIT-run PD courses and social events offered between September 2017 and September 2018 appears below.

During this time, AUSIT significantly reduced the number of social events in comparison to previous reporting years and increased the number of interpreting workshops from 14 to 24 nationally, particularly in the legal interpreting stream. In addition, AUSIT has been trialling live streaming workshops on a number of occasions, with a view to enhancing the accessibility for practitioners residing in regional and remote areas.

Webinars continue to provide a useful income stream, with a substantial number of post-event purchases. This aspect of our PD programme is also being expanded.

The AUSIT-run events were complemented by events organised by other organisations, such as ASLIA, universities and TAFE colleges.

#### PD events September 2017-September 2018

	SOCIAL	TRANSLATION	INTERPRETING	BOTH	TOTAL
QLD	0	1	9	7	17
NSW	2	4	6	2	14
SA/NT	4	1	3	3	11
VIC/TAS	8	1	2	4	15
WA	2	0	2	4	8
ACT	2	0	1	2	5
Webinar	0	1	1	3	5
<b>Total</b>	<b>18</b>	<b>8</b>	<b>24</b>	<b>25</b>	<b>75</b>

#### 3.2 Education Committee

The Education Committee, also chaired by Guan Zhen, continued to grow with more representatives from the educational institutions.

Last year, AUSIT successfully bid for the design and delivery of a one-day course on basic principles of chuchotage interpreting, funded by NAATI to offer to accredited practitioners needing it in order to transition to the new Certification system. The course was designed by Felicity Mueller, and this year has been delivered on numerous occasions across each State and Territory. The Education Committee will continue to expand its delivery of short introductory courses to fill the gaps in the field.

The committee has also provided feedback to external bodies, and organised the presentation of the Student Excellence Awards.

#### 3.3 Ethics and Professional Practice Committee

With numerous other priorities being worked on, the EPPC has not been activated this year, and its composition remains under review. One initiative that has been discussed with NAATI is for them to consult with AUSIT in relation to any ethical aspects of complaints against practitioners.

#### 3.4 Communications, Promotions and Public Relations Committee

The CPPRC, following the departure of Eirlys Chessa from National Council, requested that a paid Communications Officer be engaged to promote AUSIT into the future and develop a wide-ranging communications strategy. National Council agreed to this proposal, which will entail an honorarium

position. At the time of writing, interviews of highly qualified candidates were being conducted. I hope to be able to announce the successful candidate at the time of the AGM.

### *3.5 National Events and Awards Committee*

The NAEC, chaired by Rocco Loiacono, with the able assistance of Erika Gonzalez and Ludmila Berkis, worked to oversee the application process for the Excellence Awards. These will be awarded biennially (in alternation with the Paul Sinclair Award). The revised Excellence Award Categories (approved by National Council in 2017) are:

- Excellence in Interpreting
- Excellence in Literary Translation
- Excellence in Non-Literary Translation
- Outstanding Contribution to Translation & Interpreting
- Outstanding Contribution to Translation and/or Interpreting in Indigenous Languages or Languages of Limited Diffusion.

The NAEC received several very strong applications in almost each category. The winners of the Excellence Awards will be announced at the National Conference dinner, to be held at Flinders University on 16 November 2018.

### *3.6 Editorial Committee*

The Editorial Committee, chaired by Melissa McMahon, worked on the preparation of the *InTouch* magazine issues and, in particular, revising its format to an on-line platform, as described above.

## **4. Collaboration with other organisations**

### *4.1 NAATI*

AUSIT maintained close communications with NAATI throughout the year. In particular, AUSIT designed and delivered the one-day course on basic principles of chuchotage interpreting, funded by NAATI. Further, following discussions with Mr Mark Painting, CEO of NAATI, the NAATI website now contains a link to the AUSIT online practitioner directory. The following statement appears at the end of NAATI's list of practitioners:

*Additional practitioners may be found in the AUSIT directory at [www.ausit.org](http://www.ausit.org)*

AUSIT has also collaborated closely with NAATI in promoting the National Standards, as described in paragraph 2.1 above.

### *4.2 Other organisations*

AUSIT was consulted on a number of language services policies around the country. In particular, we have been requested to provide assistance in developing, or giving feedback on, the following:

a) *Mental Health Interpreting Guidelines for Interpreters*

Last year LanguageLoop, a Victorian Government Business Enterprise specialising in providing language services, commissioned researchers from Monash University to develop mental health guidelines for interpreters working in mental health settings. On 4 December 2017 the *Mental Health Interpreting Guidelines for Interpreters* were launched by the Victorian Minister for Multicultural Affairs Robin Scott and LanguageLoop CEO Elizabeth Compton at Eastern Health. Congratulations to Dr Jim Hlavac, Senior Lecturer in Translation and Interpreting Studies at Monash University, and his team of researchers, for all the work they have done in preparing these much needed guidelines. The guidelines are available on the AUSIT website, and also at: <http://www.languageloop.com.au/news/languageloop-launches-a-world-first-mental-health-study-with-monash-university>

b) *Competency Standards Framework for Culturally responsive clinical practice: Working with patients from migrant and refugee backgrounds*

The Framework was prepared by the Migrant and Refugee Women's Health Partnership with a view to establishing recommended and optimal cultural responsiveness competency standards for clinicians in health care settings. Feedback was sought from AUSIT members on all aspects of the Framework but particularly those that specifically relate to effective communication and working with interpreters. The Framework has now been finalised. I would particularly like to thank Gulnara Abbasova for all her work on the development of the Framework.

- c) We have also provided feedback to a number of other organisations regarding their interpreter policies, including Queensland Health and AMPARO Advocacy Inc, in particular with regard to access to the NDIS for CALD individuals.

AUSIT has continued to support all of Professionals Australia's (PA) campaigns, and recognises that these campaigns have seen gains made in pay and conditions for interpreters in Victoria and Queensland.

## **5. AUSIT membership**

### *5.1 Membership growth*

Over the last financial year AUSIT has achieved solid growth. To thank our members for their ongoing support, National Council decided, **for the third consecutive year, not** to increase the annual membership fee. This is despite an increase in services for members including professional development opportunities, local and national events, networking sessions, workshops, seminars and webinars.

Our membership numbers continued to grow steadily, with more members in all categories. In September 2015 our total membership was 621; in September 2018, our total membership was 956. This is a phenomenal increase: in three years our membership has increased by 54%, which is excellent news for our organisation, as it continues to grow and become stronger. To reward our members for our growth, the National Council has decided to: (1) reduce the fees for our Professional Development courses for members, and (2) as noted above, maintain our membership fees at the same rate for this financial year, rather than follow CPI increases, as had previously been our practice.

The State membership breakdown is as follows:

NSW: 316  
VIC/TAS: 306  
QLD: 150  
SA/NT: 65  
WA: 77  
ACT: 34  
Overseas: 8

### *5.2 Branches*

The branches have done an excellent job throughout the year, organising local PD events, networking and supporting each other and inviting and welcoming new members. See the Branch reports for all details.

## **6. Communication with the membership and the public**

### *6.1 Website*

The website continues to improve and grow. We have added and updated information and increased the list of resources for the benefit of members. Once the new Communications Officer is engaged, we propose to undertake a thorough review of the website to ensure it provides a very attractive and user-friendly portal for members and non-members alike. We are planning a major update for next year.

### *6.2 President's monthly e-flashes*

I have sent monthly e-flashes with comments, news, announcements and resources to keep the membership up to date.

### 6.3 eBulletin

We continued to host the eBulletin, although a minority of members contribute to it. The National Council is exploring updating this platform.

### 6.4 Facebook page

AUSIT continues to host a Facebook page that is used by some members. Once the new Communications Officer is engaged, a strategy will be developed to increase our social media presence.

## 7. Acknowledgements

I would like to thank, most sincerely, the members of the National Council for their commitment, dedication and support. I could not have asked for a more understanding, patient and generous group of people in my first year as National President. I also acknowledge the great work of the Branch Committees, who also work tirelessly to serve their community. A big thank you also goes to the chairs and members of the various national committees, who are making a difference in their respective areas. I acknowledge the valuable administrative support of PAMS and the executive office service provider, Daniel Muller. I would also like to thank, in a particular way, Hanna Löfgren, the National Council Administration Officer, for the efficient and professional way in which she has provided invaluable support to our National Secretary, Dave Deck, and myself, throughout the past 12 months. I also thank David Connor for moderating the Yahoo groups.

I hope I have lived up to your expectations and look forward to leading our organisation for what promises to be another exciting and productive year ahead.

Dr Rocco Loiacono

A handwritten signature in blue ink, appearing to read 'R. Loiacono', with a stylized flourish at the end.

National President

## Report by National Secretary – AGM November 2018

### 1. Membership issues

- Constitutionally, an important segment of the National Secretary's responsibilities relates to membership, and this has been a major focus during the past year: in particular, the systems enabling prospective members to apply online, and branch membership officers (MOs) to process those applications once they are submitted. Areas worth noting are as follows:
- **Webformz.** The Webformz platform was recommended for online membership applications because of its ability to plug directly into the iMIS database used by PAMS, our national administration office, and also because it enables the system to require payment of membership fees at the time the application is submitted, rather than after it is approved. The original request to the programmers was to also include an application processing module to be used by branch MOs, members of branch committees (to vote on approvals), and NS (to monitor the system for any problems). However, a number of problems have become apparent, and although parts of the system are now working acceptably, both of which will be retained) the system as a whole is much more limited than originally envisaged.
  - + Part of the problem was difficulty getting the programmer to understand some of what was required (for instance, that MOs do not approve applications on their own), despite extensive documentation being provided. This was partly addressed when PAMS engaged some different consultants with more extensive experience relevant to AUSIT's requirements.
  - + However, a more fundamental problem is that Webformz has turned out not to be a suitable platform for other parts of the desired system, such as voting by BC members. As a result, NS has had to work with branch MOs to devise alternative methods (such as creating spreadsheets) for these purposes.
  - + In addition, a major problem has been that applications referred to a branch MO are accessed only through that person's MyAUSIT profile. While this works reasonably well when that person is the one processing the applications, it means that other people (such as NS) are unable to view those applications in order to give advice or assistance to the MO, or to stand in for the MO during periods of unavailability.

However, parts of the system are now working quite acceptably (the online application form and the initial MO processing module) and will therefore be retained.

- **Streamlining the membership categories.** One aspect that has remained as much a problem in the new system as in the previous MAPS system is the requirement for applicants for Member or Candidate to input or upload quite extensive information (such as CVs and referees) to enable decisions on which category to allocate them to, based on whether they have sufficient T/I experience. Because many applicants submitted inadequate or vague information (or sometimes no information), MOs have often been obliged to spend inordinate amounts of time and effort chasing up applicants. (By comparison, applications for Student or Associate have been much more straightforward, because of the simpler criteria.)
- In addition to MOs' time and effort, these deficiencies, added to the technical difficulties stated above, have often meant extensive delays in finalising applications.
- There were also anomalies such as Members (sometimes with a number of years' membership) reverting to the Student category while undertaking further study, and thereby becoming ineligible (at least in a strict interpretation of the rules) to vote at AGMs or access professional insurance.
- Accordingly, in August National Council decided to streamline the membership categories, the major change being that the Candidate category was discontinued (and those in that category were automatically upgraded to the renamed Ordinary Member category); the other main change was to move Student members from the Associate level to the Member level.
- **Streamlining the processing criteria.** After a further review, National Council decided that the application form and the associated processing were too cumbersome, particularly for Ordinary Member (which is the largest category, especially since Candidate was discontinued). MOs will now only be required to confirm that applicants for this category have a NAATI credential and/or a formal T/I qualification before recommending approval. In due course the online application form will be simplified.
- **National Membership Officer.** With larger numbers of applicants, National Council believes that the burden of processing applications is unduly heavy for branch MOs who are in any case volunteers. National Council has therefore decided to create a paid part-time position of National Membership Officer to process all membership applications, including 'internal' applications for change of category. National Council also believes that having a single processing entity will

make it easier to achieve consistency of decision-making on membership applications. Action is under way at the time of this report to appoint a suitable person as NMO.

## 2. **Legal and taxation**

- As was briefly indicated in last year's annual reports, AUSIT received correspondence from the ATO that queried AUSIT's not-for-profit (NFP) status. National Council therefore sought legal advice from AUSIT's lawyers, the effect of which was that two clauses in the constitution were expressed in a way which did not comply with ATO guidelines.
- During the year, therefore, National Council presented members with two constitutional amendments which removed the risk of an ATO challenge. These were passed almost unanimously and were incorporated in the updated constitution.

## 3. **Constitutional votes (& similar)**

- It is worth mentioning that, in order to conduct a vote on these amendments out-of-session (without the expense and inconvenience of convening an Extraordinary General Meeting) National Council arranged with PAMS to procure software that enabled electronic voting with automatic tallying of results, in a way which prevents any double-voting or voting on behalf of another member, but enables members to receive their ballot-papers and submit their votes entirely online.
- Over 300 members participated in this vote, which at the time was well over 40% of the voting membership. This is much higher than is ever likely to be achieved by attendance at an AGM, and National Council has therefore presented members with further resolutions to amend the constitution in order to make electronic voting as 'normal' as voting at AGMs. National Council regards this as a more efficient method of ascertaining members' views, one that also gains more ongoing value from the software that was procured.

## 4. **Members' MyAUSIT profiles**

- After discussions with PAMS staff, the facilities enabling members to edit their MyAUSIT profiles – particularly the 'My Languages' tab – have been considerably simplified and made more user-friendly: in particular, functions that previously required members to ask PAMS staff to edit certain information have now been updated so that members can edit these functions themselves. Specifically, this means that members now no longer need PAMS's assistance to:
  - + input both old and new NAATI numbers;
  - + add, remove, or edit NAATI credentials (certification, accreditation, recognition); and
  - + select whether their 'public profile' information is publicly available or not.
- National Council is also exploring, with both PAMS and NAATI, the possibility that attendance information from PD event organisers can be automatically added to members' profiles, and then output as a consolidated list (in a format acceptable to NAATI) for submission when recertifying, rather than members needing to keep hard-copy or soft-copy certificates issued by event organisers.

## 5. **PD event listings on AUSIT website**

- PAMS advised that a facility is available to make the PD event listings on the website 'dynamic', that is, once an event is set up on their database it will automatically appear on the PD event listing, will display real-time information about places still available, will provide a direct registration button for each event, will close registrations automatically on the set closing date (or earlier once the event is full), and after an event has taken place will transfer it to a 'past events' listing so that website users can gain an overview of how active AUSIT has been.
- Breaking news: at National Council's request, PAMS implemented this facility, which is now operating on the website.



Dave Deck  
National Secretary

25 Oct 18





THE AUSTRALIAN INSTITUTE OF  
INTERPRETERS AND TRANSLATORS INC.

# Financial Report

## Year ended 30 Jun 18

Nicolas Cañadas-Luque – National Treasurer  
Annual General Meeting  
Adelaide, 17 Nov 18

# 2017–18 Financial Results

## 2017–18

- Total revenue:  
\$314,251 (+45.9%)
- Expenditure from  
ordinary activities:  
\$156,960 (+4.0%)

**\$157,291 surplus**  
**(+143.9%)**

## 2016–17

- Total revenue:  
\$215,350
- Expenditure from  
ordinary activities:  
\$150,862

**\$64,488 surplus**

# Main Revenue Categories

Category	2018	2017	% change
Membership	148,683	\$132,959	+11.8
Prof Devel't <i>(less expenses)</i>	\$90,623 <u>(72,688)</u>	\$97,136 <u>(61,619)</u>	- 6.7 +18.0
	\$17,935	\$35,517	-49.5
NAATI courses	\$53,000	—	—

- Proportions of revenue: membership 47.3%; PD (gross) 28.7%; NAATI 16.8%
- PD expenditure vs income: our objective is to maintain PD expenditure to 50% of income. This FY, PD expenses were 80% of income (50.6% if NAATI income is included).
- Reasons include: cutting PD rates for members; supporting events in small sub-branches (e.g. TAS)

# FIT2017 Congress

- As FIT2017 was in August, it formally fell within FY 17–18, so is being fully reported now
- Confirmed net surplus: \$114,824
- 30% of surplus went to FIT, 70% to AUSIT

## **Annual Report 2018– AUSIT ACT Branch**

### **Committee for 2017–2018**

Chair: Aurélie Sheehan

Secretary / Membership officer: Jennifer Plaistowe

Treasurer: Vicky Wong

Branch delegate: Tiantian (Issa) He

PD coordinator: Alison Muir

Other members: Mécia Freire (immediate past chair), Daniel Freire, Gabrielle Edmonds (new member) and Tina Lu (new member).

### **Committee elected at branch AGM, 15<sup>th</sup> Sep 18**

Chair: Aurélie Sheehan

Secretary / Membership officer: Jennifer Plaistowe

Treasurer: Vicky Wong

Branch delegate: Tiantian (Issa) He

PD coordinator: Alison Muir

Other members: Gabrielle Edmonds, Tina Lu, Zalei Chinzah (new member), Henry Chen (new member), and Mark Bassett (new member).

- Mécia and Daniel Freire departed from the committee, we thank them for their long term contribution to the ACT branch.

### **Branch Achievements in 2018**

The branch has been particularly active this year especially with the organisation and delivery of the National conference, which was a big achievement for a small committee of 9. This event has strengthened our organising team and given us the impetus to take on more and deliver more events to our local members. It has been a growing year.

### **Professional Development Activities**

- **30th Jun 2018:** Interpreting PD event (Vicarious Trauma) that took place at CIT Solutions presented by Judy Saba
- **15<sup>th</sup> Sept 2018:** NAATI certification and re-certification PD event presented by Robert Foote
- **7th Oct 2018:** Translation PD event - Children's literature presented by Stephanie Smee

### **Social Activities**

- **21st Apr 2018:** a successful networking event in Kingston (Muse Café) followed by the monthly committee meeting.
- An end of year networking event is in planning

### **Thanks**

I would like to thank all committee members for their commitment, time and hard work to make these events happen.

Aurélie Sheehan  
Branch Chair

## **Annual Report 2018 – AUSIT NSW Branch**

### **Committee for 2017–2018**

Chair: Nancy Carrasco

Secretary: Ju Young Kim

Treasurer: Shung Lai (Miriam) Chiu

Branch delegate: Keven Li

PD coordinator: Mustapha Taibi

Membership officers: Jason Heffernan, Hania Geras

Other members: Adrian Pedra, Diana Coelho, Farooque Khan, Jamie Mohamed, Ju Young Kim, **Keven Li**, Majida Toma, Raquel Martinez, **Claudia McQuillan**, **Bob Desiatnik**, Amy Wang, **Dipakkumar Bhatt**, Mustapha Taibi and **Jason Heffernan**.

- The members highlighted in red have stepped down from their role and the committee.

### **Committee elected at branch AGM, 25 August 2018**

Chair: Nancy Carrasco

Secretary: Shung Lai (Miriam) Chiu

Treasurer: Shung Lai (Miriam) Chiu

Branch delegate: Camille Lapierre

PD coordinator: Marcela Vanega

Membership officer: Hania Geras

Other members: Adrian Pedra, Diana Coelho, Farooque Khan, Jamie Mohamed, Ju Young Kim, Keven Li, Majida Toma, Amy Wang and Raquel Martinez.

### **Professional Development Activities**

Interpreter Ethics, Newcastle

Saturday 18 August 2018

Organized by Mustapha

Translation of Official Documents, Western Sydney University Bankstown

Saturday 7 July 2018

Organized by Mustapha

26 attendees

Conference Interpreting (2 days' workshop), Western Sydney University Bankstown

Saturday 30 June & Sunday 1 July 2018

Organized by Mustapha

30 attendees

### **Social Activities**

AUSIT NSW Christmas Party

December 2017

Organized by Marcela

15 attendees

Bankstown Hotel Cafe  
Sunday 20 May  
Organised by Majida Toma  
71 attendees

Merrylands Café  
Saturday 23 June  
Organised by Majida Toma  
51 attendees

Sunday 30 July  
Organised by Majida Toma

Nancy Carrasco  
Branch Chair

## **Annual Report 2018– AUSIT QLD Branch**

### **Committee for 2017–2018**

Chair: Rona Zhang

Secretary: Renata Oliveira

Treasurer: Roza Sarkamari

Branch delegate: Rona Zhang

PD coordinator: Leisa Maia

Membership officer: Sawsan Hamdani

Other members: Mariam Elliot, Heidi Tang, Guan Zhen, Haifa Elkadi, Giuseppe Brescia

- Giuseppe Brescia asked to be excused from his participation in early 2018 due to family commitments.

### **Committee elected at branch AGM, 25<sup>th</sup> August 18**

Chair: Sam Berner

Secretary: Renata Oliveira

Treasurer: Roza Sarkamari

Branch delegate: Rona Zhang

PD coordinator: Leisa Maia

Membership officer: Heidi Tang

Other members: Mariam Elliot, Anna Jenman, Guan Zhen, Margaret Wu, Dylan Hartmann, Haifa Elkadi

### **Professional Development Activities 2017–18**

- 24th February – Domestic and Family Violence Forum for Interpreters – Immigrant Women's Support Services (IWSS) and invited speakers
- 24th February – Induction Workshop for Translators – Elisabeth Kissel and Renata Oliveira Munro
- 24<sup>th</sup> March – Induction Workshop for Interpreters – Rona Zhang
- 6<sup>th</sup> April – Mental Health Workshop for Interpreters – PA Hospital staff
- 26th May – Working with Interpreters in Legal Settings – Patricia Avila/Rona Zhang and invited speakers (magistrates, police, court registrars, and solicitors)
- 2nd June – Working As An Interpreter In Australian Courts & Tribunals (Part 1) – Patricia Avila
- 6<sup>th</sup> June – Working As An Interpreter In Australian Courts & Tribunals (Part 2) – Patricia Avila
- 14<sup>th</sup> July – Raising Bilingual Children and the Path to Translation – Lilian Flueri
- 28<sup>th</sup> July – Social Media and the Freelancer – Friend or Foe or Both – Sam Berner
- 4<sup>th</sup> August – Technical Translation – industry trends – Rueudiger Landmann
- 10<sup>th</sup> August – UQ T&I Forum – Leisa Maia
- 22<sup>nd</sup> August – Interpreting and Working Effectively with Speech Pathologists – Guan Zhen
- 25<sup>th</sup> August – Speaking Like a Native – Rona Zhang and Dylan Hartmann
- 25<sup>th</sup> August – Translation Ethics in the Age of Intelligent Machines – Sam Berner
- 27<sup>th</sup> October – Translation Theory and Practice – Pilar Caceres



## **Social Activities**

- 20<sup>th</sup> January – Welcome Drinks
- 12<sup>th</sup> August – AUSIT Stall at Toowoomba Languages Festival
- 30<sup>th</sup> August – Translators' Day Picnic in the Park

## **Thanks**

- QLD Branch Chair would like to thank the whole team for working very hard towards the success of AUSIT in Queensland. Some of the team members have jumped into the deep end in the very first year of being on the committee. Special thanks are due to:
  - + Sawsan Hamdani for dealing with the very difficult new membership setup,
  - + Leisa Maia for putting amazing effort into organising the PD (with Guan's assistance),
  - + Roza Sarkamari for employing her accounting skills to ensure we were in the red all the year,
  - + Renata Oliveira for her hard work in documenting all our work,
  - + and last but not least Rona Zhang for adding organisational order into our work and stepping in as the Chair and delegate.

Heidi Tang came in as an observer and ended up working as hard as every other team member. Needless to say, the engagement and commitment of every member on the team was above par. Big thank you, Team QLD, for another amazing year.

Sam Berner  
Branch Chair

## **Annual Report 2018 – AUSIT SA/NT Branch**

### **Committee for 2017–2018**

Chair:	Joe van Dalen
Secretary:	Sarah Lee
Treasurer:	Shahin Entesari
Branch delegate:	Ludmila Berkis
PD coordinator:	Marina Morgan
Membership officer:	Isobel Grave
Chair, NT Sub-branch:	David Moore
Other members:	Deborah Kalei, Haleh Khazrai, Tets Kimura, Thomas Kruckemeyer, Alicia Rex, Dalin Song

- Dalin Song left the branch committee during the year.

### **Committee elected at branch AGM, 08 Sep 18**

Chair:	Joe van Dalen
Secretary:	Ludmila Berkis
Treasurer:	Shahin Entesari
Branch delegate:	Zsuzsanna Jover
PD coordinator:	Marina Morgan
Membership officer:	Isobel Grave
Chair, NT Sub-branch:	David Moore
Other members:	Deborah Kalei, Haleh Khazrai, Tets Kimura, Thomas Kruckemeyer, Gabriela Kuzio, Alicia Rex

### **Professional Development Activities**

- Sep 17: branch AGM – guest speaker A/Prof Angela Scarino, Chairperson of the Multicultural Education and Languages Committee
- Nov 17: 'Making freelancing more effective and profitable' – presented by Jonathan Beagley, chair of the VIC/TAS branch committee
- Mar 18: 'The challenges of legal interpreting' – guest speakers Chief Justice Chris Korakis (National Court) and Kate Muslera (Legal Services)
- Apr 18: 'Note-taking for interpreters' – presented by Felicity Mueller from the NSW branch

### **Social Activities**

- Over the past twelve months we have had our coffee / networking sessions, some held at Ballaboosta in Halifax Street, with the latest at Kappys in Commercial Road, off Gouger Street. The latter venue seems to suit our purpose for the moment. Finding a suitable venue is a constant challenge.
- While we have a constant attendance of seven or eight people, our best attended session of about 20 people was in August when we discussed the NAATI Catalogue, sorting out the points required for re-certification.

### **NT Sub-branch**

- The NT sub-branch members meet informally to discuss issues and to support each other.

- The largest demand in NT is in Aboriginal languages, but the only tertiary institution, the Batchelor Institute, closed its doors over two years ago and training became unavailable. The need for interpreters, however, is as acute as ever.
- David Moore, the NT sub-branch chair, has taken on this challenge by starting and designing a course that trains students to interpret and translate at high school level.
- At the Alice Springs Language Centre they continue to develop the Cert II and Cert III in Applied Language courses for Aboriginal languages which offer training towards careers in the language industry. There are now students enrolled in this course in Years 9–12, and discussions are being held with other schools about implementing this program.

### **Thanks**

- Firstly, thanks to Isobel Grave for her continued efforts as the membership officer during the year. She has been most conscientious and somewhat frustrated by the processes required.
- A sincere thank you also to every committee member for their time and effort and making all our events possible, and especially for devoting extra time in the planning and organising of our National Conference in November.
- In conclusion, we would like to thank TAFE SA for kindly allowing us the free use of the lecture theatres for our workshops and AGM.

Joe van Dalen  
Branch Chair

## **Annual Report 2018 – AUSIT VIC/TAS Branch**

### **Committee for 2017–2018**

Chair, branch delegate:	Jonathan Beagley
Secretary:	Jean Deklerk
Treasurer:	Nadesan Sundaresan
PD coordinator:	Despina Amanatidou
Membership officers:	Véronique Bergeron, Bing Lee Teh
Other members:	Simone Aliano, Dave Deck, Biyi Fang, Serena Ho, Elline Khoo, Ranja Zayed

### **Committee elected at branch AGM, dd Mmm 18**

Chair:	Jonathan Beagley
Secretary:	Jean Deklerk
Treasurer:	Elline Khoo
Branch delegate:	Bing Lee Teh
PD coordinator:	Despina Amanatidou
Membership officer:	Véronique Bergeron
Chair, TAS Sub-branch:	Chia-Wei (Phoenix) Chang
Other members:	Dave Deck, Biyi Fang, Imad Hirmiz, Serena Ho, Fatih Karakas, Nadesan Sundaresan, Ranja Zayed

### **Professional Development Activities**

- 11 Jul 17: Familiarisation with 2 medical specialisations (second of the series after one in 2016) – Dr John Manolopoulos (ophthalmologist) and Dr Simon Ellul (ENT surgeon) – 57 participants onsite at VicDeaf, 57 remote by live-stream through Auslan Connections
- 16 Sep 17: branch AGM – guest speaker Dr Jason Schreiber, ‘Describing injuries in physical assault & family violence matters’ at John Pierce Centre Prahran – 60 present
- 4 & 17 Mar, 7 Apr 18: AUSIT Induction Course, at RMIT – modules 1 & 3 presented by Jonathan Beagley, module 2 by Dave Deck – about 12 at each session
- 7 May 18: Meaning-based translating and interpreting (webinar) – Dave Deck – 146 online participants
- 26 Jun 18: Familiarisation with 2 medical specialisations (third of the series) – Dr David Szmulewicz (neuro-otologist) and Ms Elizabeth Wooldridge (speech pathologist) – 40 onsite participants at VicDeaf, 93 remote by live-stream through Auslan Connections

### **Social Activities**

- Dec 17: end-of-year lunch at European Beer Café – 35 present
- Mar & May 18: after-work get-togethers at Beer Deluxe, Federation Square – about 12 present each time

### **Tasmania sub-branch**

- National Council encouraged the (re-)formation of a sub-branch committee in Tasmania in 2017, and a meeting was held in September at which a number of people indicated an interest in helping.
- AUSIT’s presence in Tasmania was also assisted by PD events presented by AUSIT members from other states who were present in Hobart to interpret at conferences.
- However, because of the movement of key members, the sub-branch committee has not been able to be very active. There are plans to further encourage members in Tasmania by including the sub-branch chair (remotely) in BC meetings.

## **Thanks**

- Despina Amanatidou has done an incredible job organising our PD events this year and making sure they all run as smoothly as possible.
- Véronique Bergeron has also been particularly helpful in getting through our membership applications despite problems with getting the new system up and running.

Jonathan Beagley  
Branch Chair

## **Annual Report 2018 – AUSIT WA Branch**

### **Committee for 2017–2018**

Chair:	Ella Davies
Secretary:	Sally Wals
Treasurer:	Catherine Pfammatter
Branch delegate:	Yutaka Kawasaki
PD coordinator:	Catherine Pfammatter
Membership officer:	Michèle Dreyfus
Other members:	Rocco Loiacono; Annamaria Arnall; Natasha Brown; Vida Jafari Ark; Cheng Gu (Alfred)

- Ella Davies stepped down as the branch chair after many years of tireless service at the helm. Catherine Pfammatter, our former Treasurer and PD coordinator, stepped up to fill in the role.

### **Committee elected at branch AGM, 8 September 18**

Chair:	Catherine Pfammatter
Secretary:	Elisa Michelini
Treasurer:	Sally Wals
Branch delegate:	Yutaka Kawasaki
PD coordinator:	Sally Wals
Membership officer:	Michèle Dreyfus
Other members:	Rocco Loiacono; Ella Davies; Annamaria Arnall; Natasha Brown; Vida Jafari Ark; Cheng Gu (Alfred)

### **Professional Development Activities**

- 02 Feb 18 - Reviewing the Code of Ethics. Presenter: Bing Lee Teh
- 20 Apr 18 – Professional Logbooks in Action. Presenters: Bing Lee Teh & Catherine N. Pfammatter
- 17 May 18 – National Standards for Working in Courts w/ Chief Justice Wayne Martin, Dr Rocco Loiacono and Ella Davies
- 04 Aug 18 – Interpreter Training on Mental Health w/OMI and Lifeline. Presenter: Ella Davies
- 18 & 25 Aug 18 – Induction to the T&I Profession. Presenters: Catherine N. Pfammatter & Ella Davies
- 20 Oct 18 – Cybersafety workshop for translators. Presenter: Steve Schupp, Asterisk Online Security

### **Social Activities**

- 02 Dec 17 – End of Year Gathering for networking over drinks and finger food
- 24 Mar 18 – Easter, 'Chocolate in any Language' networking cafe meet-up
- 08 Sep 18 – Branch AGM w/guest speaker & light lunch
- 27 Oct 18 – Young Translator of the Year Presentation ceremony
- 14 Dec 18 – End of Year Dinner

**Thanks**

- The WA branch committee would like to express our heartfelt thanks to Ella for her excellent contribution, and we are glad that she will be continuing on as a member of the committee.
- We are grateful for the tireless efforts of all our long-term committee members and are delighted to welcome several new faces to positions and the general committee.

Catherine Nicholson Pfammatter

Branch Chair

**AUSTRALIAN INSTITUTE OF INTERPRETERS AND  
TRANSLATORS INCORPORATED**

**ABN 64 855 620 166**

**FINANCIAL REPORT**  
FOR THE YEAR ENDED 30 JUNE 2018



**AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS  
INCORPORATED**

**ABN 64 855 620 166**

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**AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INCORPORATED**

ABN 64 855 620 166

**COUNCIL'S REPORT**

Your council members submit herewith the financial report of the Australian Institute of Interpreters and Translators Incorporated for the financial year ended 30 June 2018.

**Council Members**

The names of the council members in office at any time during, or since the end of, the year are:

Rocco Loiacono  
Silvia Martinez  
Nicolas Canadas-Luque  
Ludmila Berkis  
Jonathan Beagley  
Erika Gonzalez  
Rona Yayun Zhang  
Sandra Hale

Annamaria Arnall  
Yutaka Kawasaki  
Xiaoxing Wang  
David Deck  
Eirlys Chessa  
Keven Li  
Tiatian He

**Principal Activities**

The principal activities of the association during the financial year were:

Representing the interests of member interpreters and translators.

**Significant Changes**


No significant change in the nature of these activities occurred during the financial year.

**Operating Result**

The surplus (deficit) after providing for income tax amounted to \$ 157,291 – 2017 surplus \$64,488.

Signed in accordance with a resolution of the members of the council.

President

  
\_\_\_\_\_  
Rocco Loiacono

Treasurer

  
\_\_\_\_\_  
Nicolas Canadas-Luque

5 October 2018

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**AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INCORPORATED**  
**ABN 64 855 620 166**

**INCOME STATEMENT**  
**FOR THE YEAR ENDED 30 JUNE 2018**

	NOTE	2018	2017
		\$	\$
<b><u>REVENUE FROM ORDINARY ACTIVITIES</u></b>			
<b>Operating activities</b>			
Subscriptions from members		148,683	132,959
Advertising, online services and royalties		13	-
Insurance Commission		2,265	420
NATTI Income		53,000	-
Sundry income including donations		6,675	32,865
		210,636	166,244
<b>Project income</b>			
Professional development income		81,155	97,136
<i>Less expenses</i>		(63,627)	(61,619)
National Conference and AGM		9,468	-
<i>Less expenses</i>		(9,061)	-
F.I.T. 2017 congress		506,192	-
<i>Less expenses</i>		(425,815)	-
Sponsorship		1,255	9,084
<i>Less expenses</i>		-	-
<b>Gross profit from projects</b>		99,567	44,601
<b>Non-operating activities</b>			
Interest received		4,048	4,505
<b>TOTAL REVENUE FROM ORDINARY ACTIVITIES</b>		314,251	215,350
<b><u>EXPENDITURE FROM ORDINARY ACTIVITIES</u></b>			
Advertising & promotion		342	1,715
Association management fees		53,977	50,741
Auditors' remuneration		3,500	3,350
Bank charges		156	662
Board expenses		5,335	6,502
E-information support		2,203	2,203
General expenses		646	1,466
Marketing expenses		3,336	3,629
Merchant fees		2,692	2,304
Insurance		1,692	1,519
Internet and website costs including amortisation		9,492	1,701
Legal fees		10,150	-
NAATI expenses		-	1,000
Newsletters & magazines		20,558	16,440
Postage		786	3,387
Printing & stationery		139	1,234
Subscriptions & affiliation fees		2,737	6,964
Telephone		2,877	4,228
Wages and superannuation		-	-
Executive Officer Services		36,342	41,817
<b>TOTAL EXPENDITURE FROM ORDINARY ACTIVITIES</b>		156,960	150,862
<b>SURPLUS (DEFICIT) FOR THE YEAR</b>		157,291	64,488

The accompanying notes form part of these accounts and are to be read in conjunction therewith.

AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INCORPORATED

ABN 64 855 620 166

**BALANCE SHEET  
AS AT 30 JUNE 2018**

<u>CURRENT ASSETS</u>	NOTE	2018	2017
		\$	\$
Cash and Cash Equivalents	3	499,736	545,459
Receivables	4	3,690	70
Other assets	5	13,428	161,071
<b>TOTAL CURRENT ASSETS</b>		<b>516,854</b>	<b>706,600</b>
 <u>NON-CURRENT ASSETS</u>			
Web Site Development		30,795	30,795
Less Accumulated Depreciation		(30,795)	(30,795)
<b>TOTAL NON-CURRENT ASSETS</b>		<b>-</b>	<b>-</b>
 <b>TOTAL ASSETS</b>		<b>516,854</b>	<b>706,600</b>
 <u>CURRENT LIABILITIES</u>			
Trade and other payables	6	16,888	77,573
Other	7	75,762	362,114
<b>TOTAL CURRENT LIABILITIES</b>		<b>92,650</b>	<b>439,687</b>
 <b>TOTAL LIABILITIES</b>		<b>92,650</b>	<b>439,687</b>
 <b>NET ASSETS</b>		<b>424,204</b>	<b>266,913</b>
 <u>EQUITY</u>			
Retained Earnings		424,204	266,913
<b>TOTAL EQUITY</b>		<b>424,204</b>	<b>266,913</b>

The accompanying notes form part of these accounts and are to be read in conjunction therewith.

## AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INCORPORATED

ABN 64 855 620 166

STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 30 JUNE 2018

	Retained Earnings	NAATI Reserve	Total
	\$		\$
Balance at 30 June 2016	202,425	-	202,425
Surplus (Deficit) for the year	64,488	-	64,488
	-	-	-
Balance at 30 June 2017	266,913	-	266,913
Surplus (Deficit) for the year	157,291	-	157,291
	-	-	-
Balance at 30 June 2018	424,204	-	424,204

The accompanying notes form part of these accounts and are to be read in conjunction therewith.

**AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INCORPORATED**

ABN 64 855 620 166

**NOTES TO AND FORMING PART OF THE ACCOUNTS  
FOR THE YEAR ENDED 30 JUNE 2018**

**NOTE 1 – SIGNIFICANT ACCOUNTING METHODS**

The financial report is a special purpose financial report that has been prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act 1991.

The Association is a non-profit organisation and received the major part of its income from subscriptions and member events and conferences.

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

**Basis of Preparation**

*Reporting Basis and Conventions*

The financial report has been prepared on an accruals basis and is based on historic costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

**Accounting Policies**

a) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within short-term borrowings in current liabilities on the balance sheet.

b) Revenue

Revenue from membership subscriptions is recognised in the period to which it relates. Grant revenue is recognised in the income statement when it is controlled. When there are conditions attached to grant revenue relating to the use of these grants for specific purposes it is recognised in the balance sheet as a liability until such conditions are met or services provided. All revenue is stated net of the amounts of goods and services tax (GST).

ii) Critical Accounting Estimates and Judgments

There were no critical accounting estimates and judgments in respect of the amounts in this Report.

ii) Financial Instruments

*Recognition and Initial Measurement*

Financial instruments, incorporating financial assets and financial liabilities, are recognised when the entity becomes a party to the contractual provisions of the instrument. The entity does not have complex financial instruments. The financial instruments on the entity's balance sheet are all non-derivative in nature, namely cash and cash equivalents, receivables and payables.

Financial instruments are classified and measured as set out below.

*Derecognition*

Financial assets are derecognised where the contractual rights to receipt or cash flows expires or the asset is transferred to another party whereby the entity no longer has any significant continuing involvement in the risks and benefits associated with the asset. Financial liabilities are derecognised where the related obligations are either discharged, cancelled or expire.

*Classification and Subsequent Measurement*

(ii) Receivables

Receivables are non-derivative financial assets that have fixed maturities and fixed determinable payments, and it is the entity's intention to hold these investments to maturity.

(ii) Financial Liabilities

Non-derivative financial liabilities are measured at cost.

NOTES TO AND FORMING PART OF THE ACCOUNTS  
FOR THE YEAR ENDED 30 JUNE 2018

	2018	2017
	\$	\$
<b>NOTE 2 – PROFIT (LOSS)</b>		
Expenses:		
Remuneration of Auditor – AUSIT accounts audit	3,500	3,350
- FIT Congress audit	2,750	-
<b>NOTE 3 – CASH AND CASH EQUIVALENTS</b>		
Cash at Bank	494,958	544,742
Cash in Transit	4,778	717
	<u>499,736</u>	<u>545,459</u>
<b>NOTE 4– TRADE AND OTHER RECEIVABLES</b>		
<b>CURRENT</b>		
Trade Debtors	3,690	70
Other Debtors	-	-
	<u>3,690</u>	<u>70</u>
<b>NOTE 5 – OTHER CURRENT ASSETS</b>		
Prepayments	13,428	161,071
	<u>13,428</u>	<u>161,071</u>
<b>NOTE 6 – TRADE AND OTHER PAYABLES</b>		
<b>CURRENT</b>		
Trade Creditors and Accrued Expenses	9,683	73,833
Good and services tax	7,205	3,740
	<u>16,888</u>	<u>77,573</u>
<b>NOTE 7 – OTHER LIABILITIES</b>		
<b>CURRENT</b>		
Unearned income – Prepaid member subscriptions	69,088	73,765
Unearned income – prepaid FIT Income	-	288,349
Unearned Income – Professional development events	3,224	-
Unearned Income – Conference registrations	3,200	-
Unearned Income – income in advance	250	-
	<u>75,762</u>	<u>362,114</u>

**AUSTRALIAN INSTITUTE OF INTERPRETERS AND TRANSLATORS INCORPORATED**

ABN 64 855 620 166

**STATEMENT BY MEMBERS OF THE COUNCIL**

The Council has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1. to the financial statements

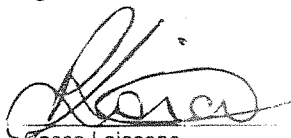
In accordance with a resolution of the council, the members of the council declare that the financial report as set out on pages 3 to 8,

1. Presents a true and fair view of the financial position of the Australian Institute of Interpreters and Translators Incorporated as at 30 June 2018 and its performance for the year ended on that date in accordance with the accounting policies described in Note 1 to the financial statements and the requirements of the Associations Incorporation Act 1991, and

2. At the date of this statement there are reasonable grounds to believe that the Australian Institute of Interpreters and Translators Incorporated will be able to pay its debts as and when they fall due.

This statement is signed for and on behalf of the Council by:

President

  
\_\_\_\_\_  
Rocco Loiacono

Treasurer

  
\_\_\_\_\_  
Nicolas Canadas-Luque

Dated: 5 October 2018



**INDEPENDENT AUDITOR'S REPORT  
TO THE MEMBERS OF  
THE AUSTRALIAN INSTITUTE OF  
INTERPRETERS AND TRANSLATORS INCORPORATED**

ABN 64 855 620 166

**Report on the audit of the financial report**

**Opinion**

I have audited the attached financial report, being a special purpose financial report of the Australian Institute of Interpreters and Translators Incorporated for the financial year ended on 30 June 2018, as set out on pages 3 to 9.

In my opinion, the financial report of the Australian Institute of Interpreters and Translators Incorporated presents fairly, in all material respects the financial position of the Australian Institute of Interpreters and Translators Incorporated as of 30 June 2018 and its financial performance for the year then ended in accordance with the accounting policies described in Note 1. to the financial statements and the requirements of the Associations Incorporation Act 1991.

**Basis for Opinion**

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's responsibilities for the Audit of the Financial Report section in my report. I am independent of the company in accordance with the auditor independence requirements of the Corporations Act 2001 and the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

**Emphasis of Matter - Basis of Accounting**

I draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist Australian Institute of Interpreters and Translators Incorporated meet the requirements of the Associations Incorporation Act 1991. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

**The Responsibility of the Council for the Financial Report**

The council are responsible for the preparation and fair presentation of the financial report in accordance with the financial reporting requirements of the Associations Incorporation Act 1991 and for such internal control as the council determine is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the committee is responsible for assessing the association's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the committee either intends to liquidate the association or to cease operations, or has no realistic alternative but to do so.

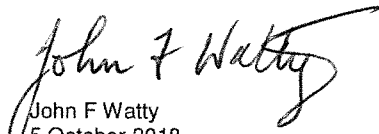
**Auditor's Responsibilities for the Audit of the Financial Report**

My objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional skepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the council.
- Conclude on the appropriateness of the council's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the association's ability to continue as a going concern. If I conclude that a material uncertainty exists I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However future events or conditions may cause the association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the council regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.



John F Watty  
5 October 2018

ProAcct Advisors & Accountants Pty Ltd  
255 Whitehorse Road  
Balwyn Vic 3103