



ABN 31 320 723 660
Secretariat, PO 208, WYNNUM QLD 4178

NOTICE OF ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN THAT THE ANNUAL GENERAL MEETING
OF THE ASSOCIATION OF QUEENSLAND NURSING & MIDWIFERY LEADERS INC.
WILL BE HELD

ON THURSDAY 3 NOVEMBER 2022

PLAZA ROOMS P9 – P11, PLAZA LEVEL

BRISBANE CONVENTION & EXHIBITION CENTRE

MERIVALE ST & GLENELG STREET, SOUTH BRISBANE QLD 4101

COMMENCING AT 4.55pm (AEST)

BUSINESS

- 1. OPENING OF MEETING**
- 2. APOLOGIES**
- 3. PROXIES**
- 4. NOTICE OF MEETING**
- 5. CONFIRMATION OF MINUTES OF PREVIOUS AGM**
- 6. REPORT OF THE PRESIDENT:** To receive and adopt the report of the President for the 12 months to 30 June 2022.
- 7. FINANCE:** To receive and consider the reports of the Auditors, the statement of financial performance, statement of financial position and cash flow statement for the year ended 30 June 2022.
- 8. APPOINTMENT OF AUDITOR** for financial year 2022 / 2023.
- 9. APPOINTMENT OF COMMITTEE**
- 10. OTHER BUSINESS**

To transact any other business that may be legally brought forward in accordance with the Rules of Association.

- 11. CLOSE**

BY ORDER OF THE AQNML EXECUTIVE COMMITTEE

AQNML Secretariat

PO Box 208, WYNNUM, QLD 4178

Date: 6 October 2022



ABN 31 320 723 660

Secretariat, PO Box 208, WYNNUM QLD 4178

ON THURSDAY 3 NOVEMBER 2022
PLAZA ROOMS P9 – P11, PLAZA LEVEL
BRISBANE CONVENTION & EXHIBITION CENTRE
MERIVALE ST & GLENELG STREET, SOUTH BRISBANE QLD 4101
COMMENCING AT 4.55pm (AEST)

PROXY FORM

PLEASE PRINT DETAILS TO ENSURE THAT YOUR PROXY CAN BE VALIDATED

I, (full name)

of (address)

Being a financial member of the above Association, do hereby APPOINT

..... or failing him/her

being a member of that incorporated Association, AS MY PROXY to vote for me on my behalf at the Annual General Meeting of the Association of Queensland Nursing & Midwifery Leaders Inc to be held on 3 NOVEMBER 2022 and at any postponement or adjournment of that meeting.

NOTES

- (a) All financial members of the Association are entitled to attend. All Financial Full Members are entitled to vote at the meeting. Any member unable to attend the meeting shall be entitled to appoint a Proxy to attend and vote on his/her behalf. Such Proxy must be a financial member of the Association of Queensland Nursing & Midwifery Leaders Inc.
(b) All Proxy Forms and Voting Papers must be received by the Secretariat no later than start of the meeting in person or returned to AQNML Secretariat via email info@aqnml.org.au or post - AQNML Inc, PO Box 208, Wynnum Q 4178 on later than one week prior to the Annual General Meeting.

Member's Signature

Date

Privacy Act 1988 – Collection Notice
Association of Queensland Nursing & Midwifery Leaders Inc is committed to protecting the privacy and security of personal information collected about you. The primary purpose of collecting the personal information you supply as a result of your proxy form, is to process your proxy vote. This information will not be disclosed to a third party.



ASSOCIATION OF QUEENSLAND NURSING AND MIDWIFERY LEADERS INC.
ABN 31 320 723 660
Minutes of Annual General Meeting
held on 8 December 2021
Virtual Meeting

DRAFT (to be confirmed at AGM 2022)

Minute taker for this meeting: Martin Bishop, AQNML Secretariat

1. Opening

Meeting opened by President, Melinda Daniels at 4.02pm as the necessary quorum was present.

Melinda Daniels, Debbie Woods, Lisa Milne, Ben Lawrence, Billy Allen, Margaret Cahill, Ann-Louise Adams, Pauline Maude, Jenny Goodwin, Kate Field, Joy Jung, Nicola Young, Joy Jung, Graham Wilkinson

2. Apologies

Alanna Geary, Catherine Marron, Jomon Matthew, Ruth Maccaffery, Lyn Radel

3. Proxies

Nil

4. Notice of Meeting

The President, Melinda Daniels advised that the Notice of Meeting could be read out or this notice, which had been directed to all members of the Association, may be taken as read. Melinda read the report.

Moved: Billy Allen **Seconded:** Lisa Milne **Carried.**

5. Minutes of Previous Annual General Meeting

Motion: That the minutes of the 2020 Annual General Meeting of Members of the ASSOCIATION OF QUEENSLAND NURSING AND MIDWIFERY LEADERS held on the 11 November 2020 *and certified as a correct record of proceedings be taken as read and hereby confirmed.*

Moved: Billy Allen **Seconded:** Ben Lawrence **Carried.**

6. **President's Report**

President Melinda Daniels tabled the following Report.

It is my privilege to present the President's Report of the Association of Queensland Nursing & Midwifery Leaders (AQNML) for 2021. This is my first President's report and what a bumpy year it has been.

We had an impressive Conference planned for this year and we were very excited at the planned program, high quality presenters and the opportunity to meet again face to face to catch up, network and celebrate our Association's belated 70th Anniversary from 2020 that we had missed out on due our Virtual Conference last year. Unfortunately, as the weeks in the lead up to our event drew closer, a combination of potential Covid restrictions, increased positive Covid cases within the state and our professions' workforce shortages on the frontline resulted in us making the difficult decision to postpone. While this was very disappointing for us all, it was the correct decision at the time given the challenges we have all faced this year in the ever-changing state of this Covid-19 pandemic.

At this point I would like to thank the members of the Executive Committee for their assistance, work and support over the past year. They are: Vice President Andrea O'Shea (resigned mid-term) / Debbie Woods (Acting Vice President), Secretary / Treasurer Lisa Milne and Committee Members – Michele Burge (resigned mid-term), Karyn Ehren (resigned mid-term), Benjamin Lawrence, Ann-Louise Adams, Pauline Maude, Tracey Pattie, Billy Allen and Margaret Cahill (casual committee member). Due some personal changes we lost Andrea, Karyn and Michele mid-term, however I would like to thank Debbie for stepping into the Vice President role and Margaret for answering our call out for a casual committee member. The professional wisdom within this group and positive attitudes despite the challenging term is to be commended.

The fact that we were unable to host our Conference for a second consecutive year also raised and escalated some heartfelt and arduous discussion within the committee regarding the future of AQNML, both from a financial and membership survival perspective. During this time, I reached out to some past Presidents for advice, wisdom, support and direction and I thank them for their input and time. What is AQNML without a Conference? What do we offer our members? Can we survive? AQNML is a not-for-profit, volunteer led organisation with a long, strong, and proud history. It began as the smaller Directors of Nursing Association (DONA) and has evolved over 71 years to become the more broadly inclusive Association it is today for Nursing and Midwifery Leaders at every level to meet, connect and share the challenges of our work areas and positions and all that encompasses. Here, we also celebrate the joy of our professions and nurture our future. And, because of this, that was enough motivation for our Committee to plough on. How we deliver this to our members will be the focus for our incoming 2022 Committee.....how exciting is that!

The financial position of the Association is detailed in the Auditor's Report and Annual Financial Statement and within the Treasurer's Report. The Treasurer's Report will also look at membership numbers in more detail, however these are the figures as at end 2020/2021 financial year as at 30 June 2021.

Membership:	Full Members	Associate Members
End of 2020/21 Financial Year	140	14

As you can see our membership are down, however given our inability to host a face-to-face conference for two years, this not surprising but definitely recoverable. Members are encouraged to seek out any Member of the Executive Committee and discuss any ideas they have for extension of member benefits and progress of the Association; it is your Association and as such your participation is actively sought and highly valued.

AQNML continues to have a seat at the table of the Queensland Clinical Senate (QCS). The Queensland Clinical Senate represents clinicians and consumers from across the health system and provides strategic advice and leadership on system-wide issues affecting the quality, affordability and efficient delivery of patient care within Queensland. Nicola Young remains as our representative at the Senate, many thanks Nicola.

As I know, you are all well aware 2021 has been a volatile year in our workplaces from both a clinical and administrative perspective. The world with Covid-19 resulted in so many new challenges and expectations like we have never seen before: such as the number of positive cases. Visitor restrictions, exemptions, masks, PPE and supply shortages, stock piling, reduced services, increased services, vaccination clinics, staff vaccination mandates, leave restrictions, workforce shortages and the list goes on. We are all tired and to be honest, over-whelmed at times, however in the true grit and spirit of our professions, we joined our colleagues at the forefront, and we led. Predications are we'll need to dig deep and draw on this again in the coming months more than ever and I have every confidence we can do it knowing that the shared purpose of all we do is to serve in optimising the care and safety of our patients, their families and members of our communities. In true AQNML style, we show our #Courageunderfire2021 and stand strong together, supporting one another.

It has been a true honour to serve as the AQNML President for this year. To outgoing Committee members Tracey Pattie, Debbie Woods and Lisa Milne (Secretary/Treasurer), who served their 2-year term, along with the other outgoing Committee members that stepped down mid- term, I thank you for your support, leadership, and time in administering the Committee, especially this past year when there have been even greater demands on people's time and greater pressures on us to continue to lead in such an extraordinary year. With this in mind, we as the committee have reviewed the Model Rules and proposed a change to reduce the core number of Executive Committee Members to alleviate some pressure in regard to commitment and quorum but still be active in achieving our goals.

In closing, I extend my deepest gratitude both personally and also on behalf of the Executive Committee and our membership to our Secretariat, Cre8it Events, Martin, Kate and their Staff. Martin and Kate do so much more than provide professional secretariat services to the Association, they are constant source of ideas, support and inspiration. I have indicated before and will do so again, without their support we would not be able to achieve as much as we do, many thanks to you both and to your staff.

Thank you,
Melinda Daniels
AQNML President
November, 25 2021
(Original Signed)

Motion: That the President's Annual Report for the year ended 30 June 2021 as tabled be received and noted.

Moved: Melinda Daniels

Seconded: Graham Wilkinson

Carried.

Graham Wilkinson response to the Presidents Report.

For what it's worth I don't think that AQNML has gone through such a turbulent time and so that report captured a lot of it but there was a lot more and particularly as the president you've had an extremely tough gig I can't think of a tougher gig. Anyone can lead under good times; this has been a really tough time for everyone, and I think the report captured that. So, we are still here and that's not by accident so thankyou and thank you to Martin & Kate.

7. Financial Statements

Treasurer / Secretary Lisa Milne tabled the following Report.

It is with great pleasure that I present my Treasurer's Report for the Association.

For 2020/2021 the Association has seen an increase in membership numbers. As at 30 June 2021, total number of financial members equalled 154 (38 less than membership for financial year 2019/2020, which was 192).

2020/2021 Membership includes:

- **11** New Member Special 2021/22
- **20** New Member Special 2020/21
- **98** Full Member renewals
- **11** New Full members
- **3** Associate Member New Special 2021/22
- **1** Associate Member New Special 2020/21
- **2** New Associate Members
- **7** Associate Member renewals
- **1** Associate Member Interstate New Special 2021/22

The membership fees resulted in \$14,190.74 paid.

We are continuing to experience decrease in our membership numbers and we are noticing a trend that some members are not renewing their membership. One reason for this is many of our members are either retiring or on their way to retirement and some only joining for the year that they attend the Annual Conference and AQNML has been unable to host a conference in the past 2 years.

You have a copy of the Financial Statement. These are our current assets as at 30 June 2021:

Cash at bank Operating Account: \$28,772.99

NAB Investment Account \$17,231.12

Conference Account \$3,187.90

Total Cash assets: \$49,192.01

Including total current liabilities, the net assets are: \$47,852.85

Compared to 2019 our net assets were \$57,105.57

This year there is a loss on paper for AQNML of (\$9,252.72)

This can be attributed to the following:

EXPENSES:

While the Financial Year shows a significant loss, this is a paper loss only. AQNML continues to face the challenge of raising revenue with continued pressure on the membership base and increasing expenses. The economic outlook for the 2021/2022 year has been identified by the AQNML Committee as a concern with the loss of both 2020 and 2021 Conference Income and uncertainty affecting membership numbers. The committee has taken steps to reduce expenditure in the 2020/20201 & 2021/2022 year by reducing Secretariat hours and managing other expenses to ensure AQNML's ongoing financial viability.

INCOME:

2021 income was significantly lower than 2020 due to the decrease in membership fees, limited delegate and trade exhibition fees most likely due to uncertainty of the 2021 conference which in the

end was postponed. This reduction in income resulted in the committee electing to withdraw \$10,000 from the term deposit to ensure that funds were available to ensure associations viability.

It is important for the review of performance over a 3 – 5 year period due to the impact of Conference Income and Expenses being spread over financial years. There has been a general trend over a

number of financial years that have being challenging for the Association, showing losses but over the longer term it reveals a clearer picture.

Profit/Loss

2016/17 (\$2,434.60)

2017/18 \$54,551.76

2018/19 (\$42,566.90)

2019/20 (\$12,268.14)

2020/21 (\$9,252.72)

The 2019/20 and 2020/21 financial aspects were impacted by Covid-19 resulting in the Conference being postponed until 2022 while some deposits have been paid and are being held by the Conference Venue, speakers and sponsors.

Auditors, Simpson & Winslow's report verifies the AQNML financial records are in good standing and have provided the reports for our AGM.

I am happy to report that with our financial processes continue to be compliant with all Accounting Standards and are in a sound position for the Association to consider the utilisation of funds towards future development in priority areas as determined by our next Executive.

Thank you,

Lisa Milne
Secretary/Treasurer AQNML
22/11/2021
(Original Signed)

Motion: That the ASSOCIATION OF QUEENSLAND NURSING AND MIDWIFERY LEADERS Inc. Financial Statements for the year ended 30 June 2021 as tabled be received and noted.

Moved: Lisa Milne **Seconded:** Billy Allen **Carried.**

8. Appointment of Auditors for the Ensuring Fiscal Year

Motion: To appoint Simpson & Winslow as Auditor for the ensuring fiscal year.

Moved: Melinda Daniels **Seconded:** Debbie Woods **Carried.**

9. Special Resolution

Special Resolution 1 - AMENDMENT TO MODEL RULE 18.

The following is presented at the Annual General Meeting to consider and if thought fit to pass, special resolution of the Members that the Model Rules of the Association be amended by:

Vote – For or Against – Amend Model Rule 18(1) c) as detailed:

18. Membership of management committee (1) c) 6 representatives to be elected from the ranks of Full Members.

Motion: Move to accept Special Resolution 1 – Amendment to Model Rules 18 as tabled above.

Moved: Melinda Daniels **Seconded:** Billy Allen **Carried.**

10. Appointment of Committee

Melinda Daniels (President) extended a warm vote of thanks and appreciation to all outgoing members of the Executive (as listed below):

Members retiring from the Executive Committee due to 2 year term completion:

Debbie Woods Acting Vice President
Tracey Pattie Committee Member
Michele Burge Committee Member (resigned mid term)
Karyn Ehren Committee Member (resigned mid term)
Andrea O'Shea Vice President (resigned mid term)
Margaret Cahill Casual Committee Member
Lisa Milne Secretary/Treasurer

Members remaining on the Executive Committee for their second year:

Melinda Daniels President
Benjamin Lawrence Committee Member
Billy Allen Committee Member
Pauline Maude Committee Member
Ann-Louise Adams Committee Member

Therefore, available positions on the Committee are:

1 x Vice President
2 x Committee Members

VOTING PROCESS:

Nomination for Vice-President:

Nil nominations received prior to the AGM

Member Nominations to be taken from the floor

Nomination for Vice President:

Name: Benjamin Lawrence

Nominated by: Pauline Maude Seconded by: Lisa Milne

Nomination accepted

Ben was invited to introduce himself to the AGM Attendees.

Nomination for Committee Members:

Two (2) nominations received prior to the AGM

Each of the Nominee were invited to introduce themselves

Nomination for Committee Member:

Name: Lisa Milne

Nominated by: Melinda Daniels Seconded by: Nicola Young

Nomination accepted

Nomination for position of Committee Member:

Name: Debbie Woods

Nominated by: Debbie Woods Seconded by Ann-Louise Adams

Nomination Accepted

Nomination for Committee Member (Taken from the floor due to Benjamin Lawrence taking role of Vice President).

Name: Margaret Cahill

Nominated by: Margaret Cahill Seconded by Lisa Milne

Nomination Accepted

A vote of thanks to all committee nominees.

A warm welcome was extended to the incoming Executive Committee.

14. General Business

As no items of general business were notified prior to the meeting, the business of the meeting is concluded.

Business Without Notice – Nil

15. Close

Melinda Daniels (President) thanked members for their contribution and attendance and formally closed the meeting at 5.33pm.

.....
President

.....
Date

.....
Secretary/Treasurer

.....
Date

AQNML 2022 PRESIDENT'S REPORT



It is my privilege to present the President's Report of the Association of Queensland Nursing & Midwifery Leaders (AQNML) for 2022. This is my second President's report, and I am so pleased that for the first time in three years I can deliver it in person during our Conference at our AGM.

We were very disappointed last year that in the final moments leading up to our amazing looking conference the continued unpredictability and strain of COVID 19 struck again forcing us to make the heartbreaking decision to cancel. This year has also remained volatile and chaotic with unprecedented pressures on our healthcare workforces by way of huge staffing shortages, demand, mask and vaccination mandates, reduction in services, increase in services, isolation periods and the list goes on. In the true grit of our professions AQNML members and our colleagues have bravely continued to lead our teams and do our jobs despite these challenges and as per our 2022 conference theme we have all proved yet again that we are 'stronger together'.

At this point I would like to thank the members of the Executive Committee for their assistance, work and support over the past year. They are Vice President – Benjamin Lawrence, Secretary / Treasurer – Lisa Milne, Committee Members – Debbie Woods (resigned mid-term), Ann-Louise Adams, Pauline Maude, Billy Allen and Margaret Cahill. Due some personal reasons we lost Debbie Woods mid-term. The professional wisdom within this group and positive attitudes despite the challenging term is to be commended.

The fact that we were unable to host our Conference for a second consecutive year last year presented some new topics of discussion at last year's AGM as due to decreased membership numbers and no face-to-face opportunity to 'encourage' new nominations to our Executive Committee we successfully carried a motion to decrease the size of our executive from 12 to 8. This is a voluntary committee of already over-committed and exhausted Nurse/Midwife Leaders that like me are dedicated to both the 72-year history of the AQNML but also our Future. We have known for many years the forecasted shortages in our professions due to our aging workforce and if we just look at our own members and the number of amazingly talented retirees in past few years it justifies our drive to impart our knowledge and mentor our future Nurse and Midwife leaders. With the conference also being our only source of revenue the financial viability of the AQNML is always forefront too.

The financial position of the Association is detailed in the Auditor's Report and Annual Financial Statement and within the Treasurer's Report. The Treasurer's Report will also look at membership numbers in more detail, however these are the figures as at end 2021/2022 financial year as at 30 June 2022.

Membership:	Full Members	Associate Members
End of 2021/22 Financial Year	106	8

Just like 2021, in the past year our committee have at times felt the stress of the uncertainty of the future of the AQNML. As well as the conference we have traditionally delivered webinars and AQNML in action (networking) events however the reality of this year was that with the lockdowns and sheer overwhelming workloads in our local workplaces we simply could not commit to holding these additional events. We again questioned the role and purpose of the AQNML in its current form and our inability to compete with some of the larger professional bodies. In saying this the support from our sponsors, speakers, stall holders and delegates has restored our confidence that for now our association is not only secure but also rejuvenated with many first-time conference attendees and new members.

The AQNML may have started as the small Directors of Nursing Association (DONA) of Queensland, in a time when the small group of public sector DONs from all over Queensland met in Brisbane each year to network and consult with

the state government but wow have we evolved. Firstly, we changed to the AQNL for Nursing executive level leaders and then to the inclusion of Level 3 (now 7) Managers (NUMs) and now AQNML for Nursing and Midwifery Leaders at all levels. I am so proud of the inclusiveness that our Association displays across many healthcare sectors in Queensland – Public, Private, Aged care, Education and many other specialties; and that we openly, honestly and earnestly support each other at both the emerging and retiring points in our careers and all that comes in between. There is no greater gift we can give than our time and wisdom to those around us. I believe that we all have a very important role to play in this and I hope that the incoming committee considers new opportunities for growth and expansion in this area and considers drawing on some of the knowledge of past and retired leaders to deliver some valuable AQNML in action events in the coming term. Our future depends on our commitment and input into our graduates and emerging leaders. This is the true spirit and strength of our association.

It has been an honour to serve as the AQNML President for this year. To outgoing Committee members, Billy Allen, Pauline Maude and Ann-Louise Adams who served their 2-year term, along with the other outgoing Committee members that stepped down mid- term, I thank you for your support, leadership, and time in administering the Committee, especially this past year when there have been even greater demands on people's time and greater pressures on us to continue to lead in such an extraordinary time. Although we are now 'living with COVID' the next challenge will not be far away, but I know we will all face it with the same strength, determination and teamwork we have all displayed in the past 2 years.

In closing, I extend my deepest gratitude both personally and on behalf of the Executive Committee and our membership to our Secretariat, Credit Events, Martin, Kate and their Staff. Martin and Kate do so much more than provide professional secretariat services to the Association, they are constant source of ideas, support and inspiration. I have indicated before and will do so again, without their support we would not be able to achieve as much as we do, many thanks to you both and to your staff.

Thank you,

Melinda Daniels
AQNML President
Date 27/10/2022
(Original Signed)



AQNML 2022 TREASURER'S REPORT

It is with great pleasure that I present my Treasurer's Report for the Association.

For 2021/2022 the Association has seen a decrease in membership numbers. As at 30 June 2022, total number of financial members equalled 114 (40 less than membership for financial year 2020/2021, which was 154).

2021/2022 Membership includes:

- **15** New Member Special 2022/23
- **14** New Member Special 2021/22
- **63** Full Member renewals
- **14** New Full members
- **2** Associate Member New Special 2022/23
- **0** Associate Member New Special 2021/22
- **1** New Associate Members
- **4** Associate Member renewals
- **1** Associate Member Interstate New Special 2021/22

The membership fees resulted in \$13364.00 paid.

We are continuing to experience decrease in our membership numbers and we are noticing a trend that some members are not renewing their membership. One reason for this is many of our members are either retiring or on their way to retirement and some only joining for the year that they attend the Annual Conference and AQNML has been unable to host a conference in the past 2 years.

You have a copy of the Financial Statement. These are our current assets as at 30 June 2022:

Cash at bank Operating Account: \$32,006.00

NAB Investment Account \$17,261.00

Conference Account \$22,927.00

Total Cash assets: \$72,194.00

Including total current liabilities, the net assets are: \$69,811.00

Compared to 2021 our net assets were \$47,838.00

This year there is a profit on paper for AQNML of \$21,973.00

This can be attributed to the following:

EXPENSES:

The Financial Year shows a profit this would be attributed to conference income from sponsors and exhibitors and reduced expenses due to the postponement of the 2021 Conference. The economic outlook for the 2021/2022 year has been identified by the AQNML Committee as a concern with the loss of both 2020 and 2021 Conferences and increasing expenses for the 2022 Conference. This combined with lower membership numbers will be a challenge for the Association. With this in mind the Committee took steps to reduce expenditure in the 2021/2022 year primarily by reduced Secretariat hours and managing other expenses to ensure AQNML's ongoing financial viability.

INCOME:

2022 income was significantly higher than 2021 due to the Conference Trade and Sponsorship while membership fees are down slightly.

It is important for the review of performance over a 3 – 5 year period due to the impact of Conference Income and Expenses being spread over financial years. There has been a general trend over a number of financial years that have been challenging for the Association, showing losses but over the longer term it reveals a clearer picture.

Profit / Loss

2016/17 (\$2,434.60)
2017/18 \$54,551.76
2018/19 (\$42,566.90)
2019/20 (\$12,268.14)
2020/21 (\$9,252.72)
2021/22 \$21,973.00

This coming year will be particularly challenging due to increased Conference expenses.

Auditors, Simpson & Winslow's report verifies the AQNML financial records are in good standing and have provided the reports for our AGM.

I am happy to report that with our financial processes continue to be compliant with all Accounting Standards and are in a sound position for the Association to consider the utilisation of funds towards future development in priority areas as determined by our next Executive.

Thank you,

Lisa Milne
Secretary/Treasurer AQNML
27/10/2022
(Original Signed)



SIMPSON & WINSLOW

PUBLIC ACCOUNTANTS AND BUSINESS ADVISORS

**SIMPSON & WINSLOW
PTY LTD**

A.B.N. 82 000 088 380



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admin@simpsonwinlow.com.au

Accounting Services
Registered Tax Practitioner
Auditing
Small Medium Enterprise
Business Advice
Corporate Services
Superannuation
Register SMSF Auditor

23rd September 2022

Association of Queensland Nursing & Midwifery Leaders Inc.
PO Box 8129
WOOLOONGABBA QLD 4102

Re: Audit of 30 June 2022 Financial Statements

Dear Martin

The matters raised in this report arise from our financial report audit and relate to matters that we believe need to be brought to your attention.

We have substantially completed our audit of Association of Queensland Nursing & Midwifery Leaders Incorporated financial report in accordance with professional standards. We expect to release our audit report dated 30 June 2022 as soon as we obtain the signed letter of representation.

This letter is prepared solely for the information of management and is not intended for any other purposes. We accept no responsibility to a third party who uses this communication.

We would like to express our appreciation for the cooperation and assistance that we received during the course of our audit from all the staff at Association of Queensland Nursing & Midwifery Leaders Incorporated.

We shall be pleased to discuss with you further any matters mentioned in this report at your convenience.

Yours sincerely
Simpson & Winslow

Summary of Detailed Audit Findings

Overview of findings

Scope of the audit and audit approach

Our audit was conducted in accordance with Australian Auditing Standards and was designed to obtain reasonable assurance that the financial report is free of material misstatement. This involved us making an assessment of the risk of material misstatement, whether due to fraud or error, and then applying audit procedures, using our professional judgment, to mitigate that risk. An audit is not designed to identify matters that may be of interest to management in discharging its responsibilities. Absolute assurance is not possible due to the inherent limitations of an audit and of internal control, resulting in the unavoidable risk that some material misstatements may not be detected.

Auditor independence

We confirm that, as at the date of this report, the engagement team and others in the audit firm have complied with the relevant ethical requirements regarding independence and have communicated all relationships and other matters that in the auditor's professional judgement may reasonably be thought to bear on independence and associated safeguards, as necessary.

Audit opinion

We intend to issue an **unmodified** audit opinion on the financial report.

Fraud

We are required by Auditing Standards to consider the risk of fraud in planning the nature and extent of our audit tests. During the course of our audit we have not become aware of any incidence of fraud. . Because fraud is deliberate, there are always risks that material misstatements, fraud and other illegal acts may exist and not be detected by our audit of the financial report.

Internal control matters

It is the responsibility of management for producing the financial statements and ensuring adequate internal controls and sound business practices are in place. Where our testing indicated that there exists a need for improvement in existing systems of internal control we increased our year-end testing of account balances to ensure that audit risk was kept to an appropriately low level.



ASSOCIATION OF QUEENSLAND NURSING & MIDWIFERY LEADERS INC

ABN 31 320 723 660

Financial Statements

For the Year Ended 30 June 2022

ASSOCIATION OF QUEENSLAND NURSING & MIDWIFERY LEADERS INC

ABN 31 320 723 660

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For the Year Ended 30 June 2022

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ASSOCIATION OF QUEENSLAND NURSING & MIDWIFERY LEADERS INC

ABN 31 320 723 660

Statement of Profit or Loss For the Year Ended 30 June 2022

	2022	2021
Note	\$	\$
Income		
Contracts with customers	49,823	23,535
Member subscriptions	13,364	14,191
Interest received	31	397
	<u>63,218</u>	<u>38,123</u>
	4	
Expenditure		
Accounting fees	358	244
Auditors' remuneration	1,445	1,680
Bank charges	652	2,297
Other expenses	38,790	43,155
	<u>41,245</u>	<u>47,376</u>
Income tax expense	-	-
Profit after income tax	<u>21,973</u>	<u>(9,253)</u>
Retained profit at the beginning of the financial year	<u>47,838</u>	<u>57,091</u>
Retained profits at the end of the financial year	<u><u>69,811</u></u>	<u><u>47,838</u></u>

The accompanying notes form part of these financial statements.

ASSOCIATION OF QUEENSLAND NURSING & MIDWIFERY LEADERS INC

ABN 31 320 723 660

Statement of Assets and Liabilities

As At 30 June 2022

	Note	2022 \$	2021 \$
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	6	72,194	49,192
TOTAL CURRENT ASSETS		72,194	49,192
NON-CURRENT ASSETS			
TOTAL ASSETS		72,194	49,192
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables		2,383	1,354
TOTAL CURRENT LIABILITIES		2,383	1,354
NON-CURRENT LIABILITIES			
TOTAL LIABILITIES		2,383	1,354
NET ASSETS		69,811	47,838
MEMBERS' FUNDS			
Retained profits		69,811	47,838
TOTAL MEMBERS' FUNDS		69,811	47,838

The accompanying notes form part of these financial statements.

ASSOCIATION OF QUEENSLAND NURSING & MIDWIFERY LEADERS INC

ABN 31 320 723 660

Statement of Changes in Equity

For the Year Ended 30 June 2022

2022

	Retained Earnings	Total
Note	\$	\$
Balance at 1 July 2021	47,838	47,838
Profit for the year	21,973	21,973
Balance at 30 June 2022	69,811	69,811

2021

	Retained Earnings	Total
Note	\$	\$
Balance at 1 July 2020	57,091	57,091
Loss for the year	(9,253)	(9,253)
Balance at 30 June 2021	47,838	47,838

The accompanying notes form part of these financial statements.

ASSOCIATION OF QUEENSLAND NURSING & MIDWIFERY LEADERS INC

ABN 31 320 723 660

Statement of Cash Flows For the Year Ended 30 June 2022

	2022	2021
Note	\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES:		
Receipts from customers	68,338	43,587
Payments to suppliers	(45,336)	(51,891)
Net cash provided by/ (used in) operating activities	<u>23,002</u>	<u>(8,304)</u>
CASH FLOWS FROM INVESTING ACTIVITIES:		
CASH FLOWS FROM FINANCING ACTIVITIES:		
Net increase/(decrease) in cash and cash equivalents held	23,002	(8,304)
Cash and cash equivalents at beginning of year	49,192	57,496
Cash and cash equivalents at end of financial year	<u>6</u> <u>72,194</u>	<u>49,192</u>

The accompanying notes form part of these financial statements.

ASSOCIATION OF QUEENSLAND NURSING & MIDWIFERY LEADERS INC

ABN 31 320 723 660

Notes to the Financial Statements For the Year Ended 30 June 2022

The financial statements cover ASSOCIATION OF QUEENSLAND NURSING & MIDWIFERY LEADERS INC as an individual entity. ASSOCIATION OF QUEENSLAND NURSING & MIDWIFERY LEADERS INC is a not-for-profit Association incorporated in Queensland under the *Associations Incorporation Act (QLD) 1981 (as amended by the Associations Incorporation and Other Legislation Amendment Act (QLD) 2007)* ('the Act').

The principal activities of the Association for the year ended 30 June 2022 were the provision of leadership to the profession in the pursuit of excellence in healthcare, in a dynamic and complex environment.

The functional and presentation currency of ASSOCIATION OF QUEENSLAND NURSING & MIDWIFERY LEADERS INC is Australian dollars.

Comparatives are consistent with prior years, unless otherwise stated.

1 Basis of Preparation

In the opinion of the Committee of Management, the Association is not a reporting entity since there are unlikely to exist users of the financial statements who are not able to command the preparation of reports tailored so as to satisfy specifically all of their information needs. These special purpose financial statements have been prepared to meet the reporting requirements of the Act.

The financial statements have been prepared in accordance with the following particulars:

- a) the association's income and expenditure during the financial year to which the statement relates;
- b) the association's assets and liabilities as at the end date of the financial year to which the statement relates;
- c) the mortgages, charges and securities affecting the association's property as at the end of the financial year to which the statement relates.

The Association is preparing special purpose financial statements since the Governing body are of an opinion that the Association is not a reporting entity as users may obtain the financial information they require upon request.

2 Summary of Significant Accounting Policies

(a) Revenue and other income

Revenue from contracts with customers

The association does not apply AASB 15. Revenue is recognised on a cash basis in the Financial Statements.

Specific revenue streams

The revenue recognition policies for the principal revenue streams of the Association are:

Membership Subscriptions

Fees for membership of the association are paid annually and are for the period 1 July through 30 June. Membership Income is reported on a cash basis in the Financial Statements.

ASSOCIATION OF QUEENSLAND NURSING & MIDWIFERY LEADERS INC

ABN 31 320 723 660

Notes to the Financial Statements

For the Year Ended 30 June 2022

2 Summary of Significant Accounting Policies

(a) Revenue and other income

Specific revenue streams

Trade & Accommodation

The association holds an annual conference. Fees are collected for Exhibition Booths for stall holders. The contract is executed on the day of the conference. Trade & Accommodation is recognised in the financial statements when it is received.

Sponsorships

Sponsorship Income is received from industry stakeholders for Conference Sponsorship. There are different levels of sponsorship including Platinum and Supporting Partner. Different levels of Sponsorship have different costs and receive different promotion as according to their contract. Sponsorship Income is recognised in the financial statements when it is received.

Conference Delegates

Fees are received for attendees to the annual conference. Conference Delegate income is recognised in the financial statements when it is received.

Other income

Other income is recognised on a cash basis when the Association receives it.

(b) Income Tax

The Association is exempt from income tax under Division 50 of the *Income Tax Assessment Act 1997*.

(c) Goods and services tax (GST)

Revenue, expenses, and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST.

Cash flows in the statement of cash flows are included on a gross basis and the GST component of cash flows arising from investing and financing activities which is recoverable from, or payable to, the taxation authority is classified as operating cash flows.

(d) Cash and cash equivalents

Cash and cash equivalents comprise cash on hand, demand deposits and short-term investments which are readily convertible to known amounts of cash and which are subject to an insignificant risk of change in value.

ASSOCIATION OF QUEENSLAND NURSING & MIDWIFERY LEADERS INC

ABN 31 320 723 660

Notes to the Financial Statements For the Year Ended 30 June 2022

3 Critical Accounting Estimates and Judgments

The committee make estimates and judgements during the preparation of these financial statements regarding assumptions about current and future events affecting transactions and balances.

These estimates and judgements are based on the best information available at the time of preparing the financial statements, however as additional information is known then the actual results may differ from the estimates.

There are no significant estimates and judgements made this financial year.

Key estimates - fair value of financial instruments

The Association has certain financial assets and liabilities which are measured at fair value. Where fair value has not been able to be determined based on quoted price, a valuation model has been used. The inputs to these models are observable, where possible, however these techniques involve significant estimates and therefore fair value of the instruments could be affected by changes in these assumptions and inputs.

4 Revenue and Other Income

Revenue from continuing operations

	2022	2021
	\$	\$
Revenue from contracts with customers		
- Sales- advertising	440	-
- Conference Delegates	5,618	4,655
- Trade & Accommodation	18,255	5,100
- Sponsorship	25,510	13,780
	<u>49,823</u>	<u>23,535</u>
Revenue recognised on receipt (not enforceable or no sufficiently specific performance obligations)		
- member subscriptions	13,364	14,191
- bank	30	398
	<u>13,394</u>	<u>14,589</u>
Total Revenue	<u>63,217</u>	<u>38,124</u>

Revenue from contracts with customers & member subscriptions are recognised when they are received.

5 Result for the Year

The result for the year includes the following specific expenses:

	2022	2021
	\$	\$
Other expenses:		
Accounting fees	358	244
Advertising	-	82
Auditing or reviewing the financial report	1,445	1,680

ASSOCIATION OF QUEENSLAND NURSING & MIDWIFERY LEADERS INC

ABN 31 320 723 660

Notes to the Financial Statements For the Year Ended 30 June 2022

5 Result for the Year

5 Result for the Year

	2022	2021
	\$	\$
Bank charges	652	2,297
Conference/Seminar costs	20,371	11,718
Awards	396	733
Insurance	1,906	1,783
IT Expenses	283	254
Postage	126	124
Printing and stationery	145	8
Secretarial fees	14,797	28,022
Subscriptions	766	431
	<u>41,245</u>	<u>47,376</u>

6 Cash and Cash Equivalents

	2022	2021
	\$	\$
AQNML Conference Account	22,927	3,188
AQNML Term Deposit	17,261	17,231
AQNML Operating Account	32,006	28,773
	<u>72,194</u>	<u>49,192</u>

7 Contingencies

In the opinion of the Committee of Management, the Association did not have any contingencies at 30 June 2022 (30 June 2021: None).

8 Events after the end of the Reporting Period

The financial report was authorised for issue on 03 November 2022 by the Committee of Management.

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the Association, the results of those operations or the state of affairs of the Association in future financial years.

9 Statutory Information

The registered office and principal place of business of the company is:
ASSOCIATION OF QUEENSLAND NURSING & MIDWIFERY LEADERS INC
PO Box 8129
Wooloongabba QLD 4102

ASSOCIATION OF QUEENSLAND NURSING & MIDWIFERY LEADERS INC

ABN 31 320 723 660

Statement by Members of the Committee

In our opinion:

1. the accompanying financial report as set out on pages 1 to 8, being a special purpose financial statement, is drawn up so as to present fairly the state of affairs of the Association as at 30 June 2022 and the results of the Association for the year ended on that date;
2. the accounts of the Association have been properly prepared and are in accordance with the books of account of the Association.
3. there are reasonable grounds to believe that the Association 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

Treasurer

Dated 03 November 2022

ASSOCIATION OF QUEENSLAND NURSING & MIDWIFERY LEADERS INC

Independent Audit Report to the members of ASSOCIATION OF QUEENSLAND NURSING & MIDWIFERY LEADERS INC

Report on the Audit of the Financial Report

Opinion

We have audited the accompanying financial report, being a special purpose financial report of ASSOCIATION OF QUEENSLAND NURSING & MIDWIFERY LEADERS INC (the Association), which comprises the statement of assets and liabilities as at 30 June 2022, the statement of profit or loss, the statement of changes in equity and the statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the statement by members of the committee.

In our opinion, the accompanying financial report of the Association for the year ended 30 June 2022 is prepared, in all material respects, in accordance with the Associations Incorporation Act (QLD) 1981 (as amended by the Associations Incorporation and Other Legislation Amendment Act (QLD) 2007).

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Association in accordance with the auditor independence requirements of the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants (including Independence Standards)* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter - Basis of Accounting

We draw attention to Note 1 of the financial report, which describes the basis of accounting. The financial report is prepared to assist the Association in its annual reporting requirements. As a result, the financial report may not be suitable for another purpose. Our report is intended solely for the Association and should not be distributed to or used by parties other than the Association. Our opinion is not modified in respect of this matter.

Responsibilities of Management and Those Charged with Governance

Management is responsible for the preparation and fair presentation of the financial report in accordance with the Associations Incorporation Act (QLD) 1981 (as amended by the Associations Incorporation and Other Legislation Amendment Act (QLD) 2007), and for such internal control as management determines is necessary to enable the preparation of the financial report is free from material misstatement, whether due to fraud or error.

In preparing the financial report, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

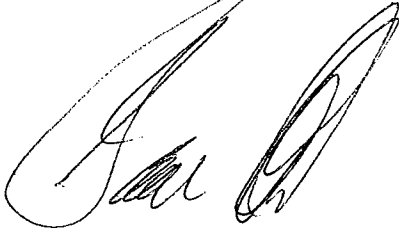
ASSOCIATION OF QUEENSLAND NURSING & MIDWIFERY LEADERS INC

Independent Audit Report to the members of ASSOCIATION OF QUEENSLAND NURSING & MIDWIFERY LEADERS INC

Those charged with governance are responsible for overseeing the Association's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Report

Our 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 our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the 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 this financial report.



Ian Rule MIPA
Date

