



Turning print into sound

**2019 – 2020
Annual Report**

20th October

6:00PM at the Civic Club

134 Davey Street, Hobart

RPH Print Radio Tasmania Inc.
Annual General Meeting
2019-20

AGENDA

Tuesday 20th October 2020

Civic Club, 134 Davey Street, Hobart, 7000

1. Welcome and apologies
2. Minutes of 2018-19 Annual General Meeting
3. Business arising
4. President's report
5. Manager's report
6. Financial reports including auditor's report
7. Appointment of auditor
8. Elections to the Committee of Management
9. Review of Constitution (Special Resolutions)
 - a. Name Change (Rule 1)
 - b. Other changes according to "Summary of Proposed Changes to the Constitution" document included in bundle.
10. General business
11. Meeting close

PRINT RADIO ANNUAL GENERAL MEETING

OCTOBER 22 2019

Welcome and apologies

Attendees: Elizabeth Macdonald, Kate Boden, Diane Matthews, Trudi Elder, Mike Spickler, Vaughn Bennison, Jan Miller, Peter Johnston, Nigel Green, Melvin Lee, Katie Holness, Neil Broomfield, Jim Parish, Charlotte Zhang, Mary Gibbs, Melita Phillips, Steve Bailey, Keith Jones, Graeme Kennedy, Sergio Ricco, Marilyn Chenault, Sophie Hadrell, Bronwyn Fuller.

Apologies: Ron Anderson, Ann Keller, Debbie Le Grand, Robert Morgan.

Meeting Commenced 7.02pm

President welcomed all to the meeting. A moment's silence in memory and respect to John Chasemore was held.

Confirmation of minutes from previous meeting.

Minutes tabled. Moved: N. Broomfield, Seconded: M. Spickler. Motion carried.

Corrections to be noted: The appointment of auditor was moved by D. Matthews and Seconded by Melvin Lee.

Business arising

There was no business arising.

President's report

Report tabled. Moved: E. Macdonald, Seconded: J. Miller. Motion carried.

The President read the report. The President noted that Print Radio Tasmania will receive another payment from the State Government, which became apparent after the report had been written. The President invited questions. No questions were raised by members.

Manager's report

Report tabled. Moved: E. Macdonald. Seconded: J. Parish. Motion carried.

The Manager read the report. The Manager invited questions. No questions were raised by members.

Financial reports including auditors report

Report tabled. Moved: D. Matthews, Seconded: G. Kennedy. Motion carried.

The Treasurer spoke to the report. Special thanks was given to Sarah Briggs who assisted through the year. Questions were raised about the sundry income. Treasurer clarified and noted installation. Queries were made about depreciation of assets and were briefly explained to members.

The President noted that with funding changes in motion Print Radio Tasmania will have more outgoing costs than income. Urged members to consider how best to make use of assets to continue in a sustainable way. Considerations also include whether to buy a property to lessen the expense of current rental costs. Discussed that a facilitator will be engaged to assist with planning future direction and discussions are being held to discuss dates to meet with them. Noted that funding bids through the ILC will not be for operating costs, only for project based work and will require strict reporting. Print Radio Tasmania is not eligible for direct funding through the NDIS. It has been an issue flagged for some time and needs to be addressed by finding ways to be sustainable as an organisation outside government funding. Transmitter fees were queried. The difference in costs is associated with the rent of locations and amount of power used.

Appointment of auditor

Discussion about appointment of auditor.

Proposed that WLF Accounting and Advisory be used for again for next Print Radio Audit.

Moved: D. Matthews, Seconded: J. Parish. Motion carried.

Elections to the committee of management

Elections to the committee of management.

Nominations:

Chair: Elizabeth Macdonald.

Vice President: Jan Miller.

Treasurer: Dianne Matthews.

Secretary: Melvin Lee.

Members: Neil Broomfield. Mike Spickler. Trudi Elder. Keith Jones. Graeme Kennedy.

These members were accepted as the committee.

General business

Members queried Jim Parish about digital broadcasting progress. Explained that it is in trial already, but not to be promoted yet as it is still in test phase. Issue raised that the organisation comes up as 7rph on digital radio – noted preference to identify as Print Radio Tasmania for cohesion.

President will seek availability of new committee to attend facilitator workshop.

President thanked members for attending and for their ongoing commitment to Print Radio Tasmania.

Meeting closed at 7:41pm

RPH PRINT RADIO TASMANIA Inc.
PRESIDENT'S REPORT 2019/20

I am very pleased to present my Report for the year 2019 /20. It has been a pleasure to perform as your President and I thank each member for their support as we have steered our way through a difficult year. I give special thanks to our Vice President, Jan Miller, Treasurer, Diane Mathews and Secretary and Public Officer, Mel Lee.

Our Financial year began with an Outside Broadcast at Government House. It was a very exciting day for us. Located in the Stable block, we attracted many visitors as we went to air with our newspaper readings with Jan Miller as anchor at the studio in Davey Street. Roving reporters interviewed members of the public which went to air at a later time. This was a fantastic effort from staff, committee members and volunteers who ensured the day was a success. We have been invited to participate in this event again in 2021.

In December, Print Radio Tasmania (PRT) staff and committee members attended a planning workshop facilitated by Mr Graham Flower from Hexagon. During the day a strategic framework was developed to guide us through the next three years. Following on from this, committee member, Mr Graeme Kennedy, who is skilled in financial management, developed a financial plan which your committee accepted at the December committee meeting.

As a follow up to the workshop, considerable research was conducted by Graeme Kennedy into whether we should either seek another rental property or indeed purchase new premises. The rationale being to seek additional space for growing our business or reduce the rental costs on our current property. This research concluded in March when a recommendation was made and accepted by your committee that we would stay put.

At the end of January 2020, our Station Manager, Vaughn Bennison, resigned from his position to take up an appointment with VisAbility, Tasmania. At the same time Volunteer Coordinator, Sophie Hadrill also resigned. To ensure a seamless transition from these departures we were fortunate indeed in persuading Mel Lee who, as many of you know, had been Assistant Manager until his retirement, to return to us on a half time three month contract. Nigel Green stepped up to cover the remaining hours with both of them sharing the Station Manager role. Adnan Habib who, as a volunteer undertaking the role of newspaper preparation, agreed to step into the Volunteer Coordinator role. This arrangement allowed Nigel to upgrade his technical skills and for Adnan to familiarise himself with his new role. We thank all three of them for the outstanding work they undertook during this time. Following the departure of Mel at the end of the financial year in June, Nigel assumed the role of a newly created position of Broadcast Manager. This new position, plus the Volunteer Coordinator role has provided an overall aggregate saving of 17 hours per week on the previous years' salaries component.

Our next challenge was COVID 19 when your Committee, in line with government legislation, took the extraordinary step to limit volunteers coming into the Station to an absolute minimum. Thus, from the end of March, there were no daily newspaper readings. Some volunteers having been assured that studios were cleaned to the best of our ability and strategies in place for social distancing, continued to produce their pre recorded programs. After some weeks, volunteer Peter Johnson, suggested we invite those volunteers capable of recording from home to produce a half hour program from the Mercury. Thus, began a daily half-hour newspaper recording. With the easing of

restrictions in July, we recommenced live newspaper broadcasts for 2 hours each weekday. Currently it has not been possible to attract volunteers back for weekend shifts. We are, however, still able to provide 12 hours of program content for broadcast for Saturday and Sunday noting that we offer 15 hours program content every weekday.

Early in 2020, we were invited by the Community Broadcast Foundation (CBF) to bid for funds to improve our business. We were partially successful in our round 2 Development and Operations Grant application and received \$18,000.00 to upgrade our pcs. A further opportunity from the CBF to apply for funding under a COVID Crisis Grant application and on this occasion we made a bid that would provide for some volunteers the capacity to set up a studio at home for which we received \$5,000. I am also pleased to report that Hobart Eye Surgeons have continued their sponsorship in the sum of of \$10,000 for a further 12 months We thank them most sincerely for their generosity. We continue with our search for further sponsorships, partnerships and alliances. One such alliance is through the Tasmanian Department of Education 26Ten Program, where committee members, Graeme Kennedy and Neil Broomfield, having begun dialogue with this group prior to COVID 19 recently resumed with the commencement of a series of broadcast interviews highlighting aspects of the program. The nature of this relationship is one of mutual benefit and is very much in keeping with our commitment to those in our audience with a print disability. 26Ten provides tutoring to mature aged people with literacy and numeracy issues and we hope to use our broadcast services to promote their project. We anticipate other similar such alliances being forged in the future.

I believe your committee has served us well over the last 12 months. It is with regret, therefore, that we will lose two of our executive members who have served us so generously with their time over many, many years. Firstly, our Vice-President, Jan Miller, who has served as Vice-President during the time I have been your President, has decided to take a break. On behalf of your committee Jan we thank you for all your hard work, commitment and much valued advice. Jan I will miss you greatly. Secondly, Diane Matthews who has been our Treasurer for longer than she can remember, certainly longer than I have been associated with PRT. Looking after the finances of any organisation is no easy task. This is particularly so when it is combined with paid employment elsewhere. Thank you Diane for all the time you have given to us. We really do appreciate it. We wish both Jan and Diane our very best wishes for the future.

Two other committee members have also resigned, namely Mike Spickler and Keith Jones. Both of whom spent two years working on committee. Again, we thank you both for your time and commitment to PRT.

I thank our staff and members of Committee for their outstanding efforts during this last very busy and challenging year.

Lastly, and by no means least, I thank our volunteers without whom there would not be Print Radio Tasmania. Unfortunately, owing to the vagaries the COVID Pandemic and personal commitments, we have lost quite a few of our long term and very capable readers and presenters. Our thanks go to all of you who have made a commitment to our radio station either by volunteering to keep us on air or, simply as supporting members of our organisation I thank you all sincerely and trust you will stay with us as we work our way through the Pandemic and the financial challenges that lie ahead.

Elizabeth Macdonald

Manager's Report – Annual General Meeting 20th October 2020

The departure of Vaughn Bennison in February, resulted in myself and Mel Lee being appointed joint Station Managers. This caught us out a little, as I was on annual leave, leaving Mel to oversee the handover period with a newly appointed Volunteers Coordinator, Adnan Habib. It was also a difficult time as the Station was facing a change in its funding regime with the State Government having indicated that direct funding would be cut in 2020 and as such, we would have to seek funding under the NDIS and elsewhere. We were fortunate to have the support of Grant Applications through the Community Broadcast Foundation (CBF). Throughout February we were cognisant of the potential threat of COVID 19 as it ravaged its way throughout the world and ultimately mainland Australia. In the last week of February, the Tasmanian Government issued a Lockdown decree, which was to have a profound effect on the future of Print Radio Tasmania

With the potential impacts arising from COVID 19, initiatives relating to the development of a 'Volunteers Wanted' promo and other outreach/partnership arrangement such as 26Ten with the Department of Education, were put on hold indefinitely. Concern also spread to our Volunteer workforce and many volunteers voted to stay away. This concern was reinforced by the Committee issuing an advisory stopping all further live broadcasts. We still had the opportunity to continue the services of PRT, albeit with a reduced schedule of programs and under a strict regime of social distancing and controlled use of the station. The availability of recorded programs from volunteers' home studios plus programs from other RPH stations, which were also suffering from a shortfall in volunteers, coupled with careful staging of a limited number of recordings at the station, meant we were able to provide 12 hours of on-air programming per day including the weekends. This was matched with 12 hours of the BBC World Service, to keep us running 24/7. Whilst this helped to keep the station operating, we were conscious of the lack of the ever-popular daily content that was previously sourced through live broadcasts of the newspapers. Fortunately, in early April, the calibre of our volunteers was demonstrated when a group of them led by Peter Johnston, Ron Anderson, Daphne Toombs and Anne Keller were able to provide, from their home studios, a half hour prerecorded program of Mercury news articles for the weekday schedule.

March also marked the second tranche of Round One funding from the CBF in support of our transmission equipment and services. CBF also made a further call for Round 1 funding applications. Changes to scheduling programs from a mix of live and automated, to purely automated, increased loading on an already fragile computer system, which desperately required a complete overhaul. The timing of this new grant offer provided a potential to cover replacement / networking / labour / insurance costs for all computers in the building. Most computers had been purchased in the early

2000's and were restricted to the Windows 7 operating system which was reaching an end date for support by Microsoft. What's more we were starting to suffer from an increasing number of technical issues leading to serious ramifications for our broadcasts.

As the COVID 19 environment began to take a grip and alter life as we knew it, all recruiting for new volunteers was suspended and our focus moved towards the upskilling of current volunteers. Due to the age of some volunteers, and the unwillingness of others to come to the studios due to COVID, this has proved difficult. We have also had to suspend some programs and to look for alternative readers/programs. Severe limitations on the availability of program content brought it home as to the value of home recording facilities. The CBF, cognisant of the impacts arising from restrictions on volunteer participation offered up a novel grant coined the COVID Crisis Grant (CCG). We seized upon this and drafted an application by the 17th May to fund resources for the development of home studios. Whilst we were notified in August that the earlier Round 1 grant application for PC refurbishment had been met with success, we were not as successful with the CCG as the CBF were inundated with applications and understandably opted to spread resources more evenly. As an adjunct to this particular grant story, we are in the process of applying for funds through an Aurora Community Grants 2020 grant allocation here in Tasmania, to top up the CCG shortfall.

In May we had a Zoom meeting with Brad Hardinge, who had been contracted previously by Vaughn Bennison to oversee the redevelopment of the station website and its hosting on the internet. We discussed issues relating to access, content and linkages with other pertinent websites, plus links to our own Facebook pages. Whilst this has progressed to a new and improved website, the Committee have been contemplating the need for better promotion of Print Radio Tasmania with a view to attracting more partnerships and sponsorships, and as such, since early October we have entered in to an agreement with Craig Jackett Agency who specialise in branding and marketing. Neil Broomfield is heading up this venture with support from volunteers comprising a promotions special interests group.

As we progressed towards June, programs sourced from other RPH stations suffered lapses in availability, and we had to delve into the archives and rethink program schedules. The positive to come out of this is that we took steps to initiate a number of new programs, namely The Conversation (articles taken from the online newsletter of the same name), which is proving to be a useful source of academic led discussion on current societal issues faced with the pandemic; Voices from the Bush, a half hour of seasoned yarns from the Australian outback; Diabetes Dialogue, which is targeting a specific and growing threat within the community, and Talking Points which picks up on local issues flagged in the Mercury. We have also resurrected and rebadged a number programs namely; The Seniors, Readers Digest and Beyond the Blue Horizon. We hope that several of these will be of particular interest to our audience to aid in

coping with the pandemic. Indeed, some of our sister stations have shown interest in receiving copy for some of our newer programs. Of course, we are always open to new ideas and constantly looking at increasing local content, we currently have a retired CSIRO researcher looking into an interview style program examining marine biology research in the State.

With an easing of COVID restrictions in June and July we were able to subsume the prerecorded Mercury newspaper half hour program with a composite live broadcast of the local papers, namely Mercury, Examiner and Advocate. This helped to add a further 3 hours of programs content to the weekday schedule. We continue to struggle with a number of volunteers deciding to stay away or having found other interests and throughout this period one of the overarching problems has been a severe lack of presenters resulting in an inability to provide any weekend live broadcasts. Fortunately, with a renewed live broadcast of the local papers, the group who had put together the Mercury half hour swapped their efforts to reading the Guardian Australia at 1pm each weekday, helping to round off a reasonably well-balanced daily schedule.

To date the station has settled into a weekly routine mix of live and recorded programs, Monday through Friday. With the loss of presenters there appears to be little or no capacity as yet in resurrecting live broadcasts at the weekend. We are, however, slowly adding to our pool of readers. Whilst no volunteers have as yet stepped forward or been inclined to advance to presenter there has been some interest in production. As to technical issues the station has been fortunate and only suffered significantly from a reduced transmission of 8 days in late August as transmission equipment was replaced for both in Devonport and Sandford transmission stations.

A handwritten signature in black ink, appearing to read 'Nigel Green', with a long horizontal stroke extending to the right.

Nigel Green – Broadcast Manager



RPH Print Radio
Tasmania Inc
Financial Report
30 June 2020

RPH Print Radio Tasmania Inc
Statement of Comprehensive Income
For the Year Ended 30 June 2020

	Note	2020 \$	2019 \$
Income			
Bequests		252,969	433,807
Grants	2	172,697	155,726
Broadcast Service Fees		12,058	7,764
Interest Income		13,313	16,376
Sponsorship		8,213	25,468
Membership		1,036	636
Donations		2,260	28,090
Other Incomes	3	10,752	2,091
Total Income		473,298	669,958
Expenditure			
Advertising		1,079	-
Audit & Accountancy		6,255	5,375
Car Parking		5,018	4,982
Cleaning		2,668	2,765
Broadcasting Equipment		613	2,548
Depreciation		7,133	9,874
Employee Entitlements		1,072	2,661
Fire Alarm System		3,238	2,458
Insurance		5,439	10,903
Office Expenses		8,814	12,202
Property Expenses		38,272	38,187
Repairs & Maintenance		1,484	1,130
Subscriptions		4,839	3,533
Sundry Expenses		648	490
Superannuation		12,419	7,937
Transmitter Expenses		25,039	27,272
Travel		26	70
Staff Expenses		7,466	1,318
Wages		116,244	112,771
Website		3,211	509
Total Expenditure		250,977	246,985
Net Surplus / (Deficit)		222,321	422,973
Other Comprehensive Income		-	-
Total Comprehensive Income		222,321	422,973

The accompanying notes form part of these financial statements.

RPH Print Radio Tasmania Inc
Statement of Financial Position
As at 30 June 2020

	Note	2020 \$	2019 \$
Current Assets			
Cash and cash equivalents	4	1,041,767	823,324
Murdoch Clarke investment Fund		36,784	93,326
Trade Debtors	5	2,285	7,412
Total Current Assets		<u>1,080,836</u>	<u>924,062</u>
Non-Current Assets			
Property, Plant and Equipment	6	14,427	11,990
Total Non-Current Assets		<u>14,427</u>	<u>11,990</u>
Total Assets		<u>1,095,263</u>	<u>936,052</u>
Current Liabilities			
Payroll Liabilities		3,378	7,542
Creditors		3,204	4,443
Grants in Advance		-	35,632
GST Payable		(46)	8,570
Provision for Employee Entitlements	7	3,395	16,854
Total Current Liabilities		<u>9,931</u>	<u>73,041</u>
Total Liabilities		<u>9,931</u>	<u>73,041</u>
Net Assets		<u>1,085,332</u>	<u>863,011</u>
Retained Surplus		863,011	440,038
Current Year Surplus/(Deficit)		222,321	422,973
Total Equity		<u>1,085,332</u>	<u>863,011</u>

The accompanying notes form part of these financial statements.

RPH Print Radio Tasmania Inc
Notes to the Financial Statements
For the Year Ended 30 June 2020

1. **Summary of Significant Accounting Policies**

(a) Basis of Accounting

The financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements as elected by the Association's Board, the Association's Incorporation Act (1964), and the Australian Charities and Not-for-profits Commission Act 2012.

As there is no requirement to adopt Australian Accounting Standards for this type of entity, none have been applied.

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.

The following material accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of these financial statements.

(b) Revenue

Revenue is recognised to the extent that it is probable that the economic benefits will flow to the entity and the revenue can be reliably measured. The following specific recognition criteria must also be met before revenue is recognised:

Government Grants

Grants received are recognised as income when the Association has fulfilled the terms and conditions of receiving the grant.

Interest

Control of the right to receive the interest payment.

(c) Property, Plant and Equipment

Property, plant and equipment are carried at cost. All assets are depreciated over their useful lives to the entity.

(d) Employee Entitlements

Provision is made for the Association's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits have been measured at their present value. Long service leave is accrued from the first day of service.

RPH Print Radio Tasmania Inc
Notes to the Financial Statements
For the Year Ended 30 June 2020

1. Summary of Significant Accounting Policies (CONT.)

(e) COVID-19

Since the introduction of NDIS and subsequent curtailment of Government funding, RPH Print Radio Tasmania Inc. is largely dependent on the support of CBF and any sponsorship it can garner from industry and government agencies with a vested interest. With the current restrictions imposed by COVID19 we are starting to drawdown on our own financial reserves. As a not-for-profit organisation it is difficult to quantify any financial impact attributed solely to the pandemic. Apart from seeking the assistance of the CBF we are doing our best to support a small contingent of volunteers who have already themselves made provision for supporting program continuance and development through developing a home recording studio at their own expense. As a predominantly volunteer organisation with approximately 1.5 FT paid staff we will continue to operate under the terms of our Licence for as long as we can produce content for our listening audience. A lack of program content with currency, will significantly impact our listening audience. If we receive no further external support, we will be compelled to spend monies from our own reserves to meet the needs for home studio recording regardless of the implications.

RPH Print Radio Tasmania Inc
Notes to the Financial Statements
For the Year Ended 30 June 2020

	2020 \$	2019 \$
2. Grants		
State Grants	62,756	82,966
Development & Operations Support CBF	109,941	72,760
Total Grants	<u>172,697</u>	<u>155,726</u>
3. Other Incomes		
Book Sales	52	54
Fundraising	700	37
Sundry Income	-	2,000
Cash Flows Boost	10,000	-
Total Other Incomes	<u>10,752</u>	<u>2,091</u>
4. Cash		
Bendigo Bank CMA	127,484	776,195
Bendigo Debit Card	223	945
Sandhurst Trustees	60	46,184
Bendigo Bank Term Deposit	164,000	-
CBA Term Deposit	250,000	-
NAB Term Deposit	250,000	-
Westpac Term Deposit	250,000	-
Total Cash	<u>1,041,767</u>	<u>823,324</u>
5. Trade Debtors		
Trade Debtors	2,285	7,412
Total Trade Debtors	<u>2,285</u>	<u>7,412</u>

RPH Print Radio Tasmania Inc
Notes to the Financial Statements
For the Year Ended 30 June 2020

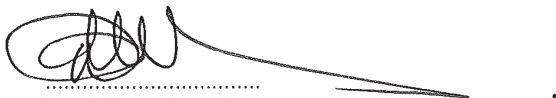
	2020 \$	2019 \$
6. Property, Plant & Equipment		
Plant and Equipment	465,714	456,144
Less Accumulated Depreciation	(456,912)	(452,251)
Total Plant and Equipment	<u>8,802</u>	<u>3,893</u>
Property & Buildings		
Property & Buildings	67,920	67,920
Less Accumulated Depreciation	(62,295)	(59,823)
Total Property & Buildings	<u>5,625</u>	<u>8,097</u>
Total Property, Plant & Equipment	<u>14,427</u>	<u>11,990</u>
7. Provision for Employee Entitlements		
Provision for Employee Entitlements – Current		
Provision for Annual Leave	3,395	8,613
Provision for Long Service Leave	-	8,241
Total Current	<u>3,395</u>	<u>16,854</u>

RPH Print Radio Tasmania Inc
Management Committee Statement
For the Year Ended 30 June 2020


The Management Committee declare that, in the Board's opinion:

1. The financial statements and notes are in accordance with the *Associations Incorporation Act 1964 [Tas]*, *Australian Charities and Not-for-profits Commission Act 2012* and:
 - (a) Comply with Australian Accounting Standards; and
 - (b) Give a true and fair view of the financial position of the Association as at 30 June 2020 and of its performance for the year ended on that date.
2. At the date of this statement, 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 Board and is signed for and on behalf of the Board by:



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Dated this 19th day of October 2020.

Independent Auditor's Report to the Members of RPH Print Radio Tasmania Inc

Opinion

We have audited the financial report, being a special purpose financial report, of the RPH Print Radio Tasmania Inc, which comprises the statement of financial position as at 30 June 2020, the statement of comprehensive income, and notes to the financial statements, and the declaration by those charged with governance.

In our opinion, the accompanying financial report of RPH Print Radio Tasmania Inc has been prepared in accordance with the Associations Incorporation Act 1964 and Division 60 of the Australian Charities and Not-for-Profits Commission Act 2012, including:

- (a) giving a true and fair view of the association's financial position as at 30 June 2020 and of its financial performance for the year then ended; and
- (b) complying with Australian Accounting Standards to the extent described in Note 1, the Associations Incorporation Regulations 2007 and Division 60 the Australian Charities and Not-for-profits Commission Regulation 2013.

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 Entity in accordance with 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 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.

Basis for Opinion Emphasis of matter – COVID-19

We draw attention to Note 1(e) of the financial report, which describes the ongoing effects of the COVID-19 pandemic across Australia and the environment which the association operates. Our opinion is not modified in respect of this matter.

Responsibilities of Management and Those Charged with Governance for the Financial Report

Management is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, management is responsible for assessing the Entity'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 Entity or to cease operations, or has no realistic alternative but to do so.

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

Liability limited by a scheme approved under Professional Standards Legislation.



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 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, we exercise professional judgement and maintain professional scepticism throughout the audit. We 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 our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for 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 Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management'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 Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity 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.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



Nick Carter

Partner

Wise Lord & Ferguson

Date: 19/10/2020