



Australian College of Operating Room Nurses



*ANNUAL  
REPORT  
2009*



# ACORN

## **Australian College of Operating Room Nurses (ACORN)**

ACN 071 142 768

### **Postal Address**

PO Box 325 O'Halloran Hill SA 5158

### **Registered Office**

232 Main South Road  
Morphett Vale SA 5162

### **Telephone**

(08) 8387 9666  
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## Corporate Information

The Australian College of Operating Room Nurses Limited is an unlisted company Limited by Guarantee and not having a Share Capital. It is incorporated and domiciled in Australia.

### **Council (Board)**

The Council comprises:

- President
- Councillors (Directors of the Company)
- Representatives of each State or Territory

### **Council from 22 November 2008**

#### **Directors**

- Frances O'Brien NSW
- Elizabeth Webb, NT
- Ailsa Gillett, QLD
- Elizabeth Hooper, SA
- Jennifer Garden, TAS
- Patricia Nicholson, VIC
- Victoria Jackson, WA

### **Representatives from 22 November 2008**

- Tracy Kerle NSW
- Rena Jacob NT
- Ruth Melville QLD
- Robert McCann SA
- Avril Brown TAS
- Angela Hand VIC

### **Company Secretary from 5 August 2007**

- Cheryl Winter

### **Executive Committee from 22 November 2008**

- Cheryl Winter, President
- Frances O'Brien, Honorary Secretary
- Ailsa Gillett, Honorary Treasurer
- Robyn Lawson, Executive Officer

# Mission, Vision

**ACORN is the peak professional organisation that represents nurses in a variety of roles in perioperative settings in Australia.**

**Our Mission:** To promote excellence in perioperative nursing care.

**Our Vision:** To develop the SPIRIT of perioperative nursing in Australia by:

- Standards utilising evidence based practice
- Professional growth and development.
- Innovation to achieve best patient care outcomes.
- Representation of all States and Territory.
- Influential in health policy.
- Teamwork development locally, nationally and internationally.

**Our Values** reflect the organisation's commitment to:

- promote excellence in perioperative nursing
- operate in a professional and business-like manner
- maintain ethical behaviour
- encourage partners in industry and welcome the opportunity to collaborate with others including universities, public and private organisations, and health organisations to deliver service to patients
- assist perioperative nurses to develop their potential.

# Our Objectives

**Our Objectives:** Australian College of Operating Room Nurses (ACORN) objectives are driven by the aim to promote excellence in perioperative nursing by cultivating and maintaining the highest principles of perioperative nursing and includes, but is not limited to:

- disseminating information to members on issues of significance;
- providing and facilitating professional development of nurses in perioperative settings;
- identifying and examining issues and problems relevant to perioperative nursing practice and patients that care for;
- identifying and examining issues, and advising Commonwealth, State and Territory Governments and other authorities on perioperative nursing and related health issues;
- acting as a resource at National and State / Territory level by fulfilling an advisory role and providing a consultative service to members;
- initiating research to seek solutions to relevant issues and problems;
- initiating action when concerns and issues of significance arise, pertaining to perioperative nursing in particular and issues that relate to the perioperative setting;
- promoting growth in our organisation;
- providing services to our members;
- providing a conduit for perioperative nurses to have input into health policy.



## President's Report

It gives me great pleasure to present the Australian College of Operating Room Nurses (ACORN) Annual Report for 2009. This report is in line with the ACORN Vision Statement, Mission Statement and the ACORN Strategic Plan, which was developed in 2008, and continues to be a working document.

The Open Governance of ACORN has continued, with the ongoing revision of the Articles of Association and the Administration Manual, in keeping with current requirements within the Company. This is an arduous task, and all Board Members are reviewing the current documents, with the aim of having these completed in 2010.

In 2009 the ACORN National Membership Services was established, with two states, Western Australia (ORNA), and Tasmania (TORN), and one territory, Northern Territory (NTPN), commencing with this 'fee for service' in July 2009. All of the above have duly signed contracts with ACORN, under the guidance of the ACORN Lawyer, Vahid Humphrey. This is a 'fee for service' that the above mentioned States/Territory have accepted. ACORN has become an agent to manage the National Membership Services i.e. invoices and collects membership fees for the States and Territory for a fee. All governance, management, finance, compliance liability and risk, rests with the State or Territory. A review of the commenced service has been completed. Membership application can be completed on line and BPay is available.

ACORN's corporate image has been developed through all ACORN activities. New members of ACORN continue to receive a membership package, welcoming them to ACORN through their local association membership. The Corporate image is demonstrated on all ACORN documentation and activities, and there are now numerous types of ACORN memorabilia for sale to members.

Sound leadership has improved the communication with all members. In 2009 the Local Association Presidents met three times with the Board, one face to face meeting and two teleconference meetings. These meetings have improved communication with both parties.

The website has also been redeveloped and is now more informative and interactive for members.

The ACORN Journal, under the guidance of the Editor, Pauline Walker, has an improved presentation. Pauline is constantly reviewing interesting articles for the Journal. In 2009 ACORN in conjunction with Cambridge Media, produced a Product Guide for all hospitals and members. This guide was distributed to all hospitals and members.

The promotion of Best Practice for all Perioperative Nurses throughout 2009 has meant the ACORN Standards continue to be purchased and used in Australian Hospitals and Day Surgeries, as is the ACORN Count Resource package learning tool, and the ACORN Competencies.

Throughout 2009, the ACORN Standards continued to be reviewed in preparation for the 2010 release. The end of 2009 sees them in the final stage of formation, and review prior to going to the ACORN Lawyer and then the printers. In 2009 ACORN employed a Research Assistant, in the short term, to assist with the referencing checking of the Standards. The 2008 ACORN Standards are available through the ACORN Website, and the process is under way to continue this with the 2010 ACORN Standards.

2009 saw the busy Education Committee develop a credentialing tool for Perioperative courses, conferences and study days. The credentialing process is available upon application to ACORN. ACORN continues to have input into the credentialing of Healthcare Partner Representatives, who are required to be in attendance in Perioperative Units.

A new revised version of the ACORN Scrubbing and Gown and Gloving DVD is in the final stages of production, and will be available for sale in 2010. ACORN in 2009 demonstrated its strong commitment to ensure members have access to research and education through the ACORN Journal, conferences and financial assistance to all members. The end of 2009 also sees ACORN in the final stages of preparing to send ACORN Members the Perioperative Nurses Portfolio Document, on a USB Port. This will be a great asset to all Perioperative nurses and will be a living document for them to use.

In 2009 ACORN has had influence in health policy and has representation on affiliated national organisations such as Standards Australia, TGA, National Health Workforce Forum, RCNA, the Surgical Services Task Force, the National Nursing Organisation, the Industry Skills Council, NHMRC and numerous other organisations.

ACORN has also forged stronger ties with RACS, RANZCOG and ANZCA, with mutual recognition and sharing of ideas, between all of these Colleges.

The ACORN Marketing Committee in conjunction with Local Associations has completed and now has in circulation, the ACORN National and International membership form.

Corporate membership, which was launched at the 2006 ACORN Conference, now has four committed members, and these are;

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## President's Report - cont.

ACORN throughout 2009 was proud to be associated with these companies and we welcome their commitment to perioperative nursing.

ACORN is promoting this category of membership to all Healthcare Partners, and subscription monies from this go directly into education for all members. Monies from the corporate membership have gone to the Perioperative Nurses Portfolio that will be sent to all members as a free service.

Through prudent budgeting, and the Treasurers commitment to ACORN, I am proud to say that ACORN is in a sound financial position. Please read the financial report, which will explain our financial position for 2009. The 2009 financial audit is also available. The budget has been regularly revisited and modified by the Board throughout the year to ensure that ACORN remains in this position. In 2009, the ACORN Board decided to forego one face to face meeting, to ensure that the Board keeps within budgetary requirements in our non conference year. The Board continues to have regular teleconferencing. The Board has trialled, and now will endeavour to have "e-boardroom" conferencing, which is a cheaper medium for the meetings. In May 2009, ACORN purchased property for investment/Company Headquarters in Adelaide. This is a sound investment strategy for ACORN and ensures a future ahead for ACORN.

ACORN in 2009 has increased our professional visibility with representation to international affiliated organisations including IFPN, AfPP, AORN, and EORNA. ACORN has also forged stronger ties with the Chinese Operating Room Nurses Association, and was invited to speak, at their second only ever conference, in April 2009.

In August 2009 ACORN, was part of a joint venture with the Royal Australian College of Surgeons, and other stakeholders, in the launch of the Safe Site Surgery Safety Checklist. This was launched by Nicola Roxon, Federal Health Minister, at Parliament House in Canberra. The Checklist should be in all hospitals now, and is to be totally implemented by 31st March 2010. All stakeholders; Nurses, Surgeons and Anaesthetists are expected to conform to the checklist.

Throughout 2009, the 2010 ACORN Conference preparations were well under way, under the guidance of the ACORN Conference Committee, and the Conference Organisers, Promaco. The Conference Committee are ensuring a very high standard of professionalism, as Members have grown to expect from ACORN. The ACORN awards for Excellence in Perioperative Nursing, as well as the ACORN 2010 Orator will also be announced at the Conference. The successful applications for ACORN Fellowship will be presented at the conference.

The ACORN Executive Officer, Robyn Lawson, continues to promote Perioperative Nursing and ACORN at all levels. Currently, Robyn is working towards a revised Articles of Association, in conjunction with the ACORN Board and the ACORN Lawyer. Robyn also manages the day to day operations of ACORN, ensuring open and transparent governance for ACORN. Robyn submits monthly reports to the Board of her work during her hours of employment for ACORN.

In 2009, the ACORN Administration Officer, Kylee Carmody, continued to work tirelessly in assisting the ACORN Board and the Members.

The current ACORN Board completes their term of office in November 2010. Currently applications are being sought through the current Board Members, to nominate for the new Executive; President, Honorary Secretary and Honorary Treasurer. The positions will be decided at the February face to face Board meeting.

2009 has been a memorable year in the history of ACORN. I wish to thank Frances O'Brien (Secretary), Ailsa Gillett (Treasurer), Robyn Lawson (Executive Officer), the ACORN Board Members and Kylee Carmody (Administration Officer), for their wonderful ongoing commitment to ACORN throughout 2009. I also thank Vahid Humphrey, ACORN's legal advisor, (for his recommendations to ensure we adhere to Corporate Governance), BDO for their financial advice and Ken Soon our Auditor for assistance with the financial statements for ACORN.

Without the assistance of the Local Associations and the members, ACORN would not be able to continue ensuring the needs of perioperative nurses are met or demonstrate our commitment to excellence in patient care.

I thank you all, the members of ACORN.

**"Working together in the true spirit of Perioperative Nursing Care"**

**Cheryl Winter**  
President and Company Secretary

# Director's Report

The Directors of Australian College of Operating Room Nurses Limited present their report for the year ended 31st December 2009.

## Directors and Office Bearers



### Jennifer Garden

Ms Garden completed her Bachelor of Nursing at University of Tasmania in 1993 and began her nursing career within the Ward environment. During 1995 Jenny secured a position in the Operating Room Suite, Launceston General Hospital. During her perioperative career Ms Garden has held the positions of Clinical Nurse Educator and Acting Nurse Unit Manager ORS, completed a Bachelor of Teaching, and is currently studying towards a Master of Nursing Leadership with James Cook University. Ms Garden's current position is as Clinical Nurse Consultant – Floor Coordinator, however she is currently seconded to support the implementation of the Patient Administration System within the Northern Area Health Service, Tasmania. Ms Garden was appointed ACORN Tasmanian Representative in 2007 and during this time was a member of the ACORN Standards Committee. In conjunction with the Tasmanian Director position, she currently assists the ACORN Standards Committee as Research Assistant. Ms Garden's professional interests include evidence based practice and research, organisational ethics, leadership and management. Ms Garden is a member of her State (Tasmanian Operating Room Nurses' (TORN) Inc.) perioperative group and has contributed as TORN Minutes Secretary.



### Ailsa Gillett Honorary Treasurer

Ms Gillett is currently the Nursing Director - Perioperative Services Southern Cluster; Sunshine Coast – Wide Bay Health Service District Queensland. Ms Gillett has had numerous experiences with cultural changes, having to adapt to varying work environments and organizational values, such as being employed within different States of Australia, within both the private and public sector and in both city and rural settings. Ms Gillett has participated in numerous Operating Room Suite and Hospital redevelopments and building of new facilities. Ms Gillett is the Chairperson for the Clinical Services Capability Framework Perioperative Services Advisory Group and represents ACORN on the Clinical Services Capability Framework Surgical Services Advisory Group and the Qld State wide Perioperative NUM's Steering committee. In 1998 Ms Gillett and her family moved to the Sunshine Coast where Ms Gillett became an active member of the Perioperative Nurses Association of Queensland (PNAQ) and held the position of Chairperson for the PNAQ Sunshine Coast Branch. After a 12 month stay in Cairns Ms Gillett moved back to the Sunshine Coast and has held positions within the PNAQ Sunshine Coast Branch and PNAQ State Management Committee. Currently Ms Gillett is the Queensland Director on the board of ACORN as well as the ACORN Honorary Treasurer and the Past President of PNAQ State Branch.



### Elizabeth Hooper

Mrs Hooper has completed BSc (Nursing), then employed at Royal Adelaide Hospital to undertake Advanced Nursing course following completion, moved to Queen Elizabeth Hospital Accident and Emergency Department. Completed Critical Care Nursing Certificate then transferred to Coronary Care Unit at the QEH where she became CNC. Mrs Hooper then moved to Western Hospital in 1994, working in Recovery and then Anaesthetics and Recovery. In 2006, Mrs Hooper began working at Ashford Hospital as Clinical Nurse in Recovery, then accepted position as Clinical Manager of Anaesthetics, Recovery and Day Ward, and is currently employed in this position. Mrs Hooper has a Bachelor of Science (Nursing), Critical Care Certificate, Anaesthetics and Recovery Post Graduate Certificate; Graduate Diploma – Anaesthetics and Recovery; Frontline Management Certificate IV:ALS/BLS Instructors course. Mrs Hooper was appointed as ACORN Director in November 2008 and ACORN Representative from 2006-2008.



### Victoria Jackson

Ms Jackson was appointed as the West Australian ACORN Director in November 2008 and ACORN Representative from 2006-2008. Ms Jackson has also held the position of ORNA (Operating Room Nurses Association of WA) President Education Coordinator. She is also the ACORN Representative on CoNNO (Collation of National Nursing Organisations). Ms Jackson is currently Staff Development Educator for Perioperative and Surgical Services at Fremantle Hospital WA and is also the Course Coordinator for the Graduate Diploma in Perioperative Nursing run through the Fremantle Hospital and the University of Notre Dame. She maintains her clinical skills by undertaking casual shifts within the operating theatre. In 2006 Ms Jackson completed her Masters in Nursing through Curtin University and in 2002 completed the Perioperative Nurse Surgeons Assistant Course graduating with a Grad Certificate in Health Science. Ms Jackson commenced her General Nurse training at Blackburn Royal Infirmary England in 1991 and her Perioperative career began in 1994 when she commenced in the Obs and Gynae Theatre and after four years moved to Perth Western Australia and since has moved around many of the hospital building on her operating room experience. Ms Jackson is a strong advocate for Operating room nurses, their training and practices.



### Patricia Nicholson

Patricia Nicholson holds the qualifications of RN, RM, Diploma of Operating Theatre Nursing Science, MEd (The University of Melbourne), BA (Education) (University of South Africa), Postgraduate Diploma in Nursing Management, and is a current PhD student at the University of Melbourne exploring factors that influence clinical judgement. Pat has been involved in education over the past 18 years at various Colleges in South Africa involving undergraduate subjects including Operating Theatre Technique. Pat was appointed as the Coordinator of the Perioperative Stream at the School of Health Sciences at the University of Melbourne and 2000 and is currently on a leave of absence in order to complete her PhD. She is the Victorian Director on the ACORN Board and Chair of the ACORN standards for 2008 – 2010.

# Director's Report - cont.



## **Elizabeth Webb**

Ms Webb has been a perioperative nurse for over thirty years, commencing in the specialty at Royal South Sydney Hospital. In 1975/76 she completed a Post Basic Operating Theatre Certificate at Royal Prince Alfred Hospital. Following this she returned to her hometown, Bathurst, NSW, to work at St Vincent's Hospital. For six of her eight years at St Vincent's she was in charge. She had an active association with NSW Operating Theatre Association (NSWOTA) during this time holding the positions of President or Secretary of Zone 2, attending zone functions and NSWOTA Conferences on a regular basis. In 1984, Ms Webb headed for the Northern Territory. Her initial employment at Royal Darwin Hospital (RDH) was for eighteen months, some travel and returning to RDH at the end of 1986. Soon after she attained the position of Registered Nurse, Clinical Nurse Specialist, Operating Theatre, and in May 2001 became the Clinical Nurse Educator, Perioperative, for RDH. Also in 2001, she commenced lecturing an elective under graduate Perioperative unit at Charles Darwin University. In 1988, she completed a Bachelor of Health Science, Management, at Mitchell College of Advanced Education, Bathurst, and in 2004 a Master of Clinical Nursing, Perioperative, through Flinders University, Adelaide. Ms Webb was a member of the Steering committee which led to the formation of the Northern Territory Perioperative Nurses (NTPN) in 1991. She was founding Secretary, 1991 to 2001, and an ACORN Councillor from 1991 to 1998, President from 2001 to 2008 and currently holds the position of Secretary and ACORN Director. She was awarded Life Membership of the NTPN in November 2009. Additionally, Ms Webb is a nursing officer with the Royal Australian Navy Reserve, and the highlight of her Navy service was to serve on HMAS Kanimbla in 2005 in Operation Sumatra Assist.



## **Frances O'Brien** **Honorary Secretary**

Appointed as the ACORN Honorary Secretary on 22 November 2008. Ms O'Brien completed her General Nurse Training at St Vincent's Hospital, Sydney. She then went on to complete her midwifery at St Margaret's Hospital, Sydney. From there she returned to St Vincent's Hospital, Sydney to undertake the Operating Room Certificate and Sterilization Certificate. Not finished with study, Ms O'Brien then went on to complete her Bachelor of Health Management (University of New England) and her Master of Health Administration (University of New South Wales). She is an active member of the NSW OTA where she has held various Executive positions such as Assistant Treasurer, Zone Co-ordinator and President. Ms O'Brien is very interested in workforce issues, particularly those pertaining to the rural sector. Ms O'Brien is currently employed at the Prince of Wales/Sydney Children's Hospital as the Operating Suite Manager.



## **Cheryl Winter** **President and Company Secretary**

Ms Winter completed her General Nurse Training at Balmain and District Hospital (NSW) in 1972. For several years, Ms Winter worked in Perioperative Units in both the public and private sector of Sydney hospitals, before commencing work at Royal Prince Alfred Hospital, Sydney, as a Perioperative Nurse in 1976, until commencing her Perioperative Certificate in 1977. Ms Winter moved to the Northern Territory in 1978, commencing work at Royal Darwin Hospital in 1986, in the Perioperative Unit, after having three children. Ms Winter specialised in ophthalmology, and was instrumental in setting up rural and remote eye surgery for remote aboriginal communities within the Northern Territory. Ms Winter also worked as an After Hours Duty Hospital Manager, prior to becoming the Surgical Area Nurse Manager. In 1996, Ms Winter moved to the Darwin Private Hospital Perioperative Unit, firstly as a Level 1 Nurse, then a Level 2 Nurse. In 2003, she became the Nurses Educator for the Perioperative Unit (including Theatre, Recovery, CSD and Day Care Unit) until she became the Nurse Unit Manager of the Unit in 2006. In 2004, Ms Winter became the Representative for the Northern Territory Perioperative Nurses (NTPN) to the ACORN Board. In 2006, she became the Honorary Secretary for the ACORN Board, and in 2007 became the ACORN President, and was re-elected to this position in 2008, a position she still holds. Ms Winter is a member of NTPN, ANF (NT), AfPP, GENCA, RCNA, and hold the position of Australian representative to the International Federation of Perioperative Nurses. Ms Winter also holds the position of Lieutenant Commander in the Royal Australian Naval reserves.

## **Executive Officer**



## **Robyn Lawson** **Executive Officer**

Robyn was appointed as the ACORN Executive Officer in November 2008. Previously she was the WA ACORN Director and ACORN Honorary Treasurer from February 2006 until November 2008. Robyn has served on the Board previously from 1998 - 2002 and as Representative from 2004 -2006 for Western Australia. Robyn has held senior management roles in the peri operative environment and is currently a Perioperative Services Consultant based in Perth, Western Australia. Her role is varied. She advises and directs on ACORN Standards and Competencies, the AS/NZS 4187 document on reprocessing of re usable items, and carries out audits within the perioperative services environment. As Executive Officer of ACORN, Robyn manages and promotes ACORN as the peak perioperative nursing organisation in Australia. She identifies, recommends and implements the goals of ACORN in consultation with the ACORN Board. Robyn has spent many years committed to the development of Perioperative Nursing at State, National and International level. Recognised for her contribution to ACORN, Robyn was awarded the membership of 'Fellow' of ACORN, in 2006. In November 2008 she was again recognised at State level for her contribution to the perioperative environment and was awarded Life Membership to the Operating Room Nurses Association of Western Australia (ORNA). Robyn continues to represent and promote 'Excellence' in the Perioperative environment. Qualifications: RN, F.ACORN, Post Grad Cert. Bus. Admin. UWA, M.AIM, M.SRACA, M.AORN, M. AfPP.

# AGM

## AUSTRALIAN COLLEGE OF OPERATING ROOM NURSES LIMITED

ACN: 071 142 768

**Notice is hereby given that the Annual General Meeting of the Company will be held at the Perth Convention Centre, Perth WA on Wednesday 19th May 2010 at 2.00pm**

### Business:

1. To consider, and if thought fit, adopt the balance sheet of the Company as at 31st December 2009 and the income statement for the year ended 31st December 2009, the Director's Declaration and the Independent Audit Report.
2. To resolve, in accordance with Article 91.1 to re-appoint Mr Ken E. K. Soon of 706/62 Brougham Place, North Adelaide South Australia 5006 as the Company's Auditor.

### Special Business:

1. To considering and, if thought fit, pass each of the following as special resolutions:

1. **"THAT** the Articles of Association of Australian College of Operating Room Nurses Limited (**the Company**) be amended and that accordingly amended Articles of Association of the Company be adopted, the amendments being as follows:

By replacing the words "*Corporations Law*" on the front page, the heading and in **article 1.1(7)** with "*Corporations Act 2001*" and adding the following sentence at the end of **article 1.1.7**: "*References to this and any other statute include all amendments to it that are in force from time to time and that apply to these articles, any statute that is substituted for it and any regulations, by-laws or orders under that statute.*"

2. **"THAT** the Articles of Association of the Company be amended and that accordingly amended Articles of Association of the Company be adopted, the amendments being as follows:

By replacing the word "*Council*" with the word "*Board*" in **articles 1.1(2), 1.1(3), 1.1(4), 1.1(11), 3.1, 4.1(3), 6.1, 11.2(5), 12.1, 13.1, 14.1(2)** (two instances), **15.2, 15.3(2), 15.5, 19.1(2)** (two instances), **19.2, 19.4, 19.4(1), 19.6** (three instances), **19.7(2)** (two instances), **19.10, 21.2, 21.4, 21.6, 21.7, 24.1, 28.1(2)(a)** (two instances), **29.1(1)** (two instances), **40.1, 42.1**, the heading to Part 9, **articles 47.1, 47.2, 48.2, 49.2, 49.3(1)** (two instances), **49.3(2)** (two instances), the heading to Part 10, **articles 50.1, 51.1, 54.1(2)** (three instances), **62.1**, the heading to **article 63, articles 63.1** (three instances), **64.1, 65.1, 65.2, 65.3, 66.1**, the heading to Part 13, **articles 67.1, 67.2, 68.1, 69.1** (two instances), **69.2**, the heading to Part 14, the heading to **article 70, articles 70.1, 70.2, 71.1, 72.1** (two instances), **72.2, 73.1**, the heading to **article 74, articles 74.1, 74.2, 75.1** (two instances), the heading to **article 76, articles 76.1** (two instances), **76.1(1), 77.1** (three instances), **77.3, 77.4**, the heading to **article 78, articles 78.1, 78.2, 78.3, 78.4, 79.1, 79.2, 79.2(3), 80.1** (two instances), **84.2, 85.1, 85.2** (two instances), **86.1** (two instances), **87.1, 87.1(1), 87.2, 87.2(2), 87.2(3), 88.1, 88.2** (three instances), **88.3, 90.1, 90.2, 90.4, 90.5, 90.6** (three instances), **90.7, 90.10, 91.3, 91.5, 92.1** (two instances) and **96.3**."

3. **"THAT** the Articles of Association of the Company be amended and that accordingly amended Articles of Association of the Company be adopted, the amendment being as follows:

By inserting the words "*President elected under article 49.3,*" after the words "*means the*" in **article 1.1(2)**."

4. **"THAT** the Articles of Association of the Company be amended and that accordingly amended Articles of Association of the Company be adopted, the amendments being as follows:

By replacing the word "*Councillor*" and "*Councillors*" with "*Director*" and "*Directors*" (as appropriate) in **articles 1.1(3), 29.1(2)**, the heading to **article 45, articles 45.1, 45.3** (two instances), **45.4**, the heading to **article 46, articles 46.1, 47.2(2), 47.3**, the heading to **article 48, articles 48.1, 48.2, 48.3** (two instances), **49.3(3)** (two instances), **49.4(1)** (two instances), **49.5** (two instances), the heading to **article 50, articles 50.1** (three instances), **50.2**, the heading to **article 51, article 51.1** (five instances), the heading to **article 52, article 52.1**, the heading to **article 53, article 53.1**, the heading to **article 54, article 54.1** (three instances), **article 54.1(4)**, the heading to **article 55, articles 55.1** (two instances), **55.2**, the heading to Part 11, **article 56.1** (two instances), the heading to **article 57, articles 57.1** (six instances), **57.3, 60.1, 60.1(1)** (three instances), **60.1(2)** (three instances), **60.3**, the heading to **article 61, articles 61.1** (three instances), **72.1** (three instances), **73.1** (five instances), **74.2, 75.1, 75.3** (four instances), **76.1, 76.1(2)** (two instances), **76.1(2), 76.1(4)** (three instances), **76.1(5)** (two instances), **76.2, 76.3** (two instances), **76.4** (two instances), **77.1** (four instances), **77.2** (two instances), **77.3** (two instances), **77.5** (two instances), **78.1(2)**, the heading to **article 80, article 80.1** (two instances), the heading to Part 15, **articles 82.1** (two instances), **82.2, 82.3, 82.3(1), 82.3(2)** (two instances), **87.2** (two instances), **88.3** (two instances), the heading to **article 89, articles 89.1** (two instances), **90.9, 91.11(4), 92.1** (two instances), **96.1, 96.2 and 96.3** (three instances)."

5. **"THAT** the Articles of Association of the Company be amended and that accordingly amended Articles of Association of the Company be adopted, the amendment being as follows:

By deleting the words "*the body ratified by the Company as representing*" in **articles 1.1(8)(b) and (c)**."

6. **“THAT** the Articles of Association of the Company be amended and that accordingly amended Articles of Association of the Company be adopted, the amendment being as follows:

By replacing **article 5** with the following:

**“5. Categories of Membership**

5.1 *There are currently seven categories of membership of the company;*

- (1) *Ordinary members,*
- (2) *Local Associations,*
- (3) *Fellows,*
- (4) *Honorary Fellows,*
- (5) *Overseas Perioperative Nurse members,*
- (6) *Affiliate members, and*
- (7) *Corporate members.*

5.2 *Ordinary members are those individuals who:*

- (1) *are already financial members of a Local Association, and*
- (2) *are at least 18 years old, and*
- (3) *have been admitted as ordinary members.*

5.3 *Ordinary members are either:*

- (1) *voting ordinary members if entitled to vote at a general meeting of a Local Association, or*
- (2) *non-voting ordinary members if not entitled to vote at a general meeting of a Local Association.*

5.4 *Fellows are those voting ordinary members who have been admitted as Fellows.*

5.5 *Honorary Fellows are those individuals who are at least 18 years old and have been admitted as Honorary Fellows.*

5.6 *Overseas Perioperative Nurse members are those individuals who are at least 18 years old and have been admitted as Overseas Perioperative Nurse members.*

5.7 *Affiliate members are those individuals who are at least 18 years old and have been admitted as Affiliate members.*

5.8 *Corporate members are those bodies corporate which have been admitted as Corporate members.*

5.9 *Additional categories of members, if recommended by the Board, may be created from time to time by the members in general meeting.”*

7. **“THAT** the Articles of Association of the Company be amended and that accordingly amended Articles of Association of the Company be adopted, the amendment being as follows:

By replacing **article 7** with the following:

**“7. Application for Membership other than Local Association Membership**

7.1 *Any individual who:*

- (1) *is not less than 18 years of age at the date of application, and*
- (2) *is a financial member of a Local Association,*

*may apply for:*

- (a) *voting ordinary membership of the Company, if he or she is entitled to vote at a general meeting of that Local Association, or*
- (b) *non-voting ordinary membership of the Company, if he or she is not entitled to vote at a general meeting of that Local Association.*

7.2 *Any voting ordinary member who meets certain criteria published from time to time by the Board may be admitted as a Fellow.*

7.3 *Any individual who is not less than 18 years of age at the date of application and who meets certain criteria published from time to time by the Board may be admitted as an Honorary Fellow.*

7.4 *Any individual who is not less than 18 years of age at the date of application and is an overseas perioperative nurse may apply for Overseas Perioperative Nurse membership of the company.*

7.5 *Any individual who is not less than 18 years of age at the date of application and is an perioperative industry representative, sterilising service manager, data manager working in the perioperative environment or other category determined from time to time by the Board may apply for Affiliate membership of the company.*

7.6 *Any body corporate working in the perioperative environment may apply for Corporate membership of the company.*

7.7 *Membership of the company in the following categories does not carry voting rights: Honorary Fellows, Overseas Perioperative Nurse members, Affiliate members and Corporate members.”*

8. **“THAT** the Articles of Association of the Company be amended and that accordingly amended Articles of Association of the Company be adopted, the amendment being as follows:

By replacing article 8 with the following:

**"8. Form of Application**

8.1 *An application for membership other than Local Association membership must be:*

- (1) *in writing in a form approved by the Board, and*
- (2) *signed by the applicant."*

9. "THAT the Articles of Association of the Company be amended and that accordingly amended Articles of Association of the Company be adopted, the amendments being as follows:

By inserting the words *"and email address, if any"* in **articles 11.2(2)** after *"facsimile number, if any"*, inserting the words *"or email address"* after *"facsimile number"* in **articles 11.3, 72.1(2), 77.1 and 93.1** and inserting the words *"or email"* after the words *"facsimile transmission"* in **article 40.2** (two instances) and **article 59.2."**

10. "THAT the Articles of Association of the Company be amended and that accordingly amended Articles of Association of the Company be adopted, the amendment being as follows:

By substituting the words *"Part 22"* for **"articles 95 and 96"** in **article 11.4**

11. "THAT the Articles of Association of the Company be amended and that accordingly amended Articles of Association of the Company be adopted, the amendment being as follows:

By deleting the words *"and approved by a special resolution of the members in general meeting"* from **articles 12.1 and 13.1."**

12. "THAT the Articles of Association of the Company be amended and that accordingly amended Articles of Association of the Company be adopted, the amendment being as follows:

By deleting the words *"section 246 of"* from **article 21.3.**

13. "THAT the Articles of Association of the Company be amended and that accordingly amended Articles of Association of the Company be adopted, the amendment being as follows:

By substituting the word *"five"* for the number *"5"* in **article 27.2.**

14. "THAT the Articles of Association of the Company be amended and that accordingly amended Articles of Association of the Company be adopted, the amendment being as follows:

By substituting the words *"2 months"* for *"1 month"* in **article 33.1."**

15. "THAT the Articles of Association of the Company be amended and that accordingly amended Articles of Association of the Company be adopted, the amendment being as follows:

By correcting the word *"poll"* in **article 33.1."**

16. "THAT the Articles of Association of the Company be amended and that accordingly amended Articles of Association of the Company be adopted, the amendment being as follows:

By deleting the word *"Committee"* from the heading to Part 9."

17. "THAT the Articles of Association of the Company be amended and that accordingly amended Articles of Association of the Company be adopted, the amendment being as follows:

By deleting the words *"and the Council"* from the heading to **article 47."**

18. "THAT the Articles of Association of the Company be amended and that accordingly amended Articles of Association of the Company be adopted, the amendment being as follows:

By deleting the words *"In addition, in the year 2004, a Councillor or Representative may hold office until 31 December in that year, even though the period of office of such Councillor or Representative exceeds 4 years, and/or the longest service Councillor or Representative is not replaced within 2 years"* from **articles 48.3 and 49.2."**

19. "THAT the Articles of Association of the Company be amended and that accordingly amended Articles of Association of the Company be adopted, the amendments being as follows:

By deleting the word *"Committee"* from the heading to **article 49**, replacing the word *"hearers"* with the word *"bearers"* in **article 49.1** and replacing the words *"executive committee"* with *"Executive"* in **article 49.2."**

20. "THAT the Articles of Association of the Company be amended and that accordingly amended Articles of Association of the Company be adopted, the amendment being as follows:

By replacing the words *"member of the Board"* for *"Councillor"* in **articles 62.1 and 64.1. "**

21. "THAT the Articles of Association of the Company be amended and that accordingly amended Articles of Association of the Company be adopted, the amendment being as follows:

By replacing **article 63.2** with the following:

*"The Executive Officer is a member of the Executive but may not vote at any meeting of that committee."*

22. "THAT the Articles of Association of the Company be amended and that accordingly amended Articles of Association of the Company be adopted, the amendments being as follows:

By replacing the words “telex, telegram, cable” with “email, SMS” in **article 72.2** and replacing the words “telex, telegram, cable” with “email” in **article 77.5**.”

23. “THAT the Articles of Association of the Company be amended and that accordingly amended Articles of Association of the Company be adopted, the amendment being as follows:

By adding a new **article 77.6**:

*References in this article to the word “signed” shall be taken to include “electronically signed”.*”

24. “THAT the Articles of Association of the Company be amended and that accordingly amended Articles of Association of the Company be adopted, the amendment being as follows:

By replacing **article 81** with the following:

**“81. Prohibition on Being Present or Voting**

81.1 *Unless article 81.2 or 81.3 applies, a Director who has a material personal interest in a matter that is being considered at a Board meeting must not:*

- (1) *be present while the matter is being considered at the meeting; or*
- (2) *vote on the matter.*

81.2 *The Director may be present and vote if the Directors who do not have a material personal interest in the matter have passed a resolution that:*

- (1) *identifies the Director, the nature and extent of the Director’s interest in the matter and its relation to the affairs of the Company; and*
- (2) *states that those Directors are satisfied that the interest should not disqualify the Director from voting or being present.*

81.3 *The Director may be present and vote if he or she is so entitled under a declaration or order made by the Australian Securities and Investments Commission.*

81.4 *A Representative who has a material personal interest in a matter that is being considered at a Board meeting must not be present while the matter is being considered at the meeting.*

81.5 *The Representative may be present and be heard if the Directors who do not have a material personal interest in the matter have passed a resolution that:*

- (1) *identifies the Representative, the nature and extent of the Representative’s interest in the matter and its relation to the affairs of the Company; and*
- (2) *states that those Directors are satisfied that the interest should not disqualify the Representative from being present and being heard.”*

25. “THAT the Articles of Association of the Company be amended and that accordingly amended Articles of Association of the Company be adopted, the amendment being as follows:

By replacing **article 83** with the following:

**“83. Disclosure of Interest**

83.1 *The Director or Representative must disclose a material personal interest to the Board at a meeting of the Board as soon as practicable after the Director or Representative becomes aware of his or her interest in the matter unless:*

- (1) *a specific exemption under the Law applies; or*
- (2) *the Director or Representative has already given notice of the interest to all the Directors and Representatives (including notice to any Director or Representative who did not hold such office at the time notice was first given) and the nature and extent of the interest has not materially increased.*
- (3) *the Director or Representative has given a standing notice to the other Directors and Representatives of the nature and extent of the interest in accordance with the Law and the notice is still effective in relation to the interest.”*

26. “THAT the Articles of Association of the Company be amended and that accordingly amended Articles of Association of the Company be adopted, the amendment being as follows:

By inserting a new **article 94.4** as follows:

*“If a notice is sent by email, service of the notice is deemed to be effected by properly addressing the email and sending it to the email address supplied to the Company for that purpose, and to be effected on the next business day after the date of its sending, unless the Company receives an email indicating that the notice has not reached the intended recipient.”*

27. “THAT the Articles of Association of the Company be amended and that accordingly amended Articles of Association of the Company be adopted, the amendment being as follows:

By deleting the words “subsections 232(5) or (6) of” from **article 96.3**.”

Dated this 1st day of March 2010

**BY ORDER of the Council**

Frances O’Brien, Honorary Secretary

# Financial Statements

## Directors' Benefits

All Directors serve in a volunteer capacity and receive no direct remuneration for their services. The Company reimburses all Directors for the costs claimed associated with attending Board meetings.

## Directors' Meetings

The number of Directors' meetings and number of meetings attended by each of the Directors of the Company during the financial year were:

Name	Number of meetings	Number eligible to attend
J Garden	2	2
F O'Brien	2	2
A Gillett	2	2
E Hooper	2	2
E Webb	2	2
P Nicholson	2	2
V Jackson	2	2

## Events subsequent to the end of the Financial Year

There were no events subsequent to the end of the financial year nor are there any matters likely to affect the results of activities.

## Financial Results

The net loss of the Company after income tax for the year ended 31st December 2009 was \$26,880.00

## Indemnifying Officer or Auditor

The Company has not, during or since the financial year in respect of any person who is or has been an officer or auditor of the Company or a related body corporate:

- indemnified or made any relevant agreement for indemnifying against a liability incurred as an officer, including costs and expenses in successfully defending legal proceedings, or
- paid or agreed to pay a premium in respect of a contract insuring against a liability incurred as an officer, for the costs or expenses to defend legal proceedings.

## Proceedings on behalf of the Company

No person has applied for leave of the court to bring proceedings on behalf of the company or intervene in any proceedings to which the company is party for the purpose of taking responsibility on behalf of the company for all or any part of those proceedings.

## Review of Operations

The President's report was adopted by the Board and outlines the review of activities for the 2009 year.

## Significant Changes in the State of Affairs

The ACORN Company has purchased a property located at 11 The Lane O'Halloran Hill SA 5158 during the 2009 year.

## Volunteers

Without the valued input of many hours by our volunteers, some of our activities including the review of Standards and representing the College on Australian Standards Committees would not occur. Their work is acknowledged and greatly appreciated.

Australian College of Operating Room Nurses Ltd

ABN 64 071 142 768

STATEMENT OF FINANCIAL POSITION

As at 31 December 2009

financials

	NOTE	2009	2008
		\$	\$
<b>CURRENT ASSETS</b>			
Cash and Cash Equivalents	6	44,134	79,347
Receivables	8	203,237	19,001
Inventory		39,438	58,854
Financial Assets	7	679,500	1,074,533
Other	9	92,284	47,851
<b>TOTAL CURRENT ASSETS</b>		<b>1,058,593</b>	<b>1,279,586</b>
<b>NON CURRENT ASSETS</b>			
Plant & Equipment	12	2,890	3,281
Land and Buildings	12	309,950	-
Deferred Tax Asset		1,534	1,534
Website Costs	12	4,336	-
<b>TOTAL NON CURRENT ASSETS</b>		<b>318,710</b>	<b>4,815</b>
<b>TOTAL ASSETS</b>		<b>1,377,303</b>	<b>1,284,401</b>
<b>CURRENT LIABILITIES</b>			
Payables	10	248,778	48,986
Current Tax Liabilities	11	3,958	83,968
<b>TOTAL CURRENT LIABILITIES</b>		<b>252,736</b>	<b>132,954</b>
<b>TOTAL LIABILITIES</b>		<b>252,736</b>	<b>132,954</b>
<b>NET ASSETS</b>		<b>1,124,567</b>	<b>1,151,447</b>
<b>EQUITY</b>			
Retained Profits	16	1,124,567	1,151,447

Australian College of Operating Room Nurses Ltd

ABN 64 071 142 768

STATEMENT OF COMPREHENSIVE INCOME

As at 31 December 2009

	NOTE	2009	2008
		\$	\$
Revenues from ordinary activities	3	288,995	1,539,700
Changes in inventories of finished goods		-19,416	34,713
Depreciation and amortisation expenses		-6,114	-3,383
Other expenses from ordinary activities		-290,345	-913,649
Profit from ordinary activities before income tax	4	-26,880	657,381
Income tax expense relating to ordinary activities	5	-	85,266
Net Profit/(Loss) from ordinary activities after income tax expense attributable to members of the entity		-26,880	572,116
<b>Total changes in equity</b>	<b>16</b>	<b>-26,880</b>	<b>572,116</b>

Australian College of Operating Room Nurses Ltd

ABN 64 071 142 768

STATEMENT OF CASH FLOWS

As at 31 December 2009

financials

	NOTE	2009	2008
		\$	\$
<b><u>CASH FLOWS FROM OPERATING ACTIVITIES</u></b>			
Receipts from customers		301,714	1,113,139
Payments to suppliers		-371,095	-836,959
Interest Received		38,194	59,850
Income tax paid		-79,050	17,952
<b><u>NET CASH PROVIDED BY / (USED IN) OPERATING ACTIVITIES</u></b>	14	<b>-110,237</b>	<b>353,982</b>
<b><u>CASH FLOWS FROM INVESTING ACTIVITIES</u></b>			
Payment for property purchase		-310,333	-
Payment for equipment purchase		-9,676	-3,142
<b><u>NET CASH PROVIDED BY / (USED IN) INVESTING ACTIVITIES</u></b>		<b>-320,009</b>	<b>-3,142</b>
<b>NET INCREASE / (DECREASE) IN CASH HELD</b>		<b>-430,246</b>	<b>350,840</b>
<b>CASH AND CASH EQUIVALENTS AT BEGINNING OF FINANCIAL YEAR</b>		<b>1,153,880</b>	<b>803,040</b>
<b>CASH AND CASH EQUIVALENTS AT END OF FINANCIAL YEAR</b>	13	<b>723,634</b>	<b>1,153,880</b>

**Australian College of Operating Room Nurses Ltd**

ABN 64 071 142 768

**STATEMENT OF CHANGES IN EQUITY**

As at 31 December 2009

	NOTE	2009	2008
		\$	\$
Retained Profits at beginning of the year	16	1,151,447	579,331
Profit or Loss for the period after income tax	16	-26,880	572,116
Closing Balance as at year end	16	1,124,567	1,151,447

## Australian College of Operating Room Nurses Ltd

ABN 64 071 142 768

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

As at 31 December 2009

## NOTE

**SUMMARY OF SIGNIFICANT ACCOUNT****1 POLICIES****(a) Basis of Accounting**

This general purpose financial report has been prepared in accordance with the Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board, Urgent Issues Group Consensus Views and the Corporations Act 2001. The financial report has been prepared on an accrual basis, is based on historical costs and does not take into account the changing money values or, except where stated, current valuations of non-current assets. The accounting policies have been consistently applied and are consistent with the previous year. The following is a summary of material accounting policies adopted.

The financial report complies with all relevant Australian equivalents to International Financial Reporting Standards (IFRS) in their entirety.

**Impairment of Assets**

At each reporting date, Directors review the carrying values of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell, and value in use, is compared to the asset's carrying value. Where it is not possible to estimate the recoverable amount of an individual asset, the group estimates the recoverable amount of the cash-generating unit to which the assets belongs.

**(b) Income Tax**

Income tax on the profit or loss for the year comprises current and deferred tax. Current tax is the expected amount of income taxes payable in respect of the taxable profit for the year and is measured using the tax rates that have been enacted at the balance sheet date.

Deferred tax liabilities and assets are provided for under the liability method at the current tax rate in respect of all temporary differences between the carrying amount of an asset or liability in the balance sheet and its tax base including unused tax losses and capital allowances.

A deferred tax asset is recognised only to the extent that it is probably that taxable profit will be available against which the deductible temporary differences can be utilised. The carrying amount of a deferred tax asset is reviewed at each balance sheet date. If it is no longer probable that sufficient taxable profit will be available to allow the benefit of part, or all of, that deferred tax asset to be utilised, the carrying amount of the deferred tax asset will be reduced accordingly. When it becomes probable the sufficient taxable profit will be available, such reductions will be reversed to the extent of the taxable profit.

(c) **Property, Plant and Equipment**

Plant and equipment are carried measured at cost less depreciation and impairment losses.

The carrying amount of plant and equipment is reviewed annually by directors to ensure it is not in excess of the recoverable amount of these assets. The carrying amount is assessed on the basis of the expected net cash flows that will be generated from the assets employed and subsequent disposal. The expected net cash flows have been discounted to their present values in determining the recoverable amount.

(d) **Depreciation of Non-current Assets**

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner that reflects the consumption of the service potential embodied in those assets. The depreciation rates used for each class of assets are:

Class of Fixed Asset	Depreciation Rate
Plant & equipment	15%
Computer equipment	67%
Website	50%

(e) **Investments**

Investments are measured at cost less impairment losses. The carrying amount of any non-current investment is reviewed annually by Directors to ensure it is not in excess of its recoverable amount. The expected net present cash flow from investments is discounted to their present value in determining the recoverable amount.

(f) **Inventories**

Inventories are measured at the lower of cost and net realisable value

(g) **Employee Entitlements**

Employees are not entitled to annual or sick leave and as such no recognition is made for employee entitlements. Contributions are made to employee superannuation funds and are charged as expenses when incurred.

(h) **Leases**

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they occur.

(i) **Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST is not recoverable from the Australian Taxation Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset, or as part of an item of the expense. Receivables and payables in the statement of financial position are shown inclusive of GST.

(j) **Revenue**

Revenue from the delivery of services is recognised when the services have been fully rendered to customers.

Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

(k) **Financial Instruments**

**Recognition**

Financial instruments are initially measured at cost on trade date, which includes transaction costs, when the related contractual rights or obligations exist. Subsequent to initial recognition these instruments are measured as set out below.

**Loans and receivables**

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are stated at amortised cost using the effective interest rate method.

**Held-to-maturity investments**

These investments have fixed maturities, and it is the group's intention to hold these investments to maturity. Any held-to-maturity investments held by the group are stated at amortised cost using the effective interest rate method.

**Available-for-sale financial assets**

Available-for-sale financial assets include any financial assets not included in the above categories. Available-for-sale financial assets are reflected at fair value. Unrealised gains and losses arising from changes in fair value are taken directly to equity.

(l) **Biennial National Conference**

The operating profit or loss of each Biennial National Conference organised by the Company for its members is brought to account in the financial year in which the event is held. In the financial years prior to the holding of the Conference, monies received and expended in respect of the next Conference are carried forward as deferred liability and prepayment respectively, until such time as the event is held. Recoverability of the project prepayments is dependent on the Conference achieving sufficient revenues. Where losses are anticipated, the amounts to be carried forward are written down to ensure that the carrying amount of the asset at balance date is stated as cost less any impairment loss. Refer note 4b below.

**2 CASH**

For purposes of the statement of cash flows, cash includes cash deposits which are readily convertible to cash on hand and which are used in the cash management function on a day-to-day basis.

<b>2009</b>	<b>2008</b>
<b>\$</b>	<b>\$</b>

**3 REVENUE**

**(a) Operating Activities**

Capitation Fees	74,815	70,159
Grants	-	14,000
Journal Subscriptions	22,315	18,960
CAL (Copyright Agency Limited)	784	582
Nationalisation	875	-
Sales of Supplies	572	2,005
Standards Sales	66,971	200,037
ACORN Advertising	36,218	19,182
Sundry Reimbursements	447	343
Meeting Expenses Reimbursement	11,701	-
Affiliate & Overseas Membership	1,855	3,545
Interest Received	30,011	80,728
Other	42,431	1,452
	<b>288,995</b>	<b>410,993</b>

**(b) National Conference 2008 revenue**

Registration Fees	-	429,534
Sponsorship and Other Income	-	208,227
Exhibition Income	-	490,948
	<b>-</b>	<b>1,128,708</b>

<b>Total Revenue</b>	<b>288,995</b>	<b>1,539,700</b>
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		2009	2008
		\$	\$
<b>4</b>	<b><u>PROFIT FROM ORDINARY ACTIVITIES</u></b>		
	Profit from ordinary activities has been determined after:		
	<b>(a) Expenses</b>		
	Cost of Supplies including Standards	3,831	4,191
	Depreciation of non-current assets	3,947	3383
	Amortisation - Website	2,167	-
	Rental expense on operating lease	4,000	11,035
	 <u>Other Operating Costs</u>		
	Administration & Accounting	48,325	74,455
	Affiliate & Other Memberships	256	297
	Annual Report	13,474	6,031
	Bookkeeping & Order Processing	13,330	26,807
	Executive Officer Costs	50,772	3,884
	Grants & Gifts paid	272	893
	Insurance	2,977	7,349
	Journal expenses	13,374	10,162
	Legal Fees	8,250	18,033
	Standards Review 2008	-	1,167
	Meeting expenses	68,077	72,350
	Nationalisation costs	6,069	7,145
	 <b>(b) Significant Revenues and Expenses</b>		
	The following significant revenue and expense items are relevant in explaining the financial performance :-		
	Total Revenue from National Conference 2008	-	1,128,708
	Total Costs incurred	-	579123
	 The National Conference is held on a biennial basis only and the next planned Conference is to be held in the 2010 year		
	 GST paid in respect of prior year Capitation Fees	14,482	-

	<u>2009</u>	<u>2008</u>
	\$	\$
<b>5</b>		
<b><u>INCOME TAX EXPENSE</u></b>		
The prima facie tax on profit/(loss) from ordinary activities before income tax is reconciled to the income tax expense as follows:		
Prima facie tax payable on profit from ordinary activities before income tax at 30%	-	187,543
<b>Add:</b>		
Tax Effect of:		
Non deductible depreciation		
Non-allowable items		
	-	187,543
<b>Less:</b>		
Tax Effect of		
Profits / (Losses) not subject to income tax	-	105,885
Over / (Under) provision for tax in prior years	-	3608
	-	<b>85,266</b>
<b>6</b>		
<b><u>BANK AND CASH</u></b>		
<b><u>Current</u></b>		
Operating Account	43,634	45,127
Petty Cash	500	500
Conference Account	-	33,720
	<b>44,134</b>	<b>79,347</b>
<b>7</b>		
<b><u>INVESTMENTS</u></b>		
<b><u>Current</u></b>		
ACORN	243	208,846
Conference	679,257	865,687
	<b>679,500</b>	<b>1,074,533</b>
<b>8</b>		
<b><u>RECEIVABLES</u></b>		
<b><u>Current</u></b>		
Trade Debtors	7,022	14,985
Less Provision for Doubtful Debts	5,000	5,000
	2,022	9,985
GST Refund	880	9,016
Other Debtors (Promaco)	200,335	-
	<b>203,237</b>	<b>19,001</b>

9 **OTHER CURRENT ASSETS**

**Other**

Accrued Interest	12,695	20,878
	<u>12,695</u>	<u>20,878</u>

**Prepayments**

Conference 2010 Expenses	30,704	17,011
Prepaid Insurance	4,445	2,766
Provision for Income Tax	19,991	7,195
Other Prepayments	24,449	-
	<u>79,589</u>	<u>26,973</u>
	<u>92,284</u>	<u>47,851</u>



12 (c) **Website Costs**

Website Costs	6,504	-
Less Accumulated Amortisation	<u>2,168</u>	<u>-</u>
	<b><u>4,336</u></b>	<b><u>-</u></b>

13 **CASH ASSETS**

Cash at the end of the reporting period as shown in the Statement of Cash Flows is reconciled to the Statement of Financial Position as follows:-

Cash at Bank	44,134	79,347
Short Term Investment Accounts	<u>679,500</u>	<u>1,074,533</u>
	<b><u>723,634</u></b>	<b><u>1,153,880</u></b>

	2009	2008
	\$	\$
<b>14</b>		
<b><u>RECONCILIATION OF NET CASH FROM ORDINARY ACTIVITIES TO NET PROFIT AFTER TAX RESULTING FROM OPERATIONS</u></b>		
Operating Profit/(Deficit) after Tax	-26,880	572,116
Non Cash Item		
Depreciation and Amortisation	6,114	3,383
Net Cash provided by operating activities before change in asset and liabilities	-20,766	575,499
Increase/(Decrease) in Creditors and Accruals	119,782	-300,765
(Increase)/Decrease in Receivables	-184,236	12,771
(Increase)/Decrease in Prepayments	-44,433	101,191
(Increase)/Decrease in Stores & Materials	19,416	-34,714
Net Cash from Operating Activities	<b>-110,237</b>	<b>353,982</b>

**15 FINANCIAL INSTRUMENTS**

**Interest rate risk**

The Company's exposure to 'interest rate risk' is the risk that the financial instruments value will fluctuate as a result of changes in market interest rates on certain financial assets set out below. Exposure is predominantly on interest bearing deposits.

Financial Assets	Floating Interest Rate	Fixed Rate Mat. in one Year	Non Interest Bearing
<b>2009</b>			
Cash	44,134	679,500	
Receivables			203,237
Total Financial Assets	<b>44,134</b>	<b>679,500</b>	<b>203,237</b>
<b>2008</b>			
Cash	79,347	1,074,533	
Receivables			19,001
Total Financial Assets	<b>79,347</b>	<b>1,074,533</b>	<b>19,001</b>

**16**     **Statement of Changes in Equity for the year**

Retained Profits at beginning of the year	1,151,447	579,331
Net Profit/(Loss) after tax attributable to members of the entity		
	-26,880	572,116
Retained Profits at the end of the year	<u>1,124,567</u>	<u>1,151,447</u>

	<b>2009</b>	<b>2008</b>
	<b>\$</b>	<b>\$</b>
<b>17</b>		
<b><u>DIRECTOR'S REMUNERATION</u></b>		
Except for the WA Director who is both a Director and Executive Officer within the same year, no amounts have been paid or are payable to Directors as remuneration as all Directors' positions are voluntary.	-	<b>3,884</b>
	<hr/>	<hr/>
<b>18</b>		
<b><u>AUDITORS' REMUNERATION</u></b>		
Amounts paid or due and payable for auditing or reviewing the financial report	<b>3,000</b>	<b>4,150</b>
	<hr/>	<hr/>
<b>19</b>		
<b><u>RELATED PARTY DISCLOSURES</u></b>		
There were no related party transactions in the year requiring disclosure under the provision of the Corporations Act 2001 or by virtue of AASB 124: Related Party Disclosures.		

# Director's Declaration

The Directors of the Company declare that:

1. the Financial Statements and notes, as set out in pages 16 to 31 are in accordance with the Corporations Act 2001
  - (a) comply with Accounting Standards and the Corporations Regulations 2001
  - (b) give a true and fair view of the Company's financial position as at 31st December 2009 and of the Company's performance for the year ended on that date;
2. in the Directors' opinion there are reasonable grounds to believe that the Company will be able to pay its debts when they become due and payable.

## **Auditor's Independence Declaration**

A copy of the auditor's independence declaration as required under section 307C of the Corporations Act 2001 is set out below.

This declaration is made in accordance with a resolution of the Board of Directors.

**Ailsa Gillett**  
**Director and Honorary Treasurer**  
18th February 2010

# Auditor's Independence

## **AUDITOR'S INDEPENDENCE DECLARATION UNDER SECTION 307C OF THE CORPORATIONS ACT 2001 TO THE DIRECTORS OF AUSTRALIAN COLLEGE OF OPERATING ROOM NURSES LIMITED**

I declare that, to the best of my knowledge and belief, during the year ended 31 December 2009 there have been:

- (i) no contraventions of the auditor independence requirements as set out in the Corporations Act 2001 in relation to the audit; and
- (ii) no contraventions of any applicable code of professional conduct in relation to the audit.

**Ken Soon**  
**Chartered Accountant**  
Dated: 18th February 2010, in Adelaide.

# Independent Audit Report

## **INDEPENDENT AUDIT REPORT TO THE MEMBERS OF THE AUSTRALIAN COLLEGE OF OPERATING ROOM NURSES LIMITED**

### **Scope**

#### **The financial report and Directors' responsibility**

The financial report comprises the income statement, balance sheet, statement of cash flows, accompanying notes to the financial statements, and the Directors' declaration for Australian College Of Operating Room Nurses Limited (the Company), for the year ended 31 December 2009.

The Directors of the Company are responsible for the preparation and true and fair presentation of the financial report in accordance with the *Corporations Act 2001*. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

### **Audit Approach**

I conducted an independent audit in order to express an opinion to the members of the company. My audit was conducted in accordance with Australian Auditing Standards, in order to provide reasonable assurance as to whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgment, selective testing, the inherent limitations of internal control, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

I performed procedures to assess whether, in all material respects, the financial report presents fairly, in accordance with the *Corporations Act 2001*, including compliance with Accounting Standards and other mandatory financial reporting requirements in Australia, a view which is consistent with my understanding of the Company's, and the consolidated entity's, financial position, and of their performance as represented by the results of their operations and cash flows.

I formed my audit opinion on the basis of these procedures, which included:

- examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report, and
- assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the directors.

While I considered the effectiveness of management's internal controls over financial reporting when determining the nature and extent of my procedures, my audit was not designed to provide assurance on internal controls.

### **Independence**

In conducting my audit, I followed applicable independence requirements of Australian professional ethical pronouncements and the *Corporations Act 2001*.

In accordance with ASIC Class Order 05/83, I declare to the best of my knowledge and belief that the auditor's independence declaration set out on page 32 of the financial report has not changed as at the date of providing my audit opinion.

### **Audit Opinion**

In my opinion, the financial report of Australian College Of Operating Room Nurses Limited is in accordance with:

- a. the *Corporations Act 2001*, including:
  - i. giving a true and fair view of the Company's financial position as at 31 December 2009 and of their performance for the year ended on that date; and
  - ii. complying with Accounting Standards in Australia and the Corporations Regulations 2001; and
- b. other mandatory professional reporting requirements in Australia.

### **Significant Uncertainty regarding a debtor**

Without qualification to the opinion expressed above, I draw attention to Note 8 to the financial statements, which shows an Other Debtor in the amount of \$200,335.

The project and financial management of Conference 2010 has been outsourced to a third party specializing in events project management. The debt of \$200,335 represents funds collected by the third party in the period to 31 December 2009. These funds, together with other funds to be received in 2010, will only be paid over to the Australian College Of Operating Room Nurses Limited in May/June 2010 after the completion of the Conference event. As such, the collectability or otherwise of the debt at balance date cannot presently be determined.

**Ken Soon**

**Chartered Accountant**

Dated: 18th February 2010



