



*A shared voice. A shared vision.*

# ANNUAL REPORT 2012-2013

*CNSA is committed to achieving and promoting excellence in cancer care through the professional contribution of nurses.*

## Table of Contents

Mission Statement	page 4
CNSA National Executive Committee	page 5
President's Report	page 6
Financial Report	page 9
International Society of Nurses in Cancer Care	page 10
Australian Journal of Cancer Nursing Report (AJCN)	page 11
Communications	page 12
Website	page 13
Email Account	
15 <sup>th</sup> Winter Congress 2012	page 14
Education Committee	page 15
Research Committee	page 16
Radiation Oncology Special Interest Group (RONSIG)	page 17
Gynaecological Oncology Special Interest Group (GynSIG)	page 18
Breast Special Interest Group (BreastSIG)	page 19
Regional Groups	page 20
Annual Financial Report	page 21

## **Mission Statement**

**The Cancer Nurses Society of Australia is committed to achieving and promoting excellence in cancer care. The CNSA achieves this by providing leadership to the nursing profession by advocating for effective cancer control policy and supporting the delivery of quality nursing care.**

### Strategic Objectives 2011-2013

Our five key strategic directions for 2011- 2013 are:

1. Engaging membership and building partnerships
2. Ensuring the financial growth of the CNSA
3. Influencing cancer control policy
4. Facilitating cancer nurses' professional development irrespective of geographical location; and
5. Aligning the Constitution and Governance Framework.

## CNSA National Executive Committee

Sandy McKiernan	President	Jan 2013
Mei Krishnasamy	Past President	Jan 2013
Megan Nutt	Treasurer ACT Rep	Jan 2010
Anne Mellon	Secretary Membership & Website Coordinator	Jan 2012 Jan 2010
Alexandra McCarthy	Education Committee Rep QLD Rep	Jan 2010
Trevor Saunders	VIC Rep	Jan 2011
Renae Grundy	TAS Rep	Jan 2013
Vivienne Van Dissel	ACT Rep	Jan 2013
Samantha Gibson	WA Rep	Jan 2013
Mary Ryan	NSW Rep	Nov 2011
<i>Position Vacant</i>	SA Rep	
Julie Calvert	Executive Officer	
Amy Ribbons	Administrative Support Officer	
Ex Officio Positions		
Leticia Lancaster	ISNCC Rep	Jan 2009
Maryanne Hargraves	Winter Congress Coordinator Development Committee	Jan 2008
Prof Leanne Monterosso	Chair – Research Committee	Apr 2012
Alayne Reid	Chair – Education Committee	Jan 2011

## President's Report

The last year has been a year of transition for the CNSA as we completed the few remaining steps in our move to an independent professional Society. During this year the CNSA has worked closely with COSA to separate both our membership data base and the financial management of the Society in an open and transparent manner. It is my pleasure to confirm that all that was put in motion by the member decision at the 2011 AGM is now in place. Our thanks go to the COSA Executive and also Cancer Council Australia's financial team for their support and advice during the completion of this undertaking.

During the transition, the National Executive Committee (NEC) took the opportunity to review our logo and branding; undertake the development and implementation of a new member focused website and, integrate these changes into the look and feel of our Winter Congress. This year also brought Social Media to the CNSA with the launch of our Facebook and Twitter accounts to coincide with our new look website. With the support of ChilliFox Events we are bringing more news to our members and like organisations on the activities of CNSA as well as updates on research and support for people affected by cancer.

During our move to an independent society we have continued to ensure a strong association with COSA, as they too undertook constitutional change in 2012. As a consequence of the COSA constitutional changes the CNSA were invited to and, have now become, a COSA Affiliated Organisation. As a COSA Affiliated Organisation we have representation on the COSA Council, which continues to act as the scientific and advisory body representing all COSA Members, COSA Groups and COSA Affiliated Organisations. All CNSA members are also entitled to a 10% discount for COSA membership.

As an independent society the NEC are now very aware that continued good governance will be crucial to our future success. As part of the annual face to face meeting in March this year the NEC participated in a full day Not for Profit Governance workshop. This interactive workshop reviewed the types and roles of boards/executives, the roles and responsibilities of the executive, financial management, risk identification and mitigation, organisational work plans, delegations and executive committee functions. This workshop was welcomed by the NEC and our facilitator David Osborn proposed that the current CNSA governance structure and processes was very sound. Through this process the NEC identified the need to strengthen our governance in two areas and have now developed a Risk Register and are in the process of establishing a Finance and Audit Committee.

The CNSA members have continued the work of the Society, delivering against our strategic plan and deliverables, with a number of the NEC and wider CNSA members representing us in a range of activities. Throughout the reporting period, the CNSA has continued to be recognised and sought out by Government and influential national bodies as the voice for Australian Cancer Nurses.

This year we have representation at:

- Cancer Australia Intercollegiate Advisory Working Party
- Australian College of Mental Health Nursing – Chronic Disease and Mental Health expert reference group
- Queensland University of Technology - Cancer Wellness Working Party

- Psycho – Oncology Collaborative Research Group (PoCOG) Scientific Advisory Committee
- Australian New Zealand Urology Group – Scientific Advisory Committee; and
- COSA Council.

The CNSA has provided input into a number of reviews and documentation development including:

- Australian Guidelines on Cancer Pain Management in Adults
- The Tripartite Radiation Oncology Practice Standards
- Cancer Council Australia – Election Priorities for 2013 Federal Election; and
- Cancer Australia Research Grants Audit.

The CNSA values our professional affiliations and we continue to work in partnership with the following groups:

- Clinical Oncology Society of Australia - COSA
- Coalition of National Nursing Organisations - CoNNO
- International Society of Nurses in Cancer Care - ISNCC
- Union for International Cancer Control - UICC
- Australian and New Zealand Lung Cancer Nurses Forum ANZLCNF
- New Zealand Nurses Society – Cancer Nurses Section – CNS; and
- Haematology Society of Australia and New Zealand – Nurses Group - HSA NZ NGF.

Our presence at the International Conference in Cancer Nursing, the official conference of the International Society of Nurses in Cancer Care (ISNCC), saw more than 30 Australian delegates in attendance and our own Dr Mei Krishnasamy awarded the prestigious Robert Tiffany Lectureship. This Award is to honour those who inspire cancer nurses of today and of the future to strive for excellence in cancer care. Congratulations to all of those who attended and also to Mei for receiving this prestigious award – the first time it has been awarded to an Australian Cancer Nurse.

The work of our Regional Groups continues with five groups operational. This includes Melbourne, Sydney, Hunter, Adelaide and Perth and Environs. The ongoing commitment of members in these regions has seen a range of education and networking events take place. I congratulate all the Regional Group (RG) Chairs and their committees for their ongoing dedication to CNSA and cancer nursing education. Additionally our Specialist Interest Groups (SIG) – Breast, Radiation Oncology and Gynecologic Oncology have continued to bridge the regions and offer collegial support to members in these specialist areas. This year the NEC has continued to provide support and education to the RG and SIG Chairs by facilitating a Development Day in November 2012. This day focused upon good governance, sharing knowledge and developing new opportunities for the groups.

During the year our Editors Tish Lancaster and Moira Stephens worked with the members of the editorial team to bring us two fantastic editions of the Australian Journal of Cancer Nursing. Thanks also to Cambridge Media for their ongoing support to CNSA for the printing and distribution of our journal.

It has been my privilege to be President since January 2013, and I give thanks to Dr Mei Krishnasamy, who presided over the Society from April to December 2012 of this reporting

period and whose unparalleled support to the National Executive Committee has been invaluable in her role as Past President.

I also wish to acknowledge the ongoing commitments and dedication of the Executive Committee: Mei Krishnasamy (Immediate Past President), Sandie McCarthy (Qld), Mary Ryan (NSW), Vivienne Van Dissel (ACT), Renae Grundy (Tas), Trevor Saunders (Vic) Samantha Gibson (WA), Megan Nutt (Treasurer), Anne Mellon (Secretary), Tish Lancaster (ISNCC Rep), Maryanne Hargraves (WC Coordinator) and our standing committee chairs Professor Leanne Monterosso (Research) and Alayne Reid (Education).

Final thanks also to Julie Calvert (CNSA Executive Officer) and Amy Ribbons (CNSA Administration Officer) without whom the day to day functions of the CNSA including continual member support would not be possible.

I am pleased to present the 2012-2013 Annual Report of the Cancer Nurses Society of Australia.



Sandy McKiernan  
CNSA President

## Financial Report

### *Ensure the financial growth of the CNSA*

Megan Nutt served as the Treasurer from April 2012 until the close of this reporting financial year with assistance provided by staff at the Cancer Council Australia/COSA office. CNSA would like to take this opportunity to formally welcome to the CNSA financial management team:

- Ross McDonald - CA, from Acorn Consulting Group; and
- Mandy Sfara - Bookkeeper and BAS Agent, from BAS Quarter Bookkeeping.

Our 2012-2013 financial operations have resulted in a deficit of \$52,932 (2012 surplus-\$50,234; 2011 surplus-\$52,835; 2010 surplus-\$5,352; and 2009 surplus-\$13,509).

There has been considerable investment over the financial year in the strategic direction of the Society that accounts for this result, namely:

- Investment in website redevelopment, rebranding and communication strategies (CNSA Strategic Plan 2011-2013: 1.1.2; 1.2.1)
- Continued investment in the CNSA Grants and Awards program (CNSA Strategic Plan 2011-2013: 4.2); and
- Administrative and strategic support to the NEC (CNSA Strategic Plan 2011-2013: 5.1.1)

Aspects to note on revenue include:

- Revenue from members for CNSA was \$165,430 (2012:: \$160,319) comprised of subscription and other income, educational material, net income from Winter Congress and interest income
- A reduced income of \$18,000 was collected and forwarded to COSA for membership fees, marking the transition of CNSA to a stand-alone society
- The considerable success of the CNSA Winter Congress held in Hobart in July 2012 contributed \$74,732 to our result for the year; and
- The financial position of CNSA remains healthy with a total equity of \$505, 898 despite a net cash deficit of \$53,587 produced by operating activities as specified above.

The following items are included with this report for your further information-

- Statement of Comprehensive Income
- Statement of Financial Position
- Statement of Changes in Equity
- Cash Flow Statement
- Independent Auditors Report; and
- A detailed summary.



Megan Nutt  
CNSA Treasurer



## **International Society of Nurses in Cancer Care (ISNCC)**

The International Society of Nurses in Cancer Care (ISNCC) is the international voice of cancer nurses; improving standards of cancer care through the provision of education, research and training using international expertise. CNSA is a full member of ISNCC.

ISNCC is governed by a Board of Directors with nine members representing particular portfolios, and a larger Member Council with representatives from all member societies.

Members of CNSA who are currently ISNCC Board Members are:

- Catherine Johnson – Member Development Portfolio
- Tish Lancaster – Knowledge Development & Dissemination Portfolio

Patsy Yates (Secretary/ Treasurer) and Sanchia Aranda (Past-President) completed their terms of office as Board Members in June 2012.

CNSA members contributing to ISNCC Committees during the reporting period:

- **Sanchia Aranda** – Nominations & Awards Committee (Chair)
- **Patsy Yates** – Finance & Audit Committee (Chair), Corporate & Philanthropic Development Committee, Conference Management Committee
- **Catherine Johnson** – Member Development Committee (Chair), Finance & Audit Committee, Corporate & Philanthropic Development Committee, Knowledge Development & Dissemination Committee
- **Tish Lancaster** - Knowledge Development & Dissemination Committee (Chair), Member Development Committee, Nominations & Awards Committee
- **Maryanne Hargraves** - Scientific Program Committee for the 2012 International Conference on Cancer Nursing
- **Meg Rogers** - Member Development Committee
- **Donna Milne** - Scientific Program Committee for the 2014 International Conference on Cancer Nursing

In addition, at the 2012 conference in Prague Maryanne Hargraves led the development of the Small Molecule Targeted Therapy Patient Education workshop (now available on the ISNCC website) and Mei Krishnasamy was the recipient of the prestigious Robert Tiffany Lectureship.

Membership of ISNCC is available to cancer nursing societies, institutions, and individual cancer nursing professionals. Individual members are encouraged to actively participate in the leadership of the Society by joining ISNCC committees that are working to advance oncology education, research, and patient care around the world.

Tish Lancaster  
Member  
ISNCC Representative  
[www.isncc.org](http://www.isncc.org)

## Australian Journal of Cancer Nursing (AJCN)

Two issues of the journal were published during the reporting period. Both were themed issues with both proffered papers and clinical experts invited to contribute papers.

The theme of the June 2012 issue was Nurse-Led Care and the November 2012 issue was Quality Cancer Care.

Mei Krishnasamy resigned as Co-Editor in June 2012 and the position has been filled by Moira Stephens.

Members of the Editorial Board are:

- Elisabeth Coyne (QLD)
- Catherine Johnson (NSW)
- Louise Nicholson (TAS)
- Gabrielle Prest (NSW)

The publication, distribution and postage of the journal will continue to be undertaken by Cambridge Media in Perth.

Tish Lancaster and Moira Stephens  
Editors' Australian Journal of Cancer Nursing

## **Communications**

Publication of our quarterly newsletter forms an important part of the CNSA's communication strategy. Distributed electronically to our members and posted on our website, CNSA News profiles our activities as well as those of our national and international partners. Additionally, this year has seen the launch of our organisation's social media profile with the official CNSA Twitter feed and Facebook page allowing us to reach out to our membership and attract potential new members.

During the 2012-2013 reporting period, four editions of CNSA News have been published, in July, October and December 2012 and April 2013. Contributions have been received from Regional Group and Special Interest Group Chairs, the Chairs of the Education, Research and Winter Congress Local Organizing Committees. Invited contributions have been welcomed from organisations that share the CNSA's commitment to cancer care, including the ANZ Lung Cancer Nurses Forum, Cancer Learning, EdCaN, HSANZ Nurses Group, New Zealand Nurses Organisation Cancer Nurses Section and Prostate Cancer Foundation of Australia. Cambridge Media continues to provide design and publication support for CNSA News on a cost-neutral basis with fees offset by proceeds from advertising in the newsletter.

The request to consider a social media profile for the organisation came from our members and this profile now forms a key plank in our marketing and communications strategy. The CNSA has engaged the services of our professional conference organiser, Chilli Fox Events, to set up and maintain our social media sites, in collaboration with an NEC member with communications portfolio responsibility. CNSA social media site activity is reviewed by the NEC at each monthly teleconference with significant interest from users in Australia, Japan, United States and United Kingdom and the majority of interest coming from those in the 35-44 year age range, followed by those in the 25-34 bracket.

Trevor Saunders  
Victoria Representative

## **Website** ([www.cnsa.org.au](http://www.cnsa.org.au))

The continual growth of the CNSA and its move to an independent society for cancer nurses in Australia was culminated with the launch of the new website in early February 2013. During the four months since the CNSA website went live there have been 7612 visits to the site from 4155 people. Each person accessing the website visited an average of 4 pages and average visit duration was 4.26 minutes. More than 54% of visitors to the site are return visits and usage statistics demonstrate a peak leading up to the close of early bird registration for Winter Congress. Online renewal has also been a successful component built into the new website that has seen almost 800 members renew for 2013. Whilst 88% of visits to the website are from within Australia, other countries accessing the site include USA, India, Canada, United Kingdom and New Zealand. 12% of visits to the CNSA website are via a mobile device and with advances in technology this figure is certain to increase in the future. The CNSA National Executive Committee is committed to ensuring the provision of contemporary online services with podcasts of CNSA events to be included on the website in the near future.

The website data included in this report was accessed through Google Analytics as compared to previous year's data which was accessed through Internode, and data are not directly comparable. This change is due to the change of website hosts from Internode to Atlas Interactive.

## **Email Account** ([info@cnsa.org.au](mailto:info@cnsa.org.au))

Enquiries through the CNSA email account are constant with a peak demonstrated in early 2013 during the online membership renewal process. Other enquiries to the CNSA email account include queries regarding grants, research, positions vacant advertising and CNSA Winter Congress.

Anne Mellon  
Secretary/Website and Membership Coordinator

## 15<sup>th</sup> CNSA Winter Congress 2012

The 15<sup>th</sup> Annual Cancer Nurses Society of Australia Winter Congress was hosted in Hobart, Tasmania from 26 – 28 July 2012. The theme “Promoting Partnerships for Optimal Outcomes” was a great success with 328 delegates attending. The majority of delegates came from NSW (30%) followed by Victoria (29%) with representation from as far as the USA and Canada, New Zealand and South-East Asia.

Invited International Keynote Presenters included Dr Donna Berry from the Dana-Farber Cancer Institute, Boston in the USA and Dr Michal Boyd, Gerontology Nurse Practitioner and Senior Lecturer with the Department of Geriatric Medicine at the University of Auckland in New Zealand. Donna, the Director of the Phyllis F. Cantor Center for Research in Nursing and Patient Care Services provided an interesting overview of the development and evaluation of the personal patient profile for patients with prostate cancer and the use of electronic self-report assessment for cancer patients as a way of improving patient/clinician communication. Michal’s entertaining presentations addressed the role of the Geriatric Nurse Practitioner within the multidisciplinary team and responding to the complexity of treatment decision making in the elderly. In addition, Ms Catherine Bouvier (funded by Ipsen) from the Neuroendocrine Tumour Foundation in the UK discussed the whys and how of setting up a Specialist Nursing Service and Ms Sandra Kurtin provided an overview of thrombocytopenia. Eight (8) national speakers were chosen from across Australia and included Professor Keryln Carville, Dr Sibilah Breen, Ms Lilian Daly, Assoc Prof Declan Murphy, Ms Cathy Teager, Dr Anna Ugalde and Prof Patsy Yates.

The four (4) Pre-Congress Workshops were well supported as were the four (4) Breakfast Symposiums. Fifty-five (55) abstracts were received with forty (40) accepted as oral presentations and 12 selected for poster presentation.

Forty-three (43) companies sponsored Winter Congress in Hobart compared to thirty-six (36) in the previous year. Once again, Hospira’s generous support was in evidence as our Platinum Sponsor. Novartis and Roche provided Silver Sponsorship and Amgen Bronze Sponsorship. A total of thirty-four (34) exhibition booths and 4 display tables were purchased. Overall, sponsorship of \$196K contributed to a successful 2012 CNSA Winter Congress which produced a surplus of \$86K.

The true success of Winter Congress 2012 was reflected in the work and commitment of the Local Organising Committee capably chaired by Louise Nicholson who did a fabulous job coordinating Congress. Members of the committee included Jenni Burke, Karen Campbell, Renae Grundy, Jennifer Mayne, Laura Pyszkowski, Susan Roper, Trixie Taylor, Katrina Hodge and Victoria Jayde. The Winter Congress Planning and Development Committee members were Louise Nicholson (LOC), Mei Krishnasamy (Chair CNSA), Megan Nutt (Treasurer) and Maryanne Hargraves (Chair). Conference Organiser, DC Conferences, with Kate Ryall at the helm ensured the conference was well coordinated and a successful meeting.

The Congress Planning and Development Committee have selected Brisbane for 2013 and Melbourne for 2014.

Maryanne Hargraves  
Congress Planning and Development Committee Chair

## Education Committee

The main items on the agenda for the Education Committee for 2013 were the awarding of the travel grants, assisting with the education direction and the judging of abstracts for the 2013 Winter Congress, and the ongoing review of Enrolled Nurse and intravenous chemotherapy administration.

During the reporting period a total of \$12,349.00 has been awarded in Travel and Education Grants. On behalf of CNSA, I would like to express my appreciation to Ipsen for their continuing support to the membership.

Congratulations to the following people who were successful grant applicants:

- Kim Kerin-Ayres (NSW) IPSEN Travel Grant
- Meryill Bradshaw (WA) Perth & Environs Regional Group Travel Grant
- Catherine Johnson (NSW)
- Robyn Sharman (VIC)
- Anne Booms (NSW)
- Elisabeth Coyne (QLD); and
- Kate White (NSW).

The Pam Renouf Memorial Study Award for 2012 was awarded to Tina Griffiths from Victoria to study the Master of Cancer and Palliative Care Nursing. Applications for the Pam Renouf Study Award & Round 2 of the CNSA Travel Grants are now open and will close on the 31st August, 2013.

Work continues on formulating a position statement on the administration of intravenous chemotherapy by enrolled nurses (EN) with the planned submission of a draft document to the CNSA National Executive Committee by mid-year. The preparation of this document has had its challenges and we are working towards a document that reflects safe practice guidelines for any EN whose practice may include IV administration of cytotoxic agents. CNSA is also working more closely with EdCaN, eviQ and eviQ Ed and the education resources already in place for cancer nurses in Australia.

A new project underway is the formulation of a directory of Postgraduate Cancer and Palliative Care courses that are currently available in Australia.

Members of the Education Committee for the reporting period were:

- Alayne Reid (QLD – Chair)
- Cathie Pigott (VIC)
- Elisabeth Coyne (QLD)
- Elisabeth Pascoe (VIC)
- Heather Pearse (SA)
- Katherine Baychek (NSW)
- Kylie Ash (QLD)
- Leisa Brown (QLD)
- Lucy Patton (WA); and
- Sandie McCarthy (QLD).

Alayne Reid  
Education Committee Chair

## Research Committee

Committee Members for the Reporting Period:

- Leanne Monterosso (WA, Chair)
- Alexandra McCarthy (QLD)
- Rosie Brown (VIC)
- Mary Ryan (NSW)

CNSA Research Grant Awarded

- A double-blind randomised controlled trial of Moogoo Udder Cream® versus aqueous cream for managing radiation-induced skin reactions in patients with cancer (Raymond Chan: Cancer Care Services, Royal Brisbane and Women's Hospital) \$6000.00

CNSA/PC4 Research Grant Awarded

- A pilot study of a multicomponent non-pharmacological intervention to reduce breathlessness and associated symptoms in people with cancer. (Dr Isabella Zhao, Professor Patsy Yates Supervisor QUT) \$10,000.00

CNSA Research Survey Requests Reviewed by Committee

- Lung Cancer Outcomes Study (Cancer Council Queensland)
- Understanding and improving cancer communication and decision making among patients with low education and literacy (Cancer Australia)
- Central Venous Access Device flushing: A descriptive survey of practices and attitudes amongst Australian cancer nurses (Renee McMullen, MNursing candidate QUT)
- Lifestyle Intervention for Women Following Surgery for Endometrial Cancer (Elisha McLaren, PhD Candidate RPAH/USyd)

Professor Leanne Monterosso  
Research Committee Chair

## **Radiation Oncology Nursing Special Interest Group (RONSIG)**

The RONSIG member list is currently 135: a mix of nurses from metro and regional, public and private Centre's as well as educators and nurses with an interest in radiation oncology.

In late 2012 we produced our first newsletter, with the aim of a second to follow earlier this year, however due to a number of constraints this was not possible. We are seeking to strengthen the SIG over the coming year and will be actively seeking new committee members who will enthusiastically take the group forward.

Priorities in the coming year will include the set up working parties to identify, develop and disseminate position statements to the wider CNSA membership on key radiation oncology issues. As well we will seek to work closer with the Breast and Gynae SIGs as we are a modality - specific SIG and therefore share common patient care issues with them.

Pauline Rose  
RONSIG Chair



## Gynaecological Oncology Special Interest Group (GynSIG)

The Gynaecologic Oncology Special Interest Group was launched at CNSA Winter Congress 2011, in Sydney. We have a large, active group of approximately 100 members that contribute to the subcommittees and shares information via email distribution and our biannual newsletters.

The following is a summary of what has been achieved:

- Over 100 on email distribution list across Australia and New Zealand
- Biannual newsletters, three have been completed to date.
  - Includes representation and updates from each state and territory, as well as New Zealand
  - Active subcommittees of special interest, including Vulvar Cancer, Survivorship, Sexuality, Education
  - Members are all encouraged to contribute to keep us informed of what is happening in their workplace or area; and
  - Newsletters are distributed in August after the winter congress and again in December at the end of the calendar year.
- GynSIG Meetings - Twice a year, at Australia and New Zealand Gynaecological Oncology Group (ANZGOG) and CNSA winter congress
- Annual nurses' workshop – ANZGOG – Vulvar cancer, nursing research and survivorship were topics for presentation and discussion that complimented the main event
- Emails throughout the year - questions and answers, supporting and sharing of knowledge
- Distributing information – conferences, news articles, events
- Linking to promote and support nurse led research; and
- Promotion of education events and workshops locally.

As our second year draws to a close I would like to thank all the members for donating their time, as well as sharing their passion and energy. This has been the key to the success of the Gynaecologic Oncology Special Interest Group.

Pauline Tanner  
GynSIG Chair

## Breast Special Interest Group (BreastSIG)

The Breast SIG Group has almost 200 members and remains the only National Special Interest Group for cancer nurses working in this area and is looked to by breast care nurses, both members and non-members, across the country to provide leadership and expert commentary on professional practice issues.

In 2001, the CNSA Breast Specialist Interest Group (SIG) formed with the principal objectives of:

- Developing and disseminating resources which contribute to advances in breast cancer nursing practice
- Facilitating research in the area of breast cancer nursing that will contribute to improvement in the care of people with breast cancer
- Taking a leadership role in addressing the educational needs of nurses caring for women and men with breast cancer
- Collaborating with other groups and organisations involved in the development and provision of services to people with breast cancer
- Promoting breast care nurses & specialist cancer nurses' contribution to national cancer control activities and policy in this area; and
- Providing opportunities for professional networking amongst cancer nurses with an interest in breast cancer and specialist breast care nurses.

Since we began 12 years ago the Breast SIG has established and maintained close collaborative relationships with all of the key breast cancer organizations in Australia such as the McGrath Foundation, Breast Cancer Network Australia and Cancer Australia. We endeavour to work closely with other State and Regional Breast cancer nursing groups and contribute to a variety of projects that have enabled our nurses to have a professional voice and share their unique insight, knowledge and expertise in caring for patients with their multidisciplinary and corporate colleagues.

- Members continue to contribute to
- Cancer Australia Advisory Groups (Breast Cancer, Shared Care, CNS Metastases, Management of the Axilla),
- BCNA & McGrath Foundation Advisory Groups,
- Australasian Maternity Outcomes Surveillance System (AMOSS) Gestational Breast Cancer Project and
- Members are regularly asked to contribute to smaller research projects around the country.

This year one of our members, Kim Kerin-Ayres, has been making a significant contribution to the working group developing a clinical practice guideline on the management of CNS metastases in secondary breast cancer. The working party, chaired by Associate Professor Fran Boyle, will consider the latest evidence based research to develop recommendations to help guide practice, particularly around the effectiveness of systemic therapies, radiotherapy and surgery. Work on the draft guidelines continues to progress and the completed guidelines are expected to be finalized by the end of the year.

Elizabeth Black  
Breast Cancer SIG Chair

## Regional Groups

Our Regional Groups have continued to grow this last year and continue to provide great educational events for CNSA members. The efforts of the Regional Group Committees play a key role in the future development and growth of the society. Active groups include Sydney, Melbourne, Hunter, Adelaide and Perth.

In November 2012 Regional Group Chairs came together once more to discuss new initiatives of growing our membership at a local level and discussing with the NEC how the overall changes of the society can best be communicated. This group will come together again with the SIG chairs at this year's Winter Congress. These workshops help in supporting and developing our committee Chairs and allows for communication of successes and keeps a national focus on the RG

The dedication of the committee members for each group is to be commended. In this reporting period we welcome Lyndal Moore as the new Chair for Hunter Regional Group, and Amanda Robertson as Treasurer. Thankyou goes to Gillian Blanchard and Kelly Randall, the outgoing Chair and Treasurer. In WA we welcome Marie Condon to the Chair and Gemma White to Treasurer, as Sam Gibson steps up to the WA Representative role, and Marie swaps hats in the local committee from Treasurer to Chair. Gemma White has taken on the role of Treasurer in WA.

Throughout the year various activities from the RG have included topics such as;

- Neuroendocrine tumours
- Anti-Tobacco Advocacy – Hospital Superannuation and Tobacco company investment
- Practical ways to assist in quitting smoking
- Cultural awareness in the care of the Aboriginal person with cancer
- Chemotherapy updates
- Targeted therapies.
- Sexuality and Cancer
- Career Pathways in Cancer Nursing
- Haematology/Palliative Care Transition and Integration
- Advanced symptom management

Additionally where possible our RG have teamed up with our partner organisations – in particular a very successful event with the Haematology Society of Australia and New Zealand Nurses (HSANZ) group and another with the Lung Cancer Nurses Forum.

The Regional Group Guidelines document has also undergone a review to bring it in line with the current strategic focus of the society. The document has been simplified and better connects the Executive committee with the regional groups to ensure sustainability and alliance with our National agenda.

Renae Grundy  
Regional Groups Coordinator  
Tasmania Representative

# The Cancer Nurses Society of Australia

**Incorporated**

**ABN 98 781 699 178**

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**Annual Financial Report  
for the year ended 31 March 2013**

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## **The Cancer Nurses Society of Australia Incorporated ( ABN 98 781 699 178 ) National Executive Committee's Report**

Your National Executive Committee members submit their report on The Cancer Nurses Society of Australia Incorporated ("the Society") for the year ended 31 March 2013.

### **Committee Members**

The names of the Executive Committee members in office during or since the end of the year are:

Julie Calvert	Ex-officio as Executive Officer of CNSA)
Renae Grundy	
Mei Krishnasamy	
Letitia Lancaster	
Alexandra McCarthy	
Sandy McKiernan	
Anne Mellon	
Megan Nutt	
Amanda Robinson	
Mary Ryan	
Trevor Saunders	
Vivienne Vin Dissel	Term commenced May 2012

Unless indicated otherwise, all Committee members held their position throughout the entire year and up to the date of this report.

Committee members are appointed on an honorary basis and as a result do not receive any remuneration either directly or indirectly from the Society.

### **Operating Result**

The deficit of the Society for the year ended 31 March 2013 amounted to \$52,923 (2012: surplus \$50,234).

### **Principal Activities**

The principal activity of the Society during the year was to act as a resource to cancer nurses around Australia through the provision of services which aim to advance cancer nursing education, practice and research.

### **Significant Changes in the State of Affairs**

There were no significant changes in the state of affairs of the Society during the year ended 31 March 2013

Signed in accordance with a resolution of the Executive Committee



Sandy McKiernan  
President



Megan Nutt  
Treasurer

Sydney  
20 May 2013

**The Cancer Nurses Society of Australia Incorporated (ABN 98 781 699 178)**  
**Statement of Comprehensive Income**  
**for the year ended 31 March 2013**

	Notes	<u>2013</u> \$	<u>2012</u> \$
Revenues	4	165,430	160,319
Membership subscriptions collected for COSA		18,000	96,983
Transfers to COSA		(18,000)	(96,983)
Grant expenses		(31,752)	(23,450)
Administration staffing expenses		(104,089)	(41,136)
Other administration expenses		(43,209)	(5,944)
Executive committee meeting expenses		(22,708)	(20,232)
Editorial committee meeting expenses		(11,522)	(10,785)
Other expenses		(5,073)	(8,538)
		<u>          </u>	<u>          </u>
<b>Surplus for the year</b>		<b>(52,923)</b>	<b>50,234</b>
Other comprehensive income		0	0
		<u>          </u>	<u>          </u>
<b>Total comprehensive income for the year</b>		<b><u>(52,923)</u></b>	<b><u>50,234</u></b>

The accompanying notes form part of these financial statements

A Detailed Trading Profit and Loss Account, subject to the disclaimer on page 12, appears on page 13.

**The Cancer Nurses Society of Australia Incorporated (ABN 98 781 699 178)**  
**Statement of Financial Position**  
**As at 31 March 2013**

	Note	<u>2013</u> \$	<u>2012</u> \$
<b>ASSETS</b>			
Current Assets			
Cash & cash equivalents	5	549,237	603,824
Trade & other receivables	6	3,724	2,550
Other current assets	7	16,000	15,000
<b>Total Current Assets</b>		<u>568,961</u>	<u>621,374</u>
<b>Total Assets</b>		<u>568,961</u>	<u>621,374</u>
<b>LIABILITIES</b>			
Current Liabilities			
Trade & other payables	8	<u>63,063</u>	<u>62,553</u>
<b>Total Current Liabilities</b>		<u>63,063</u>	<u>62,553</u>
<b>Total Liabilities</b>		<u>63,063</u>	<u>62,553</u>
<b>Net Assets</b>		<u><u>505,898</u></u>	<u><u>558,821</u></u>
<b>EQUITY</b>			
Retained earnings		<u>505,898</u>	<u>558,821</u>
<b>Total Equity</b>		<u><u>505,898</u></u>	<u><u>558,821</u></u>

The accompanying notes form part of these financial statements

**The Cancer Nurses Society of Australia Incorporated (ABN 98 781 699 178)**  
**Statement of Changes in Equity**  
**For the year ended 31 March 2013**

	<b>Retained Surpluses</b>	<b>Total Equity</b>
	\$	\$
<b>Balance at 1 April 2011</b>	<b>508,587</b>	<b>508,587</b>
Net surplus for the year	50,234	50,234
Other comprehensive income for the year	0	0
Total comprehensive income for the year	<u>50,234</u>	<u>50,234</u>
<b>Balance at 31 March 2012</b>	<b><u>558,821</u></b>	<b><u>558,821</u></b>
<b>Balance at 31 March 2012</b>	<b>558,821</b>	<b>558,821</b>
Net surplus for the year	(52,923)	(52,923)
Other comprehensive income for the year	0	0
Total comprehensive income for the year	<u>(52,923)</u>	<u>(52,923)</u>
<b>Balance at 31 March 2013</b>	<b><u>505,898</u></b>	<b><u>505,898</u></b>



**The Cancer Nurses Society of Australia Incorporated (ABN 98 781 699 178)**  
**Statement of Cash Flows**  
**For the year ended 31 March 2013**

	Note	<u>2013</u> \$	<u>2012</u> \$
<u>Cash flows from operating activities:</u>			
Receipts from subscriptions and donations (inclusive of GST)		175,450	249,607
Payments to suppliers and employees (inclusive of GST)		(250,157)	(211,227)
Interest received		<u>21,120</u>	<u>24,629</u>
Net cash provided by / (used in) operating activities	10	<u>(53,587)</u>	<u>63,009</u>
<u>Cash flows from investing activities:</u>			
Payment for term deposits		<u>0</u>	<u>0</u>
Net cash used in investing activities		<u>0</u>	<u>0</u>
Net decrease in cash and cash equivalents held		(53,587)	63,009
Cash and cash equivalents at beginning of year		<u>603,824</u>	<u>540,815</u>
<b>Cash and cash equivalents at end of year</b>	<b>5</b>	<b><u>550,237</u></b>	<b><u>603,824</u></b>

The accompanying notes form part of these financial statements

**The Cancer Nurses Society of Australia Incorporated (ABN 98 781 699 178)**  
**Notes to the Financial Statements**  
**For the year ended 31 March 2013**

**Note 1. Statement of significant accounting policies**

This financial report is a special purpose financial report prepared in order to satisfy the financial report preparation requirements of the Associations Incorporation Act 1991 (ACT). The Executive Committee members have determined that The Cancer Nurses Society of Australia Incorporated (the "Society") is not a reporting entity.

The Society is an incorporated association domiciled in Australia. All amounts are in Australian dollars.

The financial report has been prepared in accordance with the recognition and measurement requirements specified by the Australian Accounting Standards and interpretations issued by the Australian Accounting Standards Board (AASB) and the disclosure requirements of:

AASB 101:	Presentation of Financial Statements
AASB 107:	Statement of Cash Flows
AASB 108:	Accounting Policies, Changes in Accounting Estimates and Errors
AASB 110:	Events after the Reporting Period
AASB 1031:	Materiality

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

The financial report was authorised by the Executive Committee on 20 May 2013. The Society has the power to amend and reissue the financial report.

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

**(a) Revenue recognition**

(i) Donations

The Society, in common with most organisations dependent upon contributions, is unable to establish control over voluntary donations prior to their initial entry into the accounting records, therefore, they are recorded on the basis of cash received.

(ii) Member Subscriptions

Member subscriptions are recorded on an accruals basis and apportioned across the calendar year of membership.

(iii) Grants and Bequests

The Society receives grants and bequests to fund certain activities. Where a grant or bequest is non reciprocal, it is recognised as revenue of the Society upon receipt. Associated expenditure for the completion of a grant or bequest is recorded as incurred. Where a grant or bequest is subject to a reciprocal transfer, a liability associated with the reciprocal transfer is recorded upon receipt of the transfer. No income is recorded for reciprocal transfers.

(iv) Net Congress Income

The Society contracts a professional Events Co-ordinator to manage the staging of the Annual Winter Congress including the receipt of revenue and payment of expenses in relation to the event. Documents detailing the income and expenses have been received from the Events Co-ordinator together with a reconciling statement. No review has been performed on the books and records of the Events Co-ordinator to determine the completeness of the statements received. Revenues and expenses associated with the Congress are recognised through the Statement of Comprehensive Income in the year the Congress is conducted.

Net congress income is calculated as the excess of revenue in relation to the Annual Congress less the expenses associated with the Congress.

**(b) Income Tax**

The Society is exempt from the payment of income tax pursuant to Section 50-5 of the Income Tax Assessment Act (1997).

**(c) Cash and Cash Equivalents**

Cash and cash equivalents comprise cash on hand, cash at bank, at call deposits and bank bills maturing within 90 days.

**(d) Income in Advance**

Income in Advance includes member subscriptions which have been received for the 2013 membership year and bequests (Refer to Note 1 (a) (iii) ).

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

Revenue, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax 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 expense.

Receivables and payables in the statement of financial position are shown inclusive of GST. Cash flows are presented in the statement of cash flows on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

**(f) Other Current Assets**

Prepayments included in other assets primarily relates to prepayments for the future Winter Congress.

**(g) Comparative Figures**

Comparative figures have been adjusted to conform to changes in presentation for the current year where required by accounting standards or as a result of changes in accounting policy.

**Note 2. Nature and objects of the Society**

The Society is an association incorporated under the Associations Incorporation Ordinance (ACT) 1953, now the Associations Incorporation Act 1991. Its object is to determine and regulate professional standards and competencies for cancer nursing practice and education, facilitate research and standards in the area of cancer nursing, act as a resource for the development and dissemination of information relating to new technologies in cancer nursing, ensure that cancer nurses' perspectives are evident in national professional nursing debates, actively lobby government on issues relevant to cancer nursing and collaborate locally, nationally and internationally with other organisations involved in the development and provision of services to people with cancer.

In the event of the Society being wound up, the members undertake to contribute to the assets an amount not exceeding the ordinary membership fee of the Society.

There were 743 members of the Society at 31 March 2013 (2012: 683).

**Note 3. Economic dependence**

The ability of the Society to maintain its operations is dependent inter alia on continuing support of its members by way of voluntary subscriptions.

**Note 4. Revenues**

Surplus has been determined after the following:

Specific Revenue

	<u>2013</u>	<u>2012</u>
	\$	\$
Subscription income	52,854	48,430
Educations materials	23	45
Donations general	0	9,000
Net income from Winter Congress	74,732	77,522
Interest income	21,120	24,629
Other	<u>16,701</u>	<u>693</u>
	165,430	160,319
Membership subscriptions collected and forwarded to COSA	18,000	96,983

**The Cancer Nurses Society of Australia Incorporated (ABN 98 781 699 178)  
Notes to the Financial Statements for the year ended 31 March 2013 (cont'd)**

	<u>2013</u>	<u>2012</u>
	\$	\$
<b>Note 5. Cash &amp; Cash Equivalents</b>		
Cash at bank	549,237	603,824
Term deposits	0	0
	<u>549,237</u>	<u>603,824</u>
<b>Note 6. Trade &amp; Other Receivables</b>		
Other amounts receivable	3,724	2,550
	<u>3,724</u>	<u>2,550</u>
<b>Note 7. Other Current Assets</b>		
Prepayments	16,000	15,000
	<u>16,000</u>	<u>15,000</u>
<b>Note 8. Trade &amp; Other Payables</b>		
Current sundry creditors	17,825	7,310
Membership subscriptions in advance	20,345	30,350
Bequest income in advance	24,893	24,893
	<u>63,063</u>	<u>62,553</u>
<b>Note 9. Events after reporting period</b>		
There have been no events subsequent to year end that have affected or may affect the financial statements as at 31 March 2013		
<b>Note 10. Statement of cash flows from operating activities with surplus for the year</b>		
Total comprehensive income for the year	(52,923)	50,234
Changes in assets and liabilities:		
(Increase) / decrease in trade & other receivables	(1,174)	3,060
(Increase) in other current assets	(1,000)	0
Increase / (Decrease) in trade & other payables	510	9,715
Cash flows from operating activities	<u>(54,587)</u>	<u>63,009</u>
<b>Note 11. Remuneration of the Auditor</b>		
During the year, the following fee was paid or is payable for services provided by the Auditor to the Society:		
Audit and review of Financial Report	<u>2,200</u>	<u>2,100</u>
<b>Note 12. Society details</b>		
The registered office of the society is: 35 Degraeves Crescent Wanniassa ACT 2903 Australia		
The principal place of business of the Society until 7 September 2012 was: Level 1, 120 Chalmers Street Surry Hills NSW 2010 Australia		
The principal place of business of the Society from 10 September 2012 has been: Level 14, 477 Pitt Street Sydney NSW 2000 Australia		
The association operates entirely in Australia as a voluntary cancer organisation.		

**The Cancer Nurses Society of Australia Incorporated (ABN 98 781 699 178)**  
**Declaration by the Executive Committee**

The Executive Committee has determined that the Society is not a reporting entity and that these special purpose financial statements should be prepared in accordance with the accounting policies described in Note 1 to the financial statements.

The Executive Committee of the Society declares that:

- 1 The financial statements comprising the statement of comprehensive income statement of financial position, statement of changes in equity, and accompanying notes, present fairly the Society's financial position as at 31 March 2013 and its performance for the year ended on that date in accordance with the accounting policies described in Note 1 to the financial statements; and
- 2 In the Executive Committee's opinion, there are reasonable grounds to believe that the Society will be able to pay its debts as and when they become due and payable.

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



Sandy McKiernan  
President



Megan Nutt  
Treasurer

Sydney  
20 May 2013

## INDEPENDENT AUDITOR'S REPORT

To the members of The Cancer Nurses Society of Australia Incorporated

### Report on the Financial Report

We have audited the accompanying financial report, being a special purpose financial report of The Cancer Nurses Society of Australia Incorporated (the "Society"), which comprises the statement of financial position as at 31 March 2013, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the executive committee's declaration.

#### The Executive Committee's Responsibility for the Financial Report

The executive committee members of the Society are responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the *Associations Incorporation Act 1991* and is appropriate to meet the needs of the members.

The executive committee members' responsibility also includes such internal control as the members determine is necessary to enable the preparation of a financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

#### Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We have conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

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

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

### Independence

In conducting our audit, we followed applicable independence requirement of Australian professional ethical pronouncements.

### Basis for Qualified Auditor's Opinion

For the year ended 31 March 2013, the Society recognised revenue of \$74,995 being its share of the net income relating to the Annual Winter Congress.

The Society has determined that it is impracticable to establish control over the calculation and collection of its share of net income relating to the Annual Winter Congress prior to the entry into its financial records. Accordingly, as the evidence available to us regarding the share of the net income relating to the Annual Winter Congress was limited, our audit procedures with respect to the share of the net income relating to the Annual Winter Congress has to be restricted to the amounts recorded in the financial records. We therefore are unable to express an opinion whether the share of the net profits relating to the Annual Winter Congress recorded is complete.

### Qualified Opinion

In our opinion the financial report presents fairly, in all material respects, the financial position of The Cancer Nurses Society of Australia Incorporated as at 31 March 2013, and its financial performance and its cash flows for the year then ended in accordance with the financial reporting requirements of *Associations Incorporation Act 1991 (ACT)*.

### Basis of Accounting

Without modifying our opinion, we draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist The Cancer Nurses Society of Australia Incorporated to meet the requirements of *Associations Incorporation Act 1991 (ACT)*. As a result, the financial report may not be suitable for another purpose.

### BDO East Coast Partnership



Paul Bull  
Partner

Sydney, 20 May 2013

## DISCLAIMER

The additional financial data as presented in the detailed trading profit and loss account is in accordance with the books and records of The Cancer Nurses Society of Australia Incorporated (the Society), that have been subjected to the audit procedures applied in the audit for the year ended 31 March 2011. It will be appreciated that our audit did not cover all details of the additional financial data. Accordingly, we do not express an opinion on such data and no warranty is given to its accuracy or reliability. Neither the firm, nor any member or employee of the firm undertakes responsibility in any way whatsoever to any person other than the Society in respect of such data including any errors or omissions however caused.



BDO East Coast Partnership

Sydney, 20 May 2013



**The Cancer Nurses Society of Australia Incorporated (ABN 98 781 699 178)**

**Detailed Trading Profit and Loss Account**

**For the year ended 31 March 2013**

	<u>2013</u>	<u>2012</u>
	\$	\$
<b>Income</b>		
Subscription Income	52,854	48,430
Bequests	0	9,000
<u>Education Materials:</u>		
- CVAD Guidelines	23	45
<u>Annual Winter Congress:</u>		
- Net Congress Income	74,732	77,522
Income collected for COSA	18,000	96,983
Interest income	21,120	24,629
PC4 grant income	10,000	0
Other	6,701	693
	<hr/>	<hr/>
Total Income	<u>183,430</u>	<u>257,302</u>
<b>Expenditure</b>		
Administrative costs:		
Audit Fees	2,200	2,115
Bank Charges	1,401	730
Distribution to COSA	18,000	96,983
Filing Fees	62	32
Administration - Executive Officer & Support	104,089	41,136
Postage, Packaging & Freight	521	228
Printing	450	430
Storage Fees	529	164
Sundry Expenses	859	809
Insurance	2,621	0
Information Technology	2,436	0
Telephone	0	501
Website	32,130	935
	<hr/>	<hr/>
Total administrative costs	<u>165,298</u>	<u>144,063</u>
Other costs:		
Promotional Resources/Products	2,325	1,495
Newsletter	1,190	0
Regional Group Meeting	1,005	4,159
Executive Committee Meetings	22,708	20,232
Extraordinary Meeting	398	506
Special Projects	0	90
Special Interest groups	0	2,288
Editorial Committee	11,522	10,785
ISNCC Grant	211	3,000
Subscriptions	155	0
Other Grants	31,541	20,450
	<hr/>	<hr/>
<b>Total expenditure</b>	<u>236,353</u>	<u>207,068</u>
<b>Operating Surplus</b>	<u>(52,923)</u>	<u>50,234</u>