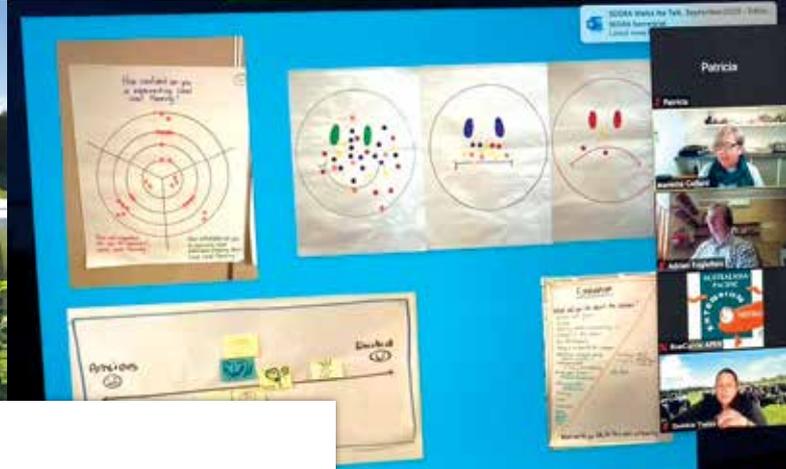




"25 Years & Flourishing"



AUSTRALASIA
PACIFIC
EXTENSION
NETWORK

*Extending
Horizons*



What influences a decision

The head - this is the logical, rational processing of information

The heart - which captures the emotional aspects a decision. They are 'values based' and include a farmer's goals, beliefs and preferences. They guide our decision making and govern our behaviour.

The gut - its intuition, shaped through experiences and knowledge. Intuitive decisions usually 'feel' right.



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Annual Report 2019-2020

APEN Ltd, the Company's Annual Report for the year 2019 - 2020 will be presented at the 2020 Annual General Meeting via web conferencing, Friday October 23rd, 2020 at 12.00pm AEDT



STRATEGIC DIRECTIONS

Vision

To be the leading organisation for extension professionals in Australia, New Zealand and the wider Pacific region.

Mission

To promote the value, and advance the theory and practice of extension through advocacy, promoting best practice and building partnerships



Values

Integrity

We consistently operate in an authentic, honest and ethical manner

Collaboration

We work with others to achieve positive outcomes

Diversity

We include and represent a broad range of people, industries and sectors

Professionalism

We demonstrate competence, reliability, respect and accountability

Connectedness

We bring people together and facilitate positive and productive relationships

Strategic Priorities



INFLUENCE

Outcome:

Agencies and organisations use extension and extension thinking to improve their policies and practice

Strategy:

Promote the use and value of extension by agencies and organisations



RELEVANCE

Outcome:

APEN membership is highly valued within the extension sector

Strategy:

Strengthen the value proposition of APEN to its members



PROFESSIONALISM

Outcome:

The extension sector is highly capable and professional

Strategy:

Strengthen the capacity and professionalism of the extension sector



ORGANISATIONAL STABILITY

Outcome:

Our financial base is strong and our governance is sound

Strategy:

Maintain good governance and broaden our financial base

Annual General Meeting

Notice is given that the Australasia-Pacific Extension Network Ltd Annual General Meeting will be by Web-conferencing on Friday 23 October at 12noon AEDT.

Agenda

Opening Business

- Welcome**
 - Attendance
 - Apologies
 - Observers
 - Minutes of Last Annual General Meeting [These will be taken as read and are available here: www.apen.org.au/2020-annual-general-meeting]
- Reports** tabled in the Annual General Report
 - President's Report | Graham Harris
 - Treasurer's Report | Peter Long
 - Company Secretary's Report | Dr Roe Currie
 - Audited Financial Statements and Auditor's Report
- Special Resolutions** There are two proposals from the Board for discussion and member approval.
 - Addition of a Professional APEN membership category [Background paper, Proposal - available on www.apen.org.au/2020-annual-general-meeting]
 - Revised APEN Ltd Constitution [Background paper, Changes made, New Constitution - available on www.apen.org.au/2020-annual-general-meeting]
- Vote of thanks to Graham Harris, retiring President**
- Election of the Board** [Graham Harris, Past President, will act as Returning Officer for the Elections]
- Election of Regional Coordinators (RCs) for the Regional Activities Committee (RAC)**
[New President, Dr Anthony Kachenko, will take over the Chair]
- 2020 – 2021 APEN Ltd Place of Business**
- 2020 – 2021 APEN Ltd Registered Office**
- Appointment of Auditor 2020 – 2021**
- Annual Membership Fees for 2021 - 2022**
- General Business: Nil** [The Board needs to be notified of any General Business items a month before the AGM]
- Meeting Close**

BONUS before the AGM

Preceding the AGM, APEN is fortunate to have the services of Susan Harris and the Nebraska Wellness in Tough Times team, who share their project to combat the impact of disasters on rural communities.

Susan Harris, WTT Team Lead, Educator – Rural Health, Wellness, and Safety Soni Cochran, Extension Assistant Kerry Elsen, 4-H Extension Educator Kayla Hinrichs, Extension Educator Michelle Krehbiel, Youth Development Specialist Brandy VanDeWalle, Extension Educator

Nebraska Extension Wellness in Tough Times Project

The Wellness in Tough Times team within Nebraska Extension has grant funding from Midwest Recovery Fund and Peter Kiewit Foundation. The project focuses on eight rural Nebraska locations impacted by 2019 disaster(s) with limited resources for recovery. The goal is to empower and strengthen the resiliency of individuals and families in communities by promoting opportunities to start the conversation around mental health and wellness. Outcomes associated with the project include: 1) Increased mental health awareness, 2) Decreased behavioural health stigma, and 3) Increased use and/or awareness of behavioural health support resources. Each community is unique, and processes involved differ. Out-of-the-box thinking is encouraged for what might help bring people together for better mental health.





President's Report

I'm pleased to present the APEN President's Report for the 2019/20 year.

It has been another busy year for APEN – in part because of the efforts and initiatives of our Board of Directors but also because of the impacts of the 2019-20 fire

emergency here across Australia and the Covid-19 Pandemic which continues to impact us all. I'd like to thank our Board Directors for their continued support and efforts, and to our APEN Company Secretary Roe Currie for her diligence and continuing hard work over the past 12 months.

APEN Board

During the 2019/20 year the following Directors have sat on the APEN Board:



Graham Harris
President



Dr Anthony Kachenko
Vice President



Peter Long
Treasurer



Dr Roe Currie
Company Secretary



Dr Les Baxter



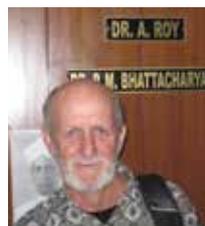
Dr Heather Collins



Jeanette Gellard



Dr Pat Hamilton



Dr Roy Murray Prior

The Board met via a face-to-face meeting and videoconferencing on 13 occasions during the last 12 months. We held a face-to-face on the 13 September 2019, at the close of the successful APEN Conference 2019 in Darwin. This Strategic Review and Forward Planning meeting successfully mapped out the direction of our organisation for the 2019-20 year. We thank Jeanette Long for facilitating this meeting and keeping us on track through the very robust discussions.

Casual Directors



Dr Lauren Howard



Nicole Sallur

In February 2020 Jeanette Gellard sought a leave-of-absence from the Board in order to support the recovery efforts of her community on Kangaroo Island following the devastating fires of the 2019-20 summer. In her place we sought nominations for the casual vacancies created. Dr Lauren Howard and Nicole Sallur volunteered to support the organisation as casual Directors during the period of Jeanette's absence. We welcomed Jeanette back to the Board in July 2020. Nicole and Lauren were invited to extend their tenure on the Board until the AGM. Unfortunately, Lauren's home and family commitments made her unavailable. I'd like to thank both Lauren and Nicole for their efforts in supporting APEN as Directors during Jeanette's absence.



The productive 'busyness' of our organisation over the past 12 months

The Board has:

- Reviewed and revised the APEN Strategic Plan, developing a 2019-20 action plan and production of a two-page Strategic Directions flyer
- Reviewed the APEN Conference 2019 survey results
- Investigated possible future APEN Conferences being held jointly with other organisations
- Developed an APEN membership value proposition statement – this includes a review of APEN membership categories
- Developed an APEN membership Code of Ethics
- Reviewed the inaugural APEN Constitution of the company so that it better aligns with APEN's practices – the proposed new constitution is being put to a vote of the membership at the 2020 AGM
- Developed the following policies:
 - o Letter of Support policy
 - o APEN Champion policy
 - o Code of Conduct for the Board

- Provided input into the Global Forum for Rural Advisory Services (GFRAS) Strategic Plan
- Reviewed the APEN website analytics
- Created a Covid-19 resource page on the APEN website and an on-line payment system
- Created an APEN YouTube Channel for hosting of APEN Webinars and ExtensionChat videos

Thank You!

Dr Rosemary Currie, APEN Company Secretary has ably supported the Board and other activities of the organisation despite challenges this year has brought about. Rosemary has clocked up 25 years in her role with APEN – a remarkable milestone. Her knowledge of APEN and her on-going commitment to the organisation is invaluable.

We also wish to acknowledge the services of

- Dr Pat Hamilton in her role as APEN Editor (and Director). A new editorial team for ExtensionNet has been established to support Pat in this role and I'd like to personally thank each of the editorial team, Chrissy Stokes, Adrian Englefield and Morag Anderson for volunteering
- Dr Roy Murray-Prior, Editor of REIS Journal (and Director) and his Assistant Editors, Denise Bewsell, Dr Aysha Fleming and Dr Lydia Turner – and the many Editorial Board Members.

I encourage every APEN member to seriously consider submitting a paper either (or both) to ExtensionNet and the REIS Journal. The promotion and visibility are important.

APEN Committees

APEN's leaders are all volunteers giving their time to support, manage and develop our organisation and network.

The Board Committees have been very active this year. The committee members are detailed below. They are led by a Board Director (in bold). The President, Treasurer and Roe Currie are Ex Officio on all committees. Membership of these committees gives you an opportunity to give back to APEN and gain a better understanding of how our organisation functions. Please consider volunteering some of your time to these roles (contact Roe Currie if you would like to assist in this way):

• **Governance and Strategy Committee** | **Jeanette Gellard**, Les Baxter, Matt Hall and new member, Angus Dunne

Activities

- revised their Terms of Reference
- prepared the two-page Strategic Directions flyer
- undertaken the APEN Constitution review
- reviewed the APEN Governance framework

• **Audit, Risk and Financial Control Committee** | **Peter Long**, Graham Harris, Anthony Kachenko

Activities

- Reviewed the collection and storage of APEN data
- Implemented an on-line payment system on the APEN website

- Reviewed and updated Risk Management policy
- Developed a draft Fraud Policy

We are keen for two or three additional members who would be willing to share a little of their time and expertise to support APEN on this committee. It is also an opportunity to grow your knowledge and understanding of board governance and finance.

• **Business Development Committee** | **Heather Collins**, Les Baxter, Peter Long

Activities

- An EOI for the proposed APEN Conference 2021 received an excellent application from New Zealand. However, owing to the impacts of COVID-19 on economies and possible travel restrictions further thought is being given to how we might progress our 2021 conference.
- Our participation at the 2020 World Congress of Rural Sociology in June 2020 in Cairns could not go ahead because its postponement due to COVID-19.
- Considering possible alternative income streams for APEN given our heavy reliance upon the APEN Conference run every two years.
- The decision to replace the Roadshow series run in alternate years to the conference with more regionally focused events was proposed and endorsed by the APEN Board. Once again COVID-19 has impacted the delivery of these regional activities this year.
- The development of the APEN membership value proposition.
- APEN ExtensionChat – APEN Online Series (run in September 2020)

• **Stakeholder Engagement Committee** | **Anthony Kachenko**, Pat Hamilton, Jasmine Whitten, Roy Murray-Prior, Harriet Brickhill, Roe Currie

The Committee fosters an active on-line extension social network, and improves APEN's use of existing communication platforms

Activities

- Regular monthly contact is maintained through the APEN eBulletin with Roe Currie at the helm
- We continue to provide ExtensionNet quarterly.
- APEN keeps in contact with international issues as a member of the Global Forum for Rural Advisory Services network, with Dr Roy Murray-Prior our representative. The Rural Extension and Innovation Systems Journal published 10 papers in Volume 15 No1 in late 2019 and 5 papers in Volume 16 No 1 in 2020.
- APEN Challenge series promoted through Facebook and Twitter

• **Regional Activities Committee** | **Pat Hamilton**, Chrissy Stokes (NZ), Adrian Englefield and Callen Thompson (NSW), Sarah Hain (NT), Noel Ainsworth and Caroline Coppo (Qld), Sandy Gunter (SA), Shayne Hyman (Vic), Morag Anderson (Tas), Karen Smith (WA)

The Regional Coordinators have done an excellent job engaging with our APEN membership in the regions. They have developed a close-knit proactive team. Their role is critical to the future success of the organisation and I would like to thank those who have moved on during the year (many

thanks to Shayne Hyman, Jacob Betros, Andres Jaramillo, Sophie Apsley, Morag Anderson, for their efforts in these important roles) and welcome Sarah Thompson (Vic) and Ossie Lang (Tas) who have stepped up have recently to join us in this role. The smooth operation of the recent ExtensionChat - APEN Online series was the result of great planning and their excellent support.

I'm looking forward to seeing more of their input into the future of our organisation.

Regional activities provide an excellent opportunity to further develop our professional network. If you would like to organise an event in your region please contact your regional coordinator and take advantage of the APEN Regional Events Small Grants Program – details of this are spelt out on our APEN website.

Other Achievements



APEN Awards

Two awards were presented at the APEN 2019 Conference dinner with congratulations to both awardees.

- **Life Membership** - Dr Ruth Nettle
- **APEN Award for Excellence in Extension for an Experienced Profession** – Sophie Lapsley

Mentoring Scheme

APEN conducted a very successful Mentoring Scheme once again thanks to the co-ordination of Jeanette Gellard and Roe Currie, and a number of APEN members providing roles as mentors and delivering mini-training sessions for mentees. Three separate intakes of mentees were supported in 2019-2020.

A review of the Mentoring Scheme has been completed and proposed changes to future schemes are being considered.

Webinars

This year we have held four webinars for our membership. These have been:

- *Small group extension for sheep and beef farmers in New Zealand – what have we been learning?* – Denise Bewsell, Red Meat for Profit Partnership
- *How to work remotely! - to help with these challenging times* – Cynthia Mahoney and Andrew Huffer
- *Drivers and barriers to drought preparedness and management: findings and insights from behavioural and social science* – Fiona McCartney, Dept of Environment and Science, Queensland
- *Designing Extension Programming for Impact with the eXtension Foundation's Impact Collaborative in the U.S. co-operative Extension Service* – Ashley Griffin, Megan Hirschman, Molly Immendorf and Aaron Weibe

Recordings of these webinars have been uploaded to the APEN YouTube Channel for access by our members through the APEN Website.

If members would like a webinar on a particular subject or by a specific presenter please forward your suggestion to Roe Currie at info@apen.org.au.

ExtensionChat – APEN Online

A successful on-line professional development series was run by APEN in September 2020. The series was developed based on a membership needs analysis. The topics and presenters were:

- *What's new in extension (and how to use it to improve the effectiveness of your work)* – Dr John James, Enablers of Change (1 September 2020)
- *Evaluating extension: why you should fund my (next) project* – Dr Jeff Coutts, Coutts J&R (8 September 2020)
- *Supporting change – the holy grail of extension* – Denise Bewsell, Red Meat for Profit (15 September 2020)
- *Facilitating Tips & Tools* – Jeanette Long, Ag Consulting Co (22 September 2020)

In total over 258 individuals registered and paid to attend one or more of these events. This was an excellent result. Thanks to our presenters and the many APEN members working behind the scenes to make these events such a successful reality.

APEN Facebook Challenge

A recent initiative of our Stakeholder Engagement Committee has been the on-line videos in the APEN Challenge series. This has increased our social media presence through the posting of short – one-minute videos of our members explaining what they do and why they benefit from being an APEN member. This has been a great initiative and I look forward to more extensionist stories on-line.

THANK YOU

It has been a very busy 12 months for APEN. Like many individuals and organisations 2020 has raised many significant challenges and we have had to adapt in response. The ongoing success of APEN is the result of the strong commitment of our Directors and Regional Coordinators, and the fantastic work of our Company Secretary, Roe Currie, and the volunteers working behind the scenes to deliver to our membership. This is my last report to you as APEN President as I am stepping down at the 2020 AGM. I intend to continue on as Past President for a year and hope to get involved in some of the exciting committee work which is happening in APEN. I look forward to catching up with many of you at future APEN events – both on-line and hopefully face-to-face at some time in the future.

A handwritten signature in black ink, appearing to read 'Graham Harris', with a long, sweeping underline.

Graham Harris
APEN President



2020 APEN Treasurer's Report



This report is based on the completed audit of the Australia-Pacific Extension Network Limited (APEN) finances conducted by Bob Travers & Associates, Chartered Accountant, Albury, NSW.

APEN Ltd is in a positive financial position with a retained surplus of \$115,009 as at 30th June 2020. For the 2020 financial year our net result was an operating profit of \$49,738. Whilst the operating profit only declined 15% from 2019 result of \$57,558, we significantly drew down our retained surplus from 2019 which was \$164,747. The 2019 figure was bolstered by Conference sponsorships and registrations paid prior to June 30th 2019.

The results are in line with APEN biennial financial cycle, where in conference years, the retained surplus rises significantly and then declines in non-conference years. The 2020 result could be more appropriately compared with the 2018 result where the retained surplus was \$107,947. The challenge and reality are that APEN's financial sustainability is highly dependant on a positive financial result from our biennial conference. In the past 18 months the APEN Board has been exploring options to both better support members professionalism and generate additional income with the recently delivered ExtensionChat an example.

The following items are highlights for the 2020 financial year:

Major income items:

- APEN 2019 Conference \$91,534
- Pre-conference workshops \$18,173
- Membership fees \$31,641 a decline on our 2019 result of \$38,641 (again this reflects a cycle where we have additional members join in conference years and not renew their membership the following year)
- Mentoring program \$3,290, up from \$3,038 in 2019

Major expense items:

- Administration \$39,329 (up \$135)
- Conference costs \$129,505
- Conference workshops \$3869
- ExtensionNet \$4,302 against \$5,880 in 2019

The Auditor identified an additional BAS (GST) liability of \$1,462 for the June quarter. The net effect of clearing the above GST accounts leaves the liability owing to ATO at 30/6/20 of \$1462.00 in the balance sheet. With the books closed off at June 30 an adjustment will be made in the Q1 20/21 BAS return and as such will be reported in the 2021 financial statement.

The Directors of the registered entity (APEN Ltd) declare that, in the Directors' opinion:

1. The financial statements and notes, as set out on schedules 1 to 3, are in accordance with the Australian Charities and Not-for-profits Commission Act 2012 and:

- a) comply with Australian Accounting Standards; and
- b) give a true and fair view of the financial position of the registered entity as at 30 June 2020 and of its performance for the year ended on that date.

2. There are reasonable grounds to believe that the registered entity will be able to pay its debts as and when they become due and payable.

As Treasurer, I would like to thank the APEN Board who all made substantial contributions to APEN. We should recognise the contribution and time that Board members commit and for some their employer's support in the effective management of this organisation.

Finally, I would like to offer my true appreciation and thanks to Roe Currie for her excellent work as Company Secretary, management of financial transactions and record keeping.

Peter Long
APEN Treasurer
30 September 2020



APEN Company Secretary's Report 2019 - 2020

This is the third Annual General Meeting of APEN Ltd since we moved from being an Incorporated Association (1994 -2017) to a Company Limited by Guarantee.

During the last year, I have combined my role of Company Secretary with continuing to provide the services of the Secretariat and assistance to the Board of Directors.

The Company Secretary is largely an administrative one and requires understanding of the governance responsibilities of the Board Directors, the committees and organisational policy, procedure and practices. I thoroughly enjoy this aspect of my work.

The President's Report has identified the election and appointment of Directors and their responsibilities for APEN's Committees. As volunteers, our Directors have met their fiduciary duties to ensure good governance is delivered through the drafting of a range of policies and guidelines. Our operational structure of five committees is leading the network forward. I sit ex officio on all these committees, working with the committee chairs on the agenda and recording the minutes. It gives a thorough knowledge and understanding of our core business.

Attendance of Directors at meetings: The Board has met on fourteen occasions since the last AGM, thirteen by via web conferencing.

Jeanette Gellard was granted leave from the Board from March to the end of June because of her involvement with bushfire recovery on Kangaroo Island. The Directors decided to invite APEN members to fill the casual vacancy and Expressions of Interest were received from Dr Lauren Howard and Nicole Sallur. Both were appointed as Board Directors as there was one Director position available as well as Jeanette's casual vacancy. When Jeanette returned, Lauren decided that her work/life balance at present did not include space for being on the APEN Board.

I know that APEN will continue to highlight the importance and value of being a change agent in the world of extensionists under a very professional leadership team.

I wish to acknowledge the understanding, assistance and support I have received from the Directors, and particularly, Dr Pat Hamilton, during the last twelve months as my treatment for early breast cancer continued. I now have "no evidence of disease".

Regards
Dr Roe Currie
APEN Company Secretary

Meeting	GH	AK	PL	JG	PH	LB	HC	RMP	LH	NS	RC	Directors present
#2000 13/09/19	✓	✓	✓	✓	✓	✓	✓	✓				8
#2001 27/09/19		✓	✓	✓	✓	✓	✓	✓			✓	7
#2002 25/10/19	✓	✓	✓	✓	✓	✓	✓	✓			✓	7
#2003 – 22/11/19	✓		✓		✓	✓	✓	✓			✓	7
#2004 – 13/12/19	✓	✓	✓	✓	✓	✓	✓				✓	7
#2005 – 24/01/20	✓	✓	✓		✓	✓		✓			✓	7
#2006 – 28/02/20		✓	✓		✓		✓	✓			✓	5
#2007 – 27/03/20	✓	✓	✓		✓	✓	✓	✓			✓	7
#2008 – 24/04/20	✓	✓	✓		✓	✓	✓	✓	✓		✓	7
#2009 – 22/05/20	✓	✓	✓		✓	✓		✓	✓	✓	✓	8
#2010 – 26/06/20	✓	✓	✓		✓	✓	✓			✓	✓	8
#2011 – 24/07/20	✓		✓	✓	✓	✓	✓	✓		✓	✓	7
#2012 – 28/08/20	✓	✓	✓		✓	✓	✓	✓			✓	7
#2013 – 25/09/20	✓	✓	✓	✓	✓	✓		✓		✓	✓	8
% Attendance	86	86	100	60	100	93	71	71	60	80	93	

✓ = Attended.

Jeanette Gellard (JG)-Leave granted March to end June re bushfire recovery, Dr Patricia Hamilton (PH, APEN Editor), Dr Les Baxter (LB), Dr Heather Collins (HC), Roy Murray-Prior (RMP, REIS Journal Editor)

Appointed Directors: Dr Lauren Howard (LH), Nicole Sallur (NS).

Non-voting: Dr Roe Currie (RC, Company Secretary & Executive Officer)

AUSTRALASIA-PACIFIC EXTENSION NETWORK LIMITED

ACN 622 357 144

FINANCIAL STATEMENTS AS AT 30 JUNE 2020

Schedule 1:

STATEMENT OF ASSETS & LIABILITIES AS AT 30 JUNE 2020

	Note	2020 \$	2019 \$
MEMBERS' FUNDS (EQUITY)			
<i>Retained surplus</i>		115,009	164,747
Total Members' Funds		<u>115,009</u>	<u>164,747</u>
LIABILITIES			
Current			
<i>Trade creditors and accruals</i>		1,562	6,084
Total Liabilities		<u>1,562</u>	<u>6,084</u>
TOTAL EQUITY AND LIABILITIES		<u>116,571</u>	<u>170,831</u>
ASSETS			
Current			
<i>Cash at bank</i>		116,043	150,523
<i>Receivables</i>		528	20,308
<i>Less: Provision for impairment of receivables</i>			
		<u>528</u>	<u>20,308</u>
TOTAL ASSETS		<u>116,571</u>	<u>170,831</u>

The accompanying notes form part of these financial statements.

AUSTRALASIA-PACIFIC EXTENSION NETWORK LIMITED

ACN 622 357 144

FINANCIAL STATEMENTS AS AT 30 JUNE 2020

Schedule 2

STATEMENT OF PROFIT AND LOSS AND OTHER COMPREHENSIVE INCOME FOR THE PERIOD ENDED 30 JUNE 2020

	Note	2020 \$	2019 \$
Income			
APEN Conference		91,534	82,580
APEN Workshop		18,173	41,314
Membership		31,079	38,641
Mentoring		3,290	3,038
Shaping Change Book		1,351	521
Sundry receipts		336	376
Interest received		823	758
		<u>146,586</u>	<u>167,228</u>
Expenses			
Accountancy & audit fees		1,735	1,650
Administration		39,329	39,194
APEN Mentoring Scheme		907	868
APEN Workshop		3,869	21,482
APEN Award		1,991	
AEP Publication-Shaping Change Book		1,856	2,789
Bank & government charges		(62)	539
CM expenses		940	12,270
Conference costs APEN		129,505	19,262
Extension Net		4,302	5,880
Insurance		2,195	2,079
Printing, stationery & postage		2,795	29
Promotion		2,478	1,459
Registrations		1,510	1,370
Sundry expenses		2,098	1,581
Other			(1,510)
Website expenses		876	728
		<u>196,324</u>	<u>109,670</u>
Operating surplus / (loss) for the period		(49,738)	57,558
Income tax expense		-	-
		<u>(49,738)</u>	<u>57,558</u>
Operating surplus/(loss)		(49,738)	57,558
Other comprehensive income for year		-	-
Net assets of Australia-Pacific Extension Network Inc transferred to the company as at 1 July 2017	2		
Comprehensive income attributable to members		(49,738)	57,558

The accompanying notes form part of these financial statements.

AUSTRALASIA-PACIFIC EXTENSION NETWORK LIMITED

ACN 622 357 144

FINANCIAL STATEMENTS AS AT 30 JUNE 2020

Schedule 3:

STATEMENT OF CHANGES IN EQUITY (MEMBERS' FUNDS) FOR THE PERIOD ENDED 30 JUNE 2020

	2020 \$
<i>Retained surplus at 30 June 2018</i>	107,189
<i>Profit / (Loss) for the year</i>	57,558
<i>Retained surplus at 30 June 2019</i>	164,747
<i>Profit / (Loss) for the year</i>	(49,738)
<i>Retained surplus at 30 June 2020</i>	115,009

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 30 JUNE 2020

The financial statements cover Australasia-Pacific Extension Network Limited as an individual entity, incorporated and domiciled in Australia. Australasia-Pacific Extension Network Limited is a company limited by guarantee.

Note 1: Summary of Significant Accounting Policies

The Directors have prepared the financial statements, comprising, the Statement of Assets and Liabilities, Statement of Profit and Loss and Other Comprehensive Income, Statement of Changes in Equity (Members' Funds) and related notes to the financial statements, on the basis that the company is a non-reporting entity because there are no users dependent on general purpose financial statements. These financial statements are therefore special purpose financial statements that have been prepared in order to meet the requirements of the Australian Charities and Not-for-profits Commission Act 2012. The company is a not-for-profit entity for financial reporting purposes under Australian Accounting Standards.

The financial statements have been prepared in accordance with relevant Australian Accounting Standards applicable to reporting under the Australian Charities and Not-for-profits Commission Act 2012 and the significant accounting policies disclosed below, that the Directors have determined are appropriate to meet the needs of the members. Such policies are consistent with those of previous periods unless otherwise stated.

These financial statements have been prepared on an accruals basis and are based on historical costs unless otherwise stated in the notes

The Committee is of the opinion that the company's activities are exempt from income tax under current Income Tax Legislation.

Revenue is recognised on an accruals basis upon delivery of the service to the customer and is stated net of the amount of goods and services tax.

The company has no employees.

Revenue is recognised on an accruals basis upon delivery of the service to the customer and is stated net of the amount of goods and services tax.

The company has no employees.

Note 2: Acquisition of Assets, Liabilities and Operations of Australasia-Pacific Extension Network Inc

The company acquired the assets and liabilities of Australasia-Pacific Extension Network Inc at their book value in that entity as at 1 July 2017 and also took over its operations as a going concern.

The accompanying notes form part of these financial statements.

AUSTRALASIA-PACIFIC EXTENSION NETWORK LIMITED

ACN 622 357 144

FINANCIAL STATEMENTS AS AT 30 JUNE 2020

DIRECTORS' DECLARATION

The directors of the registered entity declare that, in the directors' opinion:

1. The financial statements and notes, as set out on schedules 1 to 3, are in accordance with the *Australian Charities and Not-for-profits Commission Act 2012* and:
 - a) comply with Australian Accounting Standards; and
 - b) give a true and fair view of the financial position of the registered entity as at 30 June 2020 and of its performance for the year ended on that date.
2. There are reasonable grounds to believe that the registered entity will be able to pay its debts as and when they become due and payable.

This declaration is signed in accordance with subs 60.15(2) of the *Australian Charities and Not-for-profits Commission Regulation 2013*.



.....
Graham Harris
Director



.....
Peter Long
Director

Dated this 18th day of September 2020

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF AUSTRALASIA PACIFIC EXTENSION NETWORK LIMITED.

Report on the Audit of the Financial Report

Opinion

We have audited the financial report of Australasia Pacific Extension Network Limited. (the Company), which comprises the Statement of Assets and Liabilities as at 30 June 2020, the Statement of Profit and Loss and Other Comprehensive Income and Statement of Changes in Equity for the period then ended, and notes to the financial statements, including a summary of significant accounting policies, and the declaration by the Directors on the financial statements giving a true and fair view of the financial position and performance of the Company.

In our opinion, the accompanying financial report gives a true and fair view of the financial position of the company as at 30 June 2020 and its financial performance for the period then ended in accordance with the accounting policies described in Note 1 to the financial statements and the requirements of Div 60 of the *Australian Charities and Not-for-profits Commission Act 2012*.

Basis for Opinion

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

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

Emphasis of Matter – Basis of Accounting

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 company to meet the requirements of Div 60 of the *Australian Charities and Not-for-profits Commission Act 2012*. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

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AUSTRALASIA PACIFIC EXTENSION NETWORK LIMITED.**

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Responsibilities of the Directors for the Financial Report

The Directors are responsible for the preparation and fair presentation of the financial report in accordance with the financial reporting requirements of Div 60 of the *Australian Charities and Not-for-profits Commission Act 2012* and for such internal control as the Directors determine is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Directors are responsible for assessing the Company's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the Directors either intend to liquidate the Company or to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

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**INDEPENDENT AUDIT REPORT TO THE MEMBERS OF
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- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Directors.
- Conclude on the appropriateness of the Directors' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

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

BOB TRAVERS & ASSOCIATES
Chartered Accountant



RJ Travers
Principal

ALBURY
18 September 2020

18 September 2020

The Directors
Australia Pacific Extension Network Limited
PO Box 1239
WODONGA VIC 3690

Dear Directors,

Auditors Independence Declaration

I declare that to the best of my knowledge and belief, during the year ended 30 June 2020 there have been no contraventions of any applicable code of professional conduct in relation to the audit.

BOB TRAVERS & ASSOCIATES


RJ Travers
Principal
Enclosures

APEN'S BOARD COMMITTEES



Our Board Directors have ultimate responsibility for directing the activities of our organisation, ensuring it is well run and delivering the outcomes for which we have been set up.

The Directors and Regional Coordinators bring different backgrounds, values, viewpoints and abilities to provide leadership to APEN by:

- Setting the strategic direction to guide and direct the activities of the organisation
- Ensuring the effective management of the organisation and its activities
- Monitoring the activities of the organisation to ensure they are in keeping with the founding principles, objects and values
- Encouraging our members to become involved in areas of particular interest
- Broadening members' network, developing their professional growth and sharing their professional expertise

Audit, Risk and Financial Control Committee

Peter Long, Anthony Kachenko, Graham Harris and Roe Currie



'A good financial plan is a road map that shows us exactly how the choices we make today will affect our future'
(Alexa Von Tobe)

The Committee met virtually every two months and addressed a range of items both proactively and in response to requests. APEN policies were drafted and reviewed for the Board's adoption. The following are items of note addressed in the year 2019-2020:

- Reviewed the collection and management of APEN data and documents including a risk assessment and mitigation traffic light matrix
- Implemented an on-line payment system on the APEN website
- Reviewed and updated Risk Management policy
- Developed a Fraud Policy
- Developed a Fiduciary policy
- Developed the APEN annual budget and a quarterly cash flow projection for variable income (primarily membership payments)

- Assessed the need and benefit / cost of Cyber insurance

We are keen for two or three additional members who would be willing to share a little of their time and expertise to support APEN on this committee. It is also an opportunity to grow your knowledge and understanding of not for profit board governance and finance.

Governance and Strategy Committee

Jeanette Gellard, Les Baxter, Matt Hall, Angus Dunne and Roe Currie



It has been a very productive year for the G&S Committee. Early in the year we welcomed Matt Hall to the committee with Angus Dunne joining us in the last month. Both bring fresh ideas and energy to the committee. The committee has focussed its effort on three key areas.

Strategic Directions: Following the Board's strategic planning session, held immediately after the APEN Conference, the G&S Committee refined the session outcomes and produced a two-page Strategic Plan that was endorsed by the Board. Attention has now turned into the development of a more detailed action plan to guide the Board's activities over the next 12-18 months. The Strategic Plan can be found on the APEN website.

Constitution: A review of APEN's constitution has been undertaken with the support of Janelle O'Reilly, O'Reilly Legal & Governance. The aim of the review was to streamline and modernise the Constitution to reflect current best practice. The proposed amended constitution is being considered by members at the AGM.

Governance Framework: APEN's Governance Framework clarifies and supplements its constitution by making explicit the underlying principles of governance approved by the APEN Board. It is concerned with the systems and processes that ensure APEN is effectively and properly run and meets the objectives for which it was established. During the year, the committee has commenced a review of the existing Governance Framework with an aim to simplify the Framework's documentation and establish a program of work for the following year, including policy development and review.

Not always the most glamorous of portfolios, Governance and Strategy are absolutely critical to APEN's success and its ability to add value to its members. Thank you to all committee members who have worked so diligently throughout the year.

"A vision without a strategy remains an illusion."

(Lee Bolman)

Business Development Committee

Heather Collins, Les Baxter, Peter Long and Roe Currie

'Without continual growth and progress, such words as improvement, achievement, and success have no meaning.' (Benjamin Franklin)



The Business Development Committee (BDC) continues to provide professional development and educational opportunities for members, while seeking new and creative ways to build our business.

Conferences

After the Darwin conference, and guided by member feedback, the BDC developed an Expression of Interest (EOI) process for future APEN conferences. APEN's Board accepted a strong proposal from the New Zealand contingent, and an international conference was planned for Rotorua, September 2021. However, due to ongoing uncertainty around international travel and ability to access sponsorship (Covid-19), the conference has been postponed to a later date. Planning was underway for a smaller conference in Melbourne, November 2021, utilising both face-to-face and on-line technology. However, due to ongoing uncertainty (Covid-19), this event is also on hold. Covid-19 has disrupted other APEN events, including APEN's session at the International Congress of Sociology (Cairns, 2020).

Regional events

Following the successful Darwin Conference, the BDC engaged the Regional Coordinators as to how to best support regional APEN events in the years between conferences. It was determined to offer sponsorship of regional extension events via a small grant and/or seeding funding to deliver activities such as workshops, training activities, seminars, face-to-face and by webinar. Through the regional coordinators an expression of interest (EOI) process was run in late 2019 which generated one application. As well, all APEN members were invited to submit an application with articles in ExtensionNet and the eBulletin. Whilst there was an initial call deadline, the EOI is open for applications throughout the year. Unfortunately, any protentional regional events were another casualty of Covid-19 restrictions on face to face activities.

ExtensionChat-APEN Online

While Covid-19 continues to disrupt, the BDC identified the opportunities that Covid-19 brings to connect globally in a virtual world. September 2020 was ExtensionChat-APEN Online month: a virtual professional development and networking opportunity for extension professionals. Our aim was to showcase best extension practice and best interactive virtual practice. Two hundred and fifty-eight tickets were sold, and extension professionals from all over the world came together in four highly interactive zoom sessions to learn, discuss and meet other professionals. The BDC worked closely with the Stakeholder Engagement Committee to promote extension, APEN and ExtensionChat. The BDC thank all who helped with ExtensionChat, especially our very slick and very professional tech team! We couldn't have done it without you! Based on ExtensionChat's success, more

interactive virtual events are planned.

Value proposition

As part of our ongoing member development work, the BDC was tasked with developing a membership value proposition and look at ways of enhancing this for existing and potential new members. To date we have compared the services, activities and value offerings of some other professional membership organisations and we have been working on three activities to enhance the value proposition of APEN. The first of these is a recommended change to the membership classifications to allow for two types of ordinary members: full members and professional members. The latter is linked to qualifications and experience, a commitment to ongoing education, and a commitment to a code of ethics. In the second activity, we have been working with Jeanette Gellard who is developing a professional competency and development framework for APEN. One of the future associated activities that we will be working on in the near future is the raising of APEN's profile with government, employers, industries and the extension community. APEN's proposed professional membership will recognise and value the extension work carried out by our members. The development of this new membership structure is the culmination of 18 months consultation and research undertaken by the BDC.

Stakeholder Engagement Committee

Anthony Kachenko, Pat Hamilton, Roy Murray-Prior, Jasmine Whitten, Harriet Brickhill, Roe Currie, Caroline Coppo, Karen Smith



'Whatever words we utter should be chosen with care for people will hear them and be influenced by them for good or ill' (Buddha)

We have achieved a greater profile with more visibility this year. However, there is still a way to go as we continue to bring people together to be the leading organisation for extension professionals in Australia, New Zealand and the Asia-Pacific.

The challenge for 2019-2020:

- Identify our internal and external stakeholders (our target audience)
- Support and respond to our members to meet their needs
- Create opportunities for APEN to thrive and expand our networks

Combining the experiences of the past with what is happening now, we tackled the challenge in a variety of ways – revolving round driving our communication tools and collaboration with APEN members, government departments and industry organisations. It was the energy and enthusiasm of our younger committee members and the ideas offered from the Regional Coordinators who motivated us to explore existing practices and initiate activities to widen our reach and engagement practices. In particular, we acknowledge the input from Jasmine (Facebook APEN Challenge), Harriet (calendar

of promotions) and the help of Caroline Coppo and Karen Smith. Karen captured the APEN Board's Strategic Directions in a very useful Program Logic table identifying our structure, the linkages and the evaluation process.

Our multi-channel communications approach has enabled us to effectively change our practices to adjust to the impact of the Covid-19.



- **Website** – using the site as a landing pad for APEN profiling speakers, promoting projects, membership drive, sharing resources – thanks Roe for keeping the news updated
- **Emails** - promotion, updated news, monthly eBulletin to summarise activities and share resources
- **Surveys** – to gain people's feedback on APEN's progress and before, during and after events
- **ExtensionNet** – our *Extending Horizons* issue in October 2019 captured the jam-packed two day of networking everywhere, gathering and exchanging lots of useful information re extension practices across the globe and sitting back as we enjoyed the warmth and ambience of the people and the environment in Darwin. In April 2020, Chrissy Stokes, Morag Anderson, Adrian Englefield joined the editorial team [Pat Hamilton, and Roe Currie] to broaden our reach in engaging the activities and achievements of our members
- **REIS Journal** – thanks to Roy and his assistant editorial team, Lydia Turner, Aysha Fleming and Denise Bewsell, who captured the professionalism of extensionists
- **Social Media** – there has been heaps of activity this year. We encourage you to widen your horizons by following us on our **Twitter, Facebook and LinkedIn channels** and joining in the conversations.

Who has not been impressed by the **APEN Challenge** of profiling members on Facebook, and the promotion of **ExtensionChat-APEN Online** – thanks to **Jasmine Whitten, Harriet Brickhill, Roe Currie, Chrissy Stokes and Pat Hamilton**
- **Webinars** – Roe Currie continues to gather interesting people to share their extension practices. In case you missed them, visit the APEN website.
- **Mentoring** –Jeanette Gellard and Roe Currie delivered 3 successful mentoring programs (2 in partnership with the Queensland Farmers Federation). The mini-training sessions have covered a range of topics including facilitation tips and techniques, presentation skills, networking, on-line engagement, extension planning, evaluation and monitoring, Bennett's hierarchy, zoom tips and techniques. Many thanks to our presenters – the feedback has been very positive.
- Creating a **YouTube** Chanel to enable members to access videos – thanks to Graham Harris we now can catch up with all the fabulous videos we might have missed.
- Exploring forming **partnerships** with industry – thanks to

Anthony Kachenko for bringing Hort Innovation on Board and exploring further links

- **Conversations over a Cuppa** – celebration of our women members on International Day of Rural Women 15th October. APEN thanks Jeanette Long, Ruth Nettle, Jane Weatherley, Kate Jackson for sharing their stories and the organising team Pat Hamilton, Roe Currie and Chrissy Stokes.

The Stakeholder Engagement team have appreciated the enormous effort from so many people as we endeavour to reach, engage and share the activities and achievements of our network of amazing extensionists.

The Regional Activities Committee

Chair | Pat Hamilton, Regional Coordinators | NZ, Chrissy Stokes; NSW, Adrian Englefield & Callen Thompson; NT, Sarah Hain; Qld Caroline Coppo & Noel Ainsworth; SA, Sandy Gunter; Tas, Morag Anderson; Vic, Shayne Hyman; WA, Karen Smith, Roe Currie (Admin Officer), President, Graham Harris (Ex Officio)



The strength of the team is each individual member. The strength of each member is the team
(Phil Jackson)

Although our volunteers (don't forget – APEN is run by a team of volunteers!) do not, necessarily, have the time, (life does get in the way of creating and implementing our ideas) our **Regional Coordinators (RCs)** do have the heart and the will to find a way of reaching and engaging our members.



As the RAC Chair, I have been amazed at the workload each of our RCs has taken on this year. It is a strong team - full of actions, based on well-thought out plans, with a willingness to share and fine tune each other's ideas. I deeply appreciate their personal and professional support and acknowledge some of

their achievements.

The achievements through imagination, belief and collaboration

Chrissy: informative and engaging emails to NZ members, her involvement in planning the 2021 Conference and facilitating a session of ExtensionChat-APEN Online, a member of the *ExtensionNet* editorial team, accepting the APEN challenge on Facebook ...

Adrian: returning from leave, developing the partnership with Hort Innovation, chief technical officer ExtensionChat-APEN Online, member of the *ExtensionNet* editorial team, accepting the APEN challenge on Facebook

Callen: keeping NSW members informed, sharing APEN activities with other industries, member of the ExtensionChat technical team, accepting the APEN challenge on Facebook

Sarah: expanding the network across industry sectors, accepting the APEN challenge on Facebook

Caroline: assisting the communications strategy, drafting the Personal Development criteria for members, involvement in planning and technical assistance of the 2020 *ExtensionChat*

Noel: engaging and expanding the southern Queensland members with an updated benefits flyer, keeping them informed through a monthly 'Book Club' (via Zoom) [thanks to Sharna Holman], assisting with *ExtensionChat*, working on a value statement

Sandy: in the midst of recovering from the bushfire and teaching her team to work remotely, Sandy has kept the SA members together with informative email messages, encouraging involvement in APEN activities

Morag: supporting Tassie members, to work remotely, on the *ExtensionNet* editorial team (great editing skills)

Karen: overcoming distance of contacting members more effectively, involvement in planning and technical assistance of the 2020 *ExtensionChat*, producing a program logic pictorial representation of APEN - the who we are, what we do, the 'tools' to implement and the monitoring, reviewing and measuring of our effectiveness

All of this engagement on top of their day jobs!



It is always with sadness that a team member has to move on for various reasons. This year we farewell:

Shayne Hyman - Victorian RC. Shayne has contributed much as she juggles her personal and professional life. We wish her well in her new endeavours and know that she will be involved when she can. We welcome *Sarah Thompson* from Dairy Australia to look after our Victorian members.

Andres Jaramillo found that his very busy work-schedules

and commitment reduced the time he was devoting to our Queensland Members. We thank Andres for his involvement and his generous offer of helping when he can. We welcome *Noel Ainsworth* to the team. Noel is a long-time member of APEN and has not only brought many new ideas but also has followed up with discussion papers which have challenged the APEN Board. **Morag Anderson**, Tasmanian RC, has found her workload impinges on the time she can devote to the region. However, we are not losing her breadth of skills. Morgan will continue as a member of *ExtensionNet's* Editorial team. We welcome *Ossie Lang* from VegNet to the team to engage our Tasmanian members.

Jake Betros NT RC, after delivering a very successful APEN Conference, moved to Queensland to further his career. To continue his great work in the NT, we welcome *Sarah Hain* from the Mango Industry. Sarah has brought together extension practitioners from a range of industries.

My thanks to continuing RCs **Adrian Englefield** (NSW), **Callen Thompson** (NSW), **Chrissy Stokes** (NZ), **Noel Ainsworth** (Qld), **Sarah Hain** (NT), **Karen Smith** (WA), **Caroline Coppo** (Qld) and **Sandy Gunter** (SA). Their innovative and practical input have ensured that we continue to be a dynamic team as we reinvent, articulate and provide programs in the rapidly changing rural context. We welcome Sarah Thompson (Vic) and Ossie Lang (Tas) to the 2020-2021 team.

The Board acknowledges the impact of the RCs in supporting and engaging our members in the world of extension. We are very pleased that the APEN Board has worked closely with us to implement APEN's Strategic Directions. The Directors have given us much support to trial new projects [especially, the two Zoom training sessions by Jeanette Gellard] while we continue to meet the needs of our members as we faced the impacts of drought, floods, bushfires and Covid-19 on our communities. It has been our aim to continue to grow, innovate and sustain the future of extension.

Coming together is a beginning; keeping together is progress; working together is success
(Henry Ford)

The Directors appreciate the involvement and participation of our members during this challenging time of keeping us connected through bushfires, floods and the Covid-19 as we continue to share our diversity, expertise, research and practical experiences.



Share your wisdom, your experiences, your practices.
We need your help to maintain a large presence in the extension sector.

APEN - Extending Our Horizons



“Our lives are not determined by what happens to us, But by how we react to what happens”.







"25 Years & Flourishing"

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RC - Regional Coordinator

Together, we have the power to inspire, connect and deliver on new opportunities and rich experiences that can open doors to innovation and progress while growing global economies and increasing well-being

(Tae Yoo)