



28 August 2015

Dr Tim Greenaway
Vice-President, Tasmanian Branch
Australian Salaried Medical Officers' Federation

Sent via email: ama@amatas.com.au

Dear Dr Greenaway

Re: Lodgement of financial accounts and statements - s268 *Fair Work (Registered Organisations) Act 2009* – Australian Salaried Medical Officers' Federation, Tasmanian Branch - for year ended 31 December 2014 (FR2014/423)

I acknowledge receipt of the financial report for the year ended 31 December 2014 for the Australian Salaried Medical Officers' Federation, Tasmanian Branch. The documents were lodged with the Fair Work Commission on 5 August 2015. The financial report has now been filed.

The financial report was filed based on a primary review. This involved confirming whether the financial reporting timelines required under s.253, s.265, s.266 and s.268 of the *Fair Work (Registered Organisations) Act 2009* (RO Act) were satisfied, all documents required under s.268 of the RO Act were lodged and that various disclosure requirements under the Australian Accounting Standards, RO Act and Reporting Guidelines have been complied with.

Non-compliance with previous request – time-scale requirements

While we filed last year's financial report, we raised [see copy of letter attached] certain issues for the reporting unit to address in the preparation of future financial reports. I note that the reporting unit again failed to provide a copy of the report to the members within the period of 5 months after the end of the financial year (that is, by 31 May), as prescribed by sub-section 265(5). The Branch was advised that in the event that it anticipated being unable to comply with the time frame it should seek an extension of time prior to the "*required date of lodgement*" (sic).¹

Since the report was not completed until the signing of the various documents on 29 July 2015, it should have been clear to the Branch before 31 May that it would not have been able to comply with the ordinary time-frame prescribed for providing the full report and the time frame for presenting it to the second meeting of the committee for the purposes of section 266. It should therefore have sought an extension of time prior to the prescribed date for providing the report to the members, that is, prior to 31 May 2015.

Although the letter from Mr Tony Steven, the Chief Executive Officer, dated 4 August 2015 and received on that date, sets out reasons for non-compliance with the time-frames, since no

¹ That date of lodgement, ordinarily calculated, would have been no later than the 14th day following the latest day for presenting the report to a meeting under section 266 (i.e. 30 June). The period able to be sought to be extended varies whether it concerns subsection 265(5) (provision of report to members), section 266 (presentation of report to meeting), or section 268 (lodgement with FWC).

extension was sought and none granted, the Branch failed to comply with both sub-sections 265(5) and 266, which are civil penalty provisions.

The FWC aims to assist reporting units in complying with their obligations under the RO Act and Reporting Guidelines, by providing advice about the errors identified in financial reports. Failure to address this issue may lead to the General Manager FWC exercising her powers under section 330 of the RO Act or may result in an inquiry into the Branch following which the General Manager may apply under sub-section 310(1) of the RO Act to the Federal Court of Australia for a pecuniary penalty order to be imposed on your organisation and, potentially, the officer whose conduct led to the non-compliance.

The Branch must therefore comply, in relation to the next financial report for year end 31 December 2015, with the time-frames ordinarily prescribed for the provision to members, the presentation for the purposes of section 266, and for lodgement under section 268, or formally seek an extension of time *prior to the expiry of the relevant period(s) prescribed*.

Note that in respect of providing the full report² to members or of presenting the full report under section 266, the maximum period of extension that may be granted is one (1) month.³

Reporting Requirements

A primary review does not examine all disclosure requirements. Please note that the financial report for the year ending 31 December 2015 may be subject to an advanced compliance review.⁴

On the FWC website a number of factsheets in relation to the financial reporting process and associated timelines are available. The most recent copy of the Reporting Guidelines and a model set of financial statements can also be found. The FWC recommends reporting units use this model as it assists in ensuring compliance with the *Fair Work (Registered Organisations) Act 2009*, the s.253 Reporting Guidelines and the Australian Accounting Standards. Access to this information may be obtained via [this link](#).⁵

Should you wish to discuss this letter, or if you require further information on the financial reporting requirements of the Act, I may be contacted on (02) 6746 3283 or by email at stephen.kellett@fwc.gov.au.

Yours sincerely



Stephen Kellett
Senior Adviser
Regulatory Compliance Branch

² 'The full report' consists of the reports described in section 265(1)

³ This means that to avoid contravening these provisions in the event of a one month extension being granted, the full report would have to be provided to members no later than 30 June and presented no later than 31 July

⁴ All disclosure requirements are assessed under an advanced review

⁵ <https://www.fwc.gov.au/registered-organisations/compliance-governance/financial-reporting>

From: KELLETT, Stephen
Sent: Friday, 28 August 2015 5:21 PM
To: 'Tony Steven'
Subject: Attention Dr Tim Greenaway - financial reporting - y/e 31 Dec 2014 - filing

Dear Mr Steven,

Please see attached my letter in relation to the above. I also attach, for your convenient reference, a copy of last year's correspondence.



ASMOF TAS FR2014 423 (primary final).pdf



ASMOF TAS FR2013 471 letter (primary fi

Yours sincerely

STEPHEN KELLETT
Regulatory Compliance Branch
FAIR WORK COMMISSION

80 William Street
EAST SYDNEY NSW 2011

(ph) (02) 6746 3283
(email) stephen.kellett@fwc.gov.au

From: Tony Steven [<mailto:ceo@amatas.com.au>]
Sent: Wednesday, 5 August 2015 4:42 PM
To: Orgs
Subject: On CMS FR2014/423 ASMOF Tasmania Accounts

Please see all required information attached.



ASMOF 2014
Accounts.pdf



Certificate by
prescribed Designate

TONY STEVEN
CEO
AMA Tasmania

Australian Salaried Medical Officers Federation, Tasmania Branch

s.268 Fair Work (Registered Organisations) Act 2009

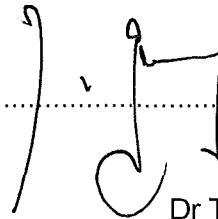
CERTIFICATE BY PRESCRIBED DESIGNATED OFFICER

Certificate for the period ended 31st December 2014

I *Dr Tim Greenaway* being the *Vice President* of the *Australian Salaried Medical Officers Federation Tasmania Branch*: certify:

- that the documents lodged herewith are copies of the full report for the *Australian Salaried Medical Officers Federation Tasmania Branch*: for the period ended 31st December 2014 referred to in s.268 of the *Fair Work (Registered Organisations) Act 2009*; and
- that the *full report* was provided to members of the reporting unit on 3th August 2015; and
- that the full report was presented to a *meeting of the committee of management* of the reporting unit on 4th August in accordance with s.266 of the *Fair Work (Registered Organisations) Act 2009*.

Signature of prescribed designated officer:.....



Name of prescribed designated officer:

Dr Tim Greenaway

Title of prescribed designated officer:

Vice President

Dated:5th August 2015

Australian Salaried Medical Officers Federation Tasmania Branch

Financial Report

For the Year Ended 31 December 2014

Australian Salaried Medical Officers Federation Tasmania Branch

For the Year Ended 31 December 2014

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Australian Salaried Medical Officers Federation Tasmania Branch

Operating Report

31 December 2014

I, Dr Stuart Day, being the designated officer responsible for preparing this report for the financial year ended 31 December 2014 of Australian Salaried Medical Officers Federation Tasmania Branch, report as follows:

1. General information

Information on Committee of Management

The names of the Committee of Management during the year and to the date of this report are:

Dr Stuart Day

Prof Tim Greenaway

Tony Steven

Michael Lumsden-Steel

Directors have been in office since the start of the financial year to the date of this report unless otherwise stated.

Principal activities

The Branch's principal activities during the financial year were to provide industrial services to the members consistent with the objects of the Federation, particularly the object of protecting and improving the interests of members.

Results of the Principal Activities

The Branch's principal activities resulted in maintaining and improving the services provided to its members, promoting and protecting the broad interests of salaried medical practitioners and advocating the provision and development of quality health services.

Significant changes in Branch's Principal Activities

There were no significant changes in the nature of the Branch's principal activities during the financial year.

Number of Members

The number of members of the Branch as at 31 December 2014 was 298.

Number of Employees

There were no persons employed by the Branch during the financial year ended 31 December 2014.

Details of Loans, Grants and Donations

No loans, grants or donations were made by the Branch during the financial year.

Australian Salaried Medical Officers Federation Tasmania Branch

Operating Report

31 December 2014

1. General information (cont'd)

Superannuation Trustees

No officer or member of the reporting unit holds a position as a trustee or director of a superannuation entity or exempt public superannuation scheme, where the criteria for holding such a position is that they are an officer or member of an organisation.

Members Right to Resign

Members may resign from the Branch in accordance with Rule 11 (Resignation) which reads as follows:

- (1) A member of the Federation may resign from membership by written notice addressed and delivered to the Branch Secretary.
- (2) Notice of resignation from membership of the Federation takes effect:
 - (i) Where the member ceases to be eligible to become a member of the Federation:
 - (a) on the day which the notice is received by the Federation; or
 - (b) on the day specified in the notice, which is a day not earlier than the day when the member ceases to be eligible to become a member;whichever is later; or
 - (ii) In any other case:
 - (a) at the end of 2 weeks after this notice is received by the Federation; or
 - (b) on the day specified in the notice;whichever is later.
- (3) Any dues payable but not paid by a former member of the Federation, in relation to a period before the member's resignation from the Federation took effect, may be sued for and recovered in the name of the Federation, in a court of competent jurisdiction, as a debt to the Federation.
- (4) A notice delivered to the person mentioned in sub-rule (1) shall be taken to have been received by the Federation when it was delivered.
- (5) A notice of resignation that has been received by the Federation is not invalid because it was not addressed and delivered in accordance with sub-rule (1).
- (6) A resignation from membership of the Federation is valid even if it is not effected in accordance with this Rule if the member is informed in writing by or on behalf of the Federation that the resignation has been accepted.
- (7) In special circumstances the Federal Council may by resolution accept the resignation of a member and release the member from any or all outstanding obligations to the Federation, notwithstanding that the provisions of these Rules have not been complied with.

Australian Salaried Medical Officers Federation Tasmania Branch

Operating Report

31 December 2014

2. Operating results and review of operations for the year

Operating result

The surplus/(deficit) of the Branch for the financial year amounted to \$ (482) (2013: \$ (2,081)).

Significant changes in the Branch's financial affairs

The Tasmanian Branch has increased its investment in travel to national meetings for its executive officer in order to support an increase in membership and expected increase in industrial requirements of the next few years. The committee expects that the increased membership numbers and fee revenue will cover all costs for the forthcoming year.

Events after the reporting period

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the Branch, the results of the operations and the state of affairs of the Branch.

Australian Salaried Medical Officers Federation Tasmania Branch

Operating Report

31 December 2014

3. Director of a Company or Member of a Board

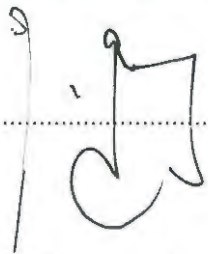
Committee Disclosures

Name and Position	Company or Board	Principal Activities	Held as a Result of Branch Connection
Tim Greenaway	AMA Tasmania	Medical Membership Association	No
	TSMPS	Union	No
	TM & SE Greenaway Pty Ltd	Private Medical Practice	No
	National Advisory Boards to - Sanofi-Aventis and Novartis.	Drug Companies	No
Stuart Day	TSMPS	Union	No
	ASMOF Federal	Union	No
	Stuart Day Pty Ltd	Medical Service Company	No
	Australian Society of Anaesthetists Tasmanian Committee of Management	Medical Membership Group	No
	ANZCA Tasmania Regional Committee	Medical Membership Group	No
Michael Lumsden-Steel	Nil		

No officer or employee of the Branch is a director of a company or a member of a Board as a result of their directorship of ASMOF Tasmanian Branch.

Signed in accordance with a resolution of the Committee of Management:

Director:



Dated this 29th day of July 2015.

Australian Salaried Medical Officers Federation Tasmania Branch

Committee of Management Statement

On the 1st of July 2015 the Committee of Management of Australian Salaried Medical Officers Federation Tasmania Branch passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 31 December 2014.

1. The financial statements and notes comply with the Australian Accounting Standards;
2. The financial statements and notes comply with the reporting guidelines of the General Manager;
3. The financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
4. There are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
5. During the financial year to which these GPFR relate and since the end of that year:
 - (i) meetings of the Committee were held in accordance with the rules of the organisation including the rules of the Branch concerned; and
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of the Branch concerned; and
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with *Fair Work (Registered Organisations) Act 2009* and the *Fair Work (Registered Organisations) Regulations 2009*; and
 - (iv) where the organisation consists of two or more reporting units, the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
 - (v) where information has been sought in any request of a member of the reporting unit or the General Manager duly made under section 272 of the *Fair Work (Registered Organisations) Act 2009* has been provided to the member or General Manager; and
 - (vi) no orders have been made by the Fair Work Commission under section 273 of the *Fair Work (Registered Organisations) Act 2009* during the period.
6. There was no recovery of wages activity for the financial year.

Signed in accordance with a resolution of the Members of the Committee:

Director

Dated this 29th day of July 2015.

Australian Salaried Medical Officers Federation Tasmania Branch

Statement of Comprehensive Income

For the Year Ended 31 December 2014

	2014	2013
	\$	\$
Income		
Membership fees	3,691	2,311
Interest income	11	123
Capitation fees	-	-
Donations	-	-
Grants	-	-
Levies	-	-
Total income	<u>3,702</u>	<u>2,434</u>
Less: Expenses		
Accounting fees	160	616
Auditors remuneration	1,425	2,046
Conference & meeting expenses	-	-
Employee expenses - holders of office	-	-
IT expenses	-	498
Software expenses	276	261
Sundry expenses	844	-
Travel	1,479	1,094
Consideration to employers for payroll deductions	-	-
Capitation fees	-	-
Affiliation fees	-	-
Levies	-	-
Grants	-	-
Donations	-	-
Legal fees	-	-
Fees/allowances - meetings & conferences	-	-
Penalties via RO Act or RO Regulations	-	-
Total Expenses	<u>4,184</u>	<u>4,515</u>
Net surplus/(deficit) for the year	<u>(482)</u>	<u>(2,081)</u>
Other Comprehensive Income	-	-
Total Comprehensive Income for the year	<u><u>(482)</u></u>	<u><u>(2,081)</u></u>

This statement should be read in conjunction with the accompanying notes

Australian Salaried Medical Officers Federation Tasmania Branch

Statement of Financial Position

As At 31 December 2014

	Note	2014 \$	2013 \$
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	2	7,148	2,736
Accounts receivable from other reporting units		-	-
TOTAL CURRENT ASSETS		<u>7,148</u>	<u>2,736</u>
TOTAL ASSETS		<u><u>7,148</u></u>	<u><u>2,736</u></u>
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables	3	7,141	2,247
Current tax liabilities		(62)	(62)
Provisions - employees		-	-
Provisions - holders of office		-	-
TOTAL CURRENT LIABILITIES		<u>7,079</u>	<u>2,185</u>
TOTAL LIABILITIES		<u>7,079</u>	<u>2,185</u>
NET ASSETS		<u><u>69</u></u>	<u><u>551</u></u>
EQUITY			
Accumulated Surpluses		<u>69</u>	<u>551</u>
TOTAL EQUITY		<u><u>69</u></u>	<u><u>551</u></u>

This statement should be read in conjunction with the accompanying notes

Australian Salaried Medical Officers Federation Tasmania Branch

Statement of Changes in Equity

For the Year Ended 31 December 2014

2014

	Accumulated Surpluses	Total
	\$	\$
Balance at 1 January 2014	551	551
Net surplus/(deficit) for the year	(482)	(482)
Balance at 31 December 2014	<u>69</u>	<u>69</u>

2013

	Accumulated Surpluses	Total
	\$	\$
Balance at 1 January 2013	2,632	2,632
Net surplus/(deficit) for the year	(2,081)	(2,081)
Balance at 31 December 2013	<u>551</u>	<u>551</u>

This statement should be read in conjunction with the accompanying notes

Australian Salaried Medical Officers Federation Tasmania Branch

Statement of Cash Flows

For the Year Ended 31 December 2014

	2014	2013
Note	\$	\$
Cash flows from operating activities:		
Receipts From Customers	3,691	2,311
Interest Received	11	123
Payments to Suppliers & Employees	710	(9,300)
Receipts from other reporting units	-	-
Payments to other reporting units	-	-
Cash generated from operations	6(a) 4,412	(6,866)
Net cash flows from (used in) operating activities	4,412	(6,866)
Net cash increase (decreases) in cash and cash equivalents	4,412	(6,866)
Cash and cash equivalents at beginning of year	2,736	9,602
Cash and cash equivalents at end of financial year	2 7,148	2,736

This statement should be read in conjunction with the accompanying notes

Australian Salaried Medical Officers Federation Tasmania Branch

Notes to the Financial Statements

For the Year Ended 31 December 2014

The financial statements are for Australian Salaried Medical Officers Federation Tasmania Branch as an individual entity, incorporated and domiciled in Australia. Australian Salaried Medical Officers Federation Tasmania Branch is a registered employee organisation under the Fair Work (Registered Organisations) Act 2009.

1 Summary of Significant Accounting Policies

(a) Basis of preparation

The financial report is a general purpose financial report that have been prepared in accordance with Australian Accounting Standards, Australian Accounting Interpretations and the *Fair Work (Registered Organisations) Act 2009*. The Federation is a not for profit entity for financial reporting purposes under Australian Accounting Standards,

Australian Accounting Standards set out accounting policies that the AASB has concluded would result in a financial report containing relevant and reliable information about transactions, events and conditions. Material accounting policies adopted in the preparation of these financial statements are presented below and have been consistently applied unless otherwise stated.

The financial report has been prepared on an accruals basis and are based on historical costs modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities.

(b) Comparative figures

When required by Accounting Standards, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

(c) Cash and cash equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less which are convertible to a known amount of cash and subject to an insignificant risk of change in value, and bank overdrafts. Bank overdrafts are shown within short-term borrowings in current liabilities on the statement of financial position.

(d) Employee benefits

Provision is made for the Branch's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits that are expected to be wholly settled within one year have been measured at the amounts expected to be paid when the liability is settled.

Employee benefits expected to be settled more than twelve months after the end of the reporting period have been measured at the present value of the estimated future cash outflows to be made for those benefits. In determining the liability, consideration is given to employee wage increases and the probability that the employee may satisfy vesting requirements. Cashflows are discounted using market yields on national government bonds with terms to maturity that match the expected timing of cashflows. Changes in the measurement of the liability are recognised in profit or loss.

Australian Salaried Medical Officers Federation Tasmania Branch

Notes to the Financial Statements

For the Year Ended 31 December 2014

1 Summary of Significant Accounting Policies (cont'd)

Employee benefits (cont'd)

Employee benefits are presented as current liabilities in the statement of financial position if the Branch does not have an unconditional right to defer settlement of the liability for at least 12 months after the reporting date regardless of the classification of the liability for measurement purposes under AASB 119.

(e) Provisions

Provisions are recognised when the Branch has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

(f) Trade and other payables

Trade and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the Branch during the reporting period which remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

(g) Financial instruments

Initial recognition and measurement

Financial assets and financial liabilities are recognised when the entity becomes a party to the contractual provisions to the instrument. For financial assets, this is the equivalent to the date that the Branch commits itself to either the purchase or sale of the asset (i.e. trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transactions costs, except where the instrument is classified 'at fair value through profit or loss' in which case transaction costs are expensed to profit or loss immediately.

Fair value

Fair value is determined based on current bid prices for all quoted investments. Valuation techniques are applied to determine the fair value for all unlisted securities, including recent arm's length transactions, reference to similar instruments and option pricing models.

Impairment

At the end of each reporting period, the Branch assesses whether there is objective evidence that a financial asset has been impaired. In the case of available-for-sale financial instruments, a prolonged decline in the value of the instrument is considered to determine whether an impairment has arisen. Impairment losses are recognised in the statement of comprehensive income.

(h) Income tax

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

Australian Salaried Medical Officers Federation Tasmania Branch

Notes to the Financial Statements

For the Year Ended 31 December 2014

1 Summary of Significant Accounting Policies (cont'd)

(i) Leases

Lease payments for operating leases, where substantially all of the risks and benefits remain with the lessor, are charged as expenses on a straight line basis over the life of the lease term.

Revenue from other leases is recognised in accordance with the lease agreement, which is considered to best represent the pattern of service rendered through the provision of the leased asset.

(j) Revenue and other income

The Branch recognises interest revenue when received or the right to receive has been met.

Revenue from provision of membership subscriptions is recognised on a straight line basis over the financial year.

All revenue is stated net of the amount of goods and services tax (GST).

(k) Goods and services tax (GST)

Revenues, 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 the 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 net basis, with the net GST component shown as a separate item within operating cash flows. The GST components of investing and financing activities are disclosed as operating cash flows.

(l) Critical accounting estimates and judgments

Key estimates - impairment

The Branch assesses impairment at the end of each reporting year by evaluating conditions specific to the Branch that may be indicative of impairment triggers. Recoverable amounts of relevant assets are reassessed using value-in-use calculations which incorporate various key assumptions.

(m) Adoption of new and revised accounting standards

During the current year, the following standards became mandatory and have been adopted retrospectively by the Branch:

- AASB 10 *Consolidated Financial Statements*
- AASB 11 *Joint Arrangements*
- AASB 12 *Disclosure of Interests in Other Entities*

Australian Salaried Medical Officers Federation Tasmania Branch

Notes to the Financial Statements

For the Year Ended 31 December 2014

1 Summary of Significant Accounting Policies (cont'd)

(m) Adoption of new and revised accounting standards (cont'd)

- AASB 13 *Fair Value Measurement*
- AASB 119 *Employee Benefits*
- AASB 127 *Separate Financial Statements*
- AASB 128 *Investments in Associates and Joint Ventures*
- AASB 2011-7 *Amendments to Australian Accounting Standards arising from the Consolidation and Joint Arrangements Standards [AASB 1, 2, 3, 5, 7, 101, 107, 112, 118, 121, 124, 132, 133, 136, 138, 139, 1023 & 1038 and Interpretations 5, 9, 16 & 17]*
- AASB 2012-9 *Amendments to AASB 1048 arising from the Withdrawal of Australian Interpretation 1039*
- AASB 2012-2 *Amendments to Australian Accounting Standards - Disclosures - Offsetting Financial Assets and Financial Liabilities*

The accounting policies have been updated to reflect changes in the recognition and measurement of assets, liabilities, income and expenses and the impact of adoption of these standards is discussed below.

AASB 10 *Consolidated Financial Statements* is effective for annual reporting periods beginning on or after 1 January 2013 and therefore the Branch has applied it for the first time in these financial statements. AASB 10 includes a new definition of control, including additional guidance for specific situations such as control in a principal / agent situation and when holding less than majority voting rights may give control. AASB 10 supersedes the previous requirements of AASB 127 *Consolidated and Separate Financial Statements* and Interpretation 112 *Consolidation - Special Purpose Entities* and resulted in consequential amendments to a number of other standards.

The Branch has reviewed its investment in other entities to determine whether any changes were required to the consolidated entity under AASB 10. The composition of the consolidated entity is the same under AASB 10 and therefore there is no change to the reported financial position and performance.

AASB 11 *Joint Arrangements* replaces AASB 131 *Interests in Joint Ventures* and Interpretation 112 *Jointly-Controlled Entities - Non-monetary Contributions by Venturers* as well as consequential amendments to a number of other standards. AASB 11 uses the revised definition of control from AASB 10 and once joint control is determined, then classifies joint arrangements as either joint ventures or joint operations. Joint ventures are accounted for using the equity method, proportionate consolidation is not permitted under AASB 11. Joint operations are accounted for by incorporating the venturer's share of assets, liabilities, income and expenses into the financial statements. There were no changes to the accounting for joint arrangements under AASB 11.

AASB 12 *Disclosure of Interests in Other Entities* includes all disclosures relating to an entity's interest in associates, joint arrangements, subsidiaries and structured entities. On adoption of AASB

Australian Salaried Medical Officers Federation Tasmania Branch

Notes to the Financial Statements

For the Year Ended 31 December 2014

1 Summary of Significant Accounting Policies (cont'd)

(m) Adoption of new and revised accounting standards (cont'd)

12, additional disclosures have been included in the financial statements in relation to investments held.

AASB 13 *Fair Value Measurement* does not change what and when assets or liabilities are recorded at fair value. It provides guidance on how to measure assets and liabilities at fair value, including the concept of highest and best use for non-financial assets. AASB 13 has not changed the fair value measurement basis for any assets or liabilities held at fair value, however additional disclosures on the methodology and fair value hierarchy have been included in the financial statements.

AASB 119 *Employee benefits* changes the basis for determining the income or expense relating to defined benefit plans and introduces revised definitions for short-term employee benefits and termination benefits.

The Branch reviewed the annual leave liability to determine the level of annual leave which is expected to be paid more than 12 months after the end of the reporting period. Whilst this has been considered to be a long-term employee benefits for the purpose of measuring the leave under AASB 119, the effect of discounting was not considered to be material and therefore has not been performed.

In accordance with the transition provisions in the standard, the comparative figures have been restated, where applicable.

(n) New accounting standards for application in future periods

The AASB has issued new and amended Accounting Standards and Interpretations that have mandatory application dates for future reporting periods. The Branch has decided against early adoption of these Standards. The following table summarises those future requirements, and their impact on the Branch:

Standard name	Effective date for entity	Requirements	Impact
AASB 9 Financial Instruments and amending standards AASB 2010 7 / AASB 2012 6	30 June 2016	- Changes to the classification and measurement requirements for financial assets and financial liabilities. - New rules relating to derecognition of financial instruments.	The impact of AASB 9 has not yet been determined as the entire standard has not been released

(o) Fair Work Disclosures

Transactions requiring disclosure under the Fair Work (Registered Organisations) Act 2009 which have not been included in this report have not occurred during the financial year.

Australian Salaried Medical Officers Federation Tasmania Branch

Notes to the Financial Statements

For the Year Ended 31 December 2014

1 Summary of Significant Accounting Policies (cont'd)

(p) Notes to be Provided to Members or the General Manager of Fair Work Australia

- (1) A member of the reporting unit, or the General Manager, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making the application.
- (2) The application must be in writing and must specify the period within which, and the manner in which, the information is to be made available. The period must not be less than 14 days after the application is given to the reporting unit.
- (3) A reporting unit must comply with an application made under subsection (1).

2 Cash and Cash Equivalents

	2014	2013
	\$	\$
Cash at bank	7,148	2,736
	<u>7,148</u>	<u>2,736</u>

3 Trade and Other Payables

	2014	2013
	\$	\$
CURRENT		
Unsecured liabilities		
Trade payables	5,720	2,247
Trade Payables - Other reporting units	-	-
Trade Payables - Legal	-	-
Trade Payables - employers for deductions	-	-
Other payables	1,421	-
	<u>7,141</u>	<u>2,247</u>

Australian Salaried Medical Officers Federation Tasmania Branch

Notes to the Financial Statements

For the Year Ended 31 December 2014

4 Financial Risk Management

The main risks Australian Salaried Medical Officers Federation Tasmania Branch is exposed to through its financial instruments are credit risk, liquidity risk and market risk consisting of interest rate risk, foreign currency risk and equity price risk.

The Branch's financial instruments consist mainly of deposits with banks, local money market instruments, short-term investments, accounts receivable and payable, bank loans and overdrafts, loans to and from subsidiaries, bills, leases, preference shares, and derivatives.

The totals for each category of financial instruments, measured in accordance with AASB 139 as detailed in the accounting policies to these financial statements, are as follows:

		2014	2013
		\$	\$
Financial Assets			
Cash and cash equivalents	2	7,148	2,736
Total financial assets		<u>7,148</u>	<u>2,736</u>

Financial risk exposures and management

(a) Credit risk

The maximum exposure to credit risk, excluding the value of any collateral or other security, at balance date to recognise financial assets, is the carrying amount, net of any provisions for impairment of those assets, as disclosed in the balance sheet and notes to the financial statements.

The reporting unit does not have any material credit risk exposure to any single receivable or group of receivables under financial instruments entered into by the reporting unit.

(b) Liquidity risk

The Branch manages liquidity risk by monitoring forecast cash flows and ensuring that adequate unutilised borrowing facilities are maintained.

(c) Interest Rate Risk

The Branch does not have any material interest rate risk. Any Risk arising is managed through floating rate investments.

Sensitivity analysis

Australian Salaried Medical Officers Federation Tasmania Branch has performed an assessment of its exposure to interest rate risk, liquidity risk and credit risk at balance date. Australian Salaried Medical Officers Federation Tasmania Branch is not currently subject to any interest rate risk on its financial liabilities, and has assessed that there is also no exposure to liquidity risk to meet its financial obligations. Australian Salaried Medical Officers Federation Tasmania Branch exposure to credit risk has been assessed as not material, due to the nature, collectability and recoverability of the amounts owed.

As a result of the risk assessment performed by Australian Salaried Medical Officers Federation Tasmania

Australian Salaried Medical Officers Federation Tasmania Branch

Notes to the Financial Statements

For the Year Ended 31 December 2014

Financial Risk Management (cont'd)

Branch, any positive or negative changes in the interest rate risk, liquidity risk or credit risk would not have a material effect on the financial report. Hence quantitative disclosures are not required.

5 Auditors' Remuneration

	2014	2013
	\$	\$
Remuneration of the auditor of the branch		
- auditing or reviewing the financial report	1,425	2,046

6 Cash Flow Information

(a) Reconciliation of result for the year to cashflows from operating activities

Reconciliation of net income to net cash provided by operating activities:

	2014	2013
	\$	\$
Surplus/(Deficit) for the year	(482)	(2,081)
Changes in assets and liabilities:		
- increase/(decrease) in trade and other payables	4,894	(4,785)
Cashflow from operations	<u>4,412</u>	<u>(6,866)</u>

Australian Salaried Medical Officers Federation Tasmania Branch

Notes to the Financial Statements

For the Year Ended 31 December 2014

Cash Flow Information (cont'd)

(b) Reconciliation of cash

	2014	2013
	\$	\$
Cash at the end of the financial year as shown in the statement of cash flows is reconciled to items in the statement of financial position as follows:		
Cash and cash equivalents	2 7,148	2,736

7 Contingent Liabilities and Contingent Assets

There are no contingent liabilities or contingent assets as at reporting date to be discussed.

8 Capital and Leasing Commitments

(a) Capital Expenditure Commitments

There are no capital commitments as at reporting date to be disclosed

(b) Operating lease commitments

There are no lease commitments as at reporting date to be disclosed

9 Events after the end of the Reporting Period

There are no known events after balance date affecting the financial report to be disclosed.

Australian Salaried Medical Officers Federation Tasmania Branch

Notes to the Financial Statements

For the Year Ended 31 December 2014

10 Branch Details

The registered office of the Branch is:

Australian Salaried Medical Officers Federation Tasmania Branch

C/- AMA House

147 Davey Street

HOBART TAS 7000

Australian Salaried Medical Officers Federation Tasmania Branch

Auditor's Independence Declaration To the Directors Australian Salaried Medical Officers Federation Tasmania Branch

I declare that, to the best of my knowledge and belief, during the year ended 31 December 2014, there have been:

- (i) no contraventions of the auditor independence requirements as set out in the Accounting Professional Ethical Pronouncements in relation to the audit; and
- (ii) no contraventions of any applicable code of professional conduct in relation to the audit.



Crowe Horwath Tasmania



Alison Flakemore
Audit Partner

Dated this 9th day of July 2015.

Hobart, Tasmania.

Australian Salaried Medical Officers Federation Tasmania Branch

Independent Audit Report to the members of Australian Salaried Medical Officers Federation Tasmania Branch

Report on the Financial Report

We have audited the financial report of Australian Salaried Medical Officers Federation Tasmania Branch, which comprises the statement of financial position as at 31 December 2014, 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 Committee of Management statement.

Committee's Responsibility for the Financial Report

The Committee of Management is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the requirements imposed by the Fair Work (Registered Organisations) Act 2009, and for such internal control as management determines is necessary to enable the preparation and fair presentation of the financial report that 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 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 about 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 entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, 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.

Australian Salaried Medical Officers Federation Tasmania Branch

Independent Audit Report to the members of Australian Salaried Medical Officers Federation Tasmania Branch

Independence

In conducting our audit, we have complied with the independence requirements of the Accounting Professional Ethical Pronouncements.

Opinion

In our opinion, the financial report of Australian Salaried Medical Officers Federation Tasmania Branch presents fairly, in all material respects, the financial position of Australian Salaried Medical Officers Federation Tasmania Branch as at 31 December 2014, and its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards and the requirements imposed by the Fair Work (Registered Organisations) Act 2009.

Emphasis of Matter - Going Concern

We have assessed that management's use of the going concern basis of accounting in the preparation of the Branch's financial report appears appropriate.



Crowe Horwath Tasmania



Alison Flakemore
Audit Partner

Auditor Qualifications

Bachelor of Commerce with Honours
Registered Branch Auditor No. 241220
Institute of Chartered Accountants in Australia No. 96387

Dated this.....^{29th} day of.....^{July}.....2015.
Hobart, Tasmania.

From: Tony Steven [mailto:ceo@amatas.com.au]
Sent: Tuesday, 4 August 2015 1:36 PM
To: Orgs
Subject: ASMOF Tasmania compliance

Please see correspondence from us attached. Final documentation will arrive tomorrow.



Letter to FWC
August 2015.pdf

I'm very happy to discuss with if needed.

TONY STEVEN

4th August 2015

Senior Adviser
Regulatory Compliance Branch
Fair Work Commission

Dear Sir/madam

I write to submit a plan for compliance as required by the letter sent to ASMOF Tasmania dated the 24th July 2015 regarding failure to lodge audited financial report - [FR2014/423]

There are several reasons for this occurring and I have listed them.

- Downloading a ransom ware virus onto computers.
- Signatures not being completed due to misunderstanding.
- Workload at Auditors.

However the plan for immediate compliance is as follows:

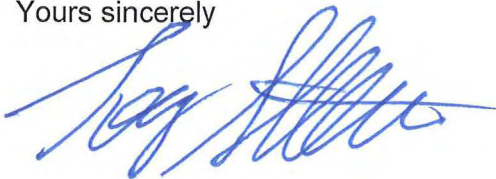
1. Collect audited and signed accounts from Crowe Horwath 3rd August 2015 (DONE)
2. Send e-mail to all members notifying them that the accounts are online 3rd August 2015 (DONE)
3. Final meeting of Committee 4th August 2015
4. Send documents to FairWork Commission 5th August 2015.

These documents include the following:

1. Financial Report to the end of the year 2014
2. Auditors Report to the Committee of Management

I hope that these documents fill our obligations, if you have any other queries please call me on the numbers supplied below.

Yours sincerely



Tony Steven
CEO
AMA Tasmania, Secretary of ASMOF Tasmania Branch



FAIR WORK
COMMISSION

24 July 2015

Dr Michael Lumsden-Steel
Tasmanian Branch Secretary
Australian Salaried Medical Officers Federation-Tasmania Branch
Sent via email: ama@amatas.com.au

Dear Dr Lumsden-Steel,

Failure to lodge audited financial report - [FR2014/423]

Our records indicate that the Tasmania Branch of the Australian Salaried Medical Officers Federation (the reporting unit) has failed to lodge its audited financial report for the financial year ended 31 December 2014 despite the Fair Work Commission reminding the reporting unit of its obligation to do so by letters dated 24 April and 12 June 2015. This correspondence was followed by further communication regarding the non-compliance on 14 July 2015. Mr Steven was in contact with this office on that date indicating that he was working towards lodgement of the financial report. However, no date for lodgement were expressed at the time.

As you have previously been advised, section 268 of the *Fair Work (Registered Organisations) Act 2009* (the RO Act) requires reporting units to lodge an audited financial report with the Fair Work Commission within a maximum of 6 months and 14 days of the end of their financial year. In this case, that was no later than 15 July 2015.

Paragraph 7.4 of the [FWC Regulatory Compliance Policy](#) states as follows:

- 7.4 *Where the possible contravention involves failure by an organisation, branch or reporting unit to lodge a matter with FWC in accordance with the timeframes specified in the RO Act, RO Regulations or the rules of the organisation, branch or reporting unit:*
- a. *The Regulatory Compliance Branch will contact the organisation, branch or reporting unit, by telephone and/or in writing, within two weeks to advise that lodgement is overdue;*
 - b. *If lodgement has not occurred within one month of the timeframe specified in the RO Act, RO Regulations or rules, the Regulatory Compliance Branch will advise the organisation, branch or reporting unit that it is seeking voluntary compliance within a specified timeframe and that, in the absence of such voluntary compliance without cause, FWC will commence an inquiry or investigation or initiate court proceedings; and*
 - c. *If lodgement has not occurred within the timeframe specified in the correspondence referred to in paragraph b and the organisation, branch or reporting unit has not been able to show cause regarding why it should not do so, FWC will commence an inquiry or investigation or initiate court proceedings in accordance with this policy as soon as reasonably practicable.*

Section 331 of the RO Act empowers the General Manager of the Fair Work Commission to investigate compliance by a reporting unit (such as the Tasmania Branch of the Australian Salaried Medical Officers Federation), its officers, employees and auditor(s) with:

- Part 3 of Chapter 8 of the RO Act;
- the reporting guidelines made under that Part;
- the regulations made for the purposes of that Part;
- the rules of the organisation regarding finances and financial administration; and
- civil penalty provisions of the RO Act (see s.305).

Accordingly, we request the reporting unit provide a written plan outlining its relevant steps, including dates, to complete the financial reporting process for the year ended 31 December 2014. This plan is to be received by the FWC by no later than 7 August 2015.

Should the reporting unit fail to do so without reasonable cause, the General Manager or her Delegate may commence an investigation under s.331 of the RO Act without further notice.

Should you seek any clarification in relation to the above, please contact me on (03) 8661 7936 or via email at robert.pfeiffer@fwc.gov.au.

Yours sincerely,



Robert Pfeiffer
Senior Adviser
Regulatory Compliance Branch



FAIR WORK
COMMISSION

24 July 2015

Mr Tony Steven

CEO

Australian Salaried Medical Officers Federation-Tasmania Branch

Sent via email: ceo@amatas.com.au

Dear Mr Steven,

Failure to lodge audited financial report - [FR2014/423]

Our records indicate that the Tasmania Branch of the Australian Salaried Medical Officers Federation (the reporting unit) has failed to lodge its audited financial report for the financial year ended 31 December 2014 despite the Fair Work Commission reminding the reporting unit of its obligation to do so by letters dated 24 April and 12 June 2015. This correspondence was followed by further communication regarding the non-compliance on 14 July 2015. A similar letter has been sent to the Branch Secretary of the Tasmania Branch.

As you are aware, section 268 of the *Fair Work (Registered Organisations) Act 2009* (the RO Act) requires reporting units to lodge an audited financial report with the Fair Work Commission within a maximum of 6 months and 14 days of the end of their financial year. In this case, that was no later than 15 July 2015.

Paragraph 7.4 of the [FWC Regulatory Compliance Policy](#) states as follows:

- 7.4 *Where the possible contravention involves failure by an organisation, branch or reporting unit to lodge a matter with FWC in accordance with the timeframes specified in the RO Act, RO Regulations or the rules of the organisation, branch or reporting unit:*
- a. *The Regulatory Compliance Branch will contact the organisation, branch or reporting unit, by telephone and/or in writing, within two weeks to advise that lodgement is overdue;*
 - b. *If lodgement has not occurred within one month of the timeframe specified in the RO Act, RO Regulations or rules, the Regulatory Compliance Branch will advise the organisation, branch or reporting unit that it is seeking voluntary compliance within a specified timeframe and that, in the absence of such voluntary compliance without cause, FWC will commence an inquiry or investigation or initiate court proceedings; and*
 - c. *If lodgement has not occurred within the timeframe specified in the correspondence referred to in paragraph b and the organisation, branch or reporting unit has not been able to show cause regarding why it should not do so, FWC will commence an inquiry or investigation or initiate court proceedings in accordance with this policy as soon as reasonably practicable.*

Section 331 of the RO Act empowers the General Manager of the Fair Work Commission to investigate compliance by a reporting unit (such as the Tasmania Branch of the organisation), its officers, employees and auditor(s) with:

- Part 3 of Chapter 8 of the RO Act;
- the reporting guidelines made under that Part;
- the regulations made for the purposes of that Part;
- the rules of the organisation regarding finances and financial administration; and
- civil penalty provisions of the RO Act (see s.305).

Accordingly, we request the reporting unit provide a written plan outlining its relevant steps, including dates, to complete the financial reporting process for the year ended 31 December 2014. This plan is to be received by the FWC by no later than 7 August 2015.

Should the reporting unit fail to do so without reasonable cause, the General Manager or her Delegate may commence an investigation under s.331 of the RO Act without further notice.

Should you seek any clarification in relation to the above, please contact me on (03) 8661 7936 or via email at robert.pfeiffer@fwc.gov.au.

Yours sincerely,



Robert Pfeiffer
Senior Adviser
Regulatory Compliance Branch



12 June 2015

Dr Michael Lumsden-Steel
Tasmanian Branch Secretary
Australian Salaried Medical Officers Federation - Tasmania Branch
Sent via email: ama@amatas.com.au

Dear Dr Lumsden-Steel,

Lodgement of Financial Report - Reminder to lodge on or before 15 July 2015

The Fair Work Commission's (the FWC) records disclose that the financial year of the Tasmania Branch of the Australian Salaried Medical Officers Federation (the reporting unit) ended on the 31 December 2014.

As you might be aware, the *Fair Work (Registered Organisations) Act 2009* (the RO Act) requires that a reporting unit prepare a financial report in accordance with the RO Act, make it available to the members and then must lodge the financial report within 14 days after the general meeting of members, or if the rules of the reporting unit allow, the Committee of Management meeting (s.268).

The maximum period of time allowed under the RO Act for the completion of the financial reporting process is six months and 14 days after the expiry date of its financial year (s.253, s254, s265, s.266, s.268). For your reporting unit that requires lodgement of its financial report on or before **15 July 2015, and in any event no later than 14 days after the relevant meeting.**

The FWC encourages your reporting unit to lodge its financial report at the earliest opportunity in order to ensure compliance with its obligations. Failure of a reporting unit to lodge its financial report is a breach of a civil penalty provision of the RO Act. This can result in the General Manager instituting an inquiry or investigation into a reporting unit's non-compliance under Chapter 11, Part 4 of the RO Act. The actions available to the General Manager following an investigation include issuing Federal Court legal proceedings for breach of a civil penalty provision. The orders available to the Federal Court include imposition of a pecuniary penalty on the organisation or individual officer, whose conduct led to the contravention, of up to \$51,000 per contravention on the organisation and up to \$10,200 per contravention on the individual officer.

We encourage you to lodge the full financial report directly to orgs@fwc.gov.au. That is the official email address for electronic lodgements of material related to registered organisations matters.

Should you seek any clarification in relation to the above, please contact me on (03) 8661 7936 or via email at robert.pfeiffer@fwc.gov.au.

Yours sincerely,

Robert Pfeiffer
Senior Adviser
Regulatory Compliance Branch



13 January 2015

Dr Michael Lumsden-Steel
Tasmania Branch Secretary
Australian Salaried Medical Officers Federation-Tasmania Branch
Sent via email: ama@amatas.com.au

Dear Dr Lumsden-Steel,

**Re: Lodgement of Financial Report - [FR2014/423]
Fair Work (Registered Organisations) Act 2009 (the RO Act)**

The financial year of the Tasmania Branch of the Australian Salaried Medical Officers Federation (the reporting unit) ended on 31 December 2014.

This is a courtesy letter to remind you of the obligation to prepare and lodge the financial report for the reporting unit by the due date, namely 15 July 2015 (being the expiry date of 6 months and 14 days from the end of the financial year), under s.268 of the RO Act.

The RO Act sets out a particular chronological order in which financial documents and statements must be prepared, audited, provided to members and presented to a meeting. For your assistance, the attached *Timeline/Planner* summarises these requirements.

Fact sheets and guidance notes in relation to financial reporting under the RO Act are provided on the Fair Work Commission website. Further, the General Manager's updated Reporting Guidelines that apply to all financial reports prepared on or after 30 June 2014 are also available on the website which includes a webinar presentation on the Reporting Guidelines.

The Fair Work Commission has also developed a model set of financial statements. There is no requirement to use this model but it may be a useful resource to ensure compliance with the RO Act, the Reporting Guidelines and the Australian Accounting Standards. All of the above information can be accessed through our website under [Financial Reporting](#).

I request that the financial report and any statement of loans, grants or donations made during the financial year (statement must be lodged within 90 days of end of financial year) be emailed, rather than posted, to orgs@fwc.gov.au. A sample statement of loans, grants or donations is available at [sample documents](#).

It should be noted that s.268 is a civil penalty provision. Failure to lodge a financial report may result in legal proceedings being issued with the possibility of a pecuniary penalty (up to \$51,000 for a body corporate and \$10,200 for an individual per contravention) being imposed upon an officer whose conduct led to the contravention and/or your organisation.

Should you seek any clarification in relation to the above, please contact me on (03) 8661 7936 or via email at robert.pfeiffer@fwc.gov.au.

Yours sincerely,

Robert Pfeiffer
Senior Adviser
Regulatory Compliance Branch

TIMELINE/ PLANNER

Financial reporting period ending:	/ /	
Prepare financial statements and Operating Report.		
(a) A Committee of Management Meeting must consider the financial statements, and if satisfied, pass a resolution declaring the various matters required to be included in the Committee of Management Statement.	/ /	As soon as practicable after end of financial year
(b) A # designated officer must sign the Statement which must then be forwarded to the auditor for consideration as part of the General Purpose Financial Report (GPFR).	/ /	
Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /	<p>Within a reasonable time of having received the GPFR</p> <p>(NB: Auditor's report must be dated on or after date of Committee of Management Statement</p>
<p>Provide full report free of charge to members – s265</p> <p>The full report includes:</p> <ul style="list-style-type: none"> the General Purpose Financial Report (which includes the Committee of Management Statement); the Auditor's Report; and the Operating Report. 	/ /	<p>(a) if the report is to be presented to a General Meeting (which must be held within 6 months after the end of the financial year), the report must be provided to members 21 days before the General Meeting,</p> <p>or</p> <p>(b) in any other case including where the report is presented to a Committee of Management meeting*, the report must be provided to members within 5 months of end of financial year.</p>
Present full report to:		
(a) General Meeting of Members - s266 (1),(2); OR	/ /	Within 6 months of end of financial year
(b) where the rules of organisation or branch allow* - a Committee of Management meeting - s266 (3)	/ /	Within 6 months of end of financial year
Lodge full report with the Fair Work Commission, together with the #Designated Officer's certificate++ – s268	/ /	Within 14 days of meeting

* the full report may only be presented to a committee of management meeting if the rules of the reporting unit provide that a percentage of members (not exceeding 5%) are able to call a general meeting to consider the full report.

The Committee of Management Statement and the Designated Officer's certificate must be signed by the Secretary or another officer who is an elected official and who is authorised under the rules (or by resolution of the organisation) to sign the statement or certificate – s243.

++ The Designated Officer's certificate must state that the documents lodged are copies of the documents provided to members and presented to a meeting in accordance with s266 – dates of such events must be included in the certificate. The certificate cannot be signed by a non-elected official.