



1 April 2014

Mr Kevin Williams  
Chief Executive Officer, Northern Territory Branch  
Civil Contractors Federation

Sent by email: [ccfnt@civilcontractors.com](mailto:ccfnt@civilcontractors.com)

Dear Mr Williams,

**Civil Contractors' Federation, Northern Territory Branch - Financial Report for year ended 30 June 2013 - (FR2013/220)**

I refer to the financial report of the Civil Contractors' Federation, Northern Territory Branch (the reporting unit). The documents were lodged with the Fair Work Commission on 17 September 2013. The financial report has now been filed.

The financial report was filed based on a primary review. This involved confirming that 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) have been 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. A primary review does not examine all disclosure requirements.

Please note that the financial report for the year ending 30 June 2014 may be subject to an advanced compliance review.

I make the following comments to assist you when you next prepare a financial report. You are not required to take any further action in respect of the report lodged for 2013. The Fair Work Commission will confirm these matters have been addressed prior to filing next year's report.

Auditor's report: declaration regarding going concern

Paragraph 45 of the reporting guidelines requires an auditor to include in the auditor's statement a declaration that as part of the audit of the financial statement they have concluded that management's use of the going concern basis of accounting in the preparation of the reporting unit's financial statements is appropriate. This declaration was not included in the auditor's statements.

Operating report: Membership of committee of management

Regulation 159(c) of the RO Regulations requires the reporting unit to disclose the period for which the listed officers served on the Committee of Management. I note last year's correspondence in relation to this operating report disclosure. The term 'period' was not however defined in that correspondence. The wording 'during the financial year' customarily used in the reporting unit's operating reports is ambiguous or imprecise. To satisfy the regulation the following (italicised) wording could be included in the current statement '*...during the entire financial year unless otherwise indicated were....*'

If you have any queries regarding this letter, I may be contacted on (02) 6723 723 or by email at [stephen.kellett@fwc.gov.au](mailto:stephen.kellett@fwc.gov.au).

Yours sincerely

A handwritten signature in black ink that reads "Stephen Kellett". The signature is written in a cursive style with a long horizontal line extending to the right from the end of the name.

Stephen Kellett  
Senior Adviser, Regulatory Compliance Branch

**From:** KELLETT, Stephen  
**To:** ["CCFNT"](#)  
**Subject:** Attention Mr Kevin Williams - Financial report y/e 30 June 2013 - filing  
**Date:** Tuesday, 1 April 2014 6:02:00 PM  
**Attachments:** [CCF\\_NT\\_FR2013\\_220 \(primary final\).pdf](#)  
[image001.png](#)

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Dear Mr Williams

Please see attached my letter in relation to the above.

Yours sincerely

STEPHEN KELLETT  
Regulatory Compliance Branch  
**FAIR WORK COMMISSION**

80 William Street  
EAST SYDNEY NSW 2011

(ph) (02) 6723 7237  
(email) [stephen.kellett@fwc.gov.au](mailto:stephen.kellett@fwc.gov.au)



CCF NORTHERN TERRITORY BRANCH

ABN 82 550- 580 543

Shop 7, Winnellie Shopping Centre  
347 Stuart Highway, Winnellie NT 0820  
PO Box 36519, Winnellie NT 0821  
P (08) 8941 0690  
F (08) 8941 0069

E [ccfnt@civilcontractors.com](mailto:ccfnt@civilcontractors.com)

[www.civilcontractors.com](http://www.civilcontractors.com)

12 September 2013

Mr. Robert Pfeiffer  
Regulatory Compliance Branch  
GPO Box 1994  
MELBOURNE VIC 3001



Dear Mr. Pfeiffer

**Re: General Purpose Financial Statements - period ending 30 June 2013 Civil Contractors Federation Northern Territory Branch (CCFNT)**

In accordance with the Fair Work (Registered Organisations) Act 2009 and on behalf of the CCFNT I hereby lodge financial documents for the Branch as General Purpose Financial Statements for the 2012/13 reporting period.

I wish to advise that at the Annual General Meeting of the Northern Territory Branch, on 5 September 2013, has endorsed the lodgement of these documents with Fair Work Australia.

Accordingly I attach the relevant documents for filing.

Yours Sincerely

Kevin Williams  
Chief Executive Officer  
Civil Contractors Federation  
Northern Territory Branch

**Attachments:**

- (i) General Purpose Financial Statements
- (ii) Certificate of Designated Officer
- (iii) Loans/Grants/Donations Statement

# CIVIL CONTRACTORS FEDERATION NT BRANCH

**Certificate of Designated Officer**  
**s268 of Schedule 1B Fair Work (Registered Organisations) Act 2009**  
***For the Year ended 30 June 2013***

I, Mr Damien Collis, being the President of the Civil Contractors Federation Northern Territory Branch certify:

- that the documents lodged herewith are copies of the full report referred to in s268 of the Fair Work (Registered organisations) Act 2009; and
- that the full report was provided to members on 14 August 2013; and
- that the full report was presented to a general meeting of members of the reporting unit on 5 September 2013; in accordance with section 266 of the Fair Work (Registered Organisations) Act 2009.



**Signature:**

12 September 2013

**CIVIL CONTRACTORS FEDERATION  
NORTHERN TERRITORY BRANCH**

**ABN: 82 550 580 543**

**FINANCIAL REPORT  
FOR THE YEAR ENDED  
30 JUNE 2013**

## **Operating Report For the Year ended 30 June 2013**

### **Principal activities**

The principal activities of the Branch during the financial year were to represent civil engineering contractors in the Northern Territory and provide assistance and expertise in contractor development and industry.

The Branch also provides advocacy services in dealings with the Northern Territory Government and other major stakeholders contracting with its members, as well as a range of other services, either directly or via its National Office, including:

- Industrial relations advice and representation in state and federal industrial courts and commissions;
- Contract and commercial legal advice specific to industry requirements;
- Access to credit, insurance and financial services;
- Advice and direction on meeting industry training and development needs and fulfilling government apprentice training contract conditions;
- Publication of the Territory eNewsletter and information bulletins as required;
- Support services on OH&S, quality and environmental management; and
- Industry updates on government legislation, regulations and initiatives.

### **Results of principal activities**

The Branch's principal activities resulted in a close and cooperative relationship with NT Government agencies, principally with Agencies for Lands and Planning, Construction and Infrastructure, Education and Training and Business and Employment, with positive outcomes in direct inputs into procurement reform and project packaging, policies for government roads, repairs and maintenance contracts, procurement planning for capital works programs and input into training and employment programs aligned with the civil construction industry.

The Branch represented the civil construction sector on peak industry advisory panels to the NT Government for training, employment and workforce development, sustainable employment (including indigenous) and gearing up industry for the gas hub and marine supply facilities and other major economic and social development projects.

Advocacy services were provided by regular meetings with the NT Minister for Infrastructure and the Chief Executives and senior executive management of relevant infrastructure, training and employment agencies with a generally high level of accommodation of the CCF requests on behalf of the civil construction industry and the Branch membership.

In this regard, the Branch made representations on road and infrastructure priority investment projects for consideration for inclusion in territory and federal Budgets and joint planning for industry development and capacity building to match the continuing infrastructure roll-out in the Northern Territory.

Continuing cooperation with Skills DMC realised continued facilitation of delivery of civil construction training packages and directed NT based training regimes in actively developing a future skilled workforce of Territory technicians, operators and civil supervisors, managers and professionals.



## CIVIL CONTRACTORS FEDERATION - NT BRANCH

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### **Operating Report For the Year ended 30 June 2013**

In consolidating its leadership role in the civil and roads construction sectors, the Branch alliances with the Local Government Association of the NT and the Extractive Industries Association NT along with other key Territory transport and infrastructure stakeholders.

As a member of the NT Business Council, the Branch participated in wider advocacy on Territory development, including indigenous housing (SIHIP), 'Growing the Territory' taskforce for gas and mining industry expansion, other major project developments and industry skills and employment strategy formalisation. Carbon tax, industrial relations and other potentially impactful government policies also were considered under this cooperative structure and the broader CCF policy umbrella.

The Branch provided a range of communication services to members through the distribution of its national and state office network on federal industry and workplace reforms. Regular newsletters and contributions to the Earthmoving & Civil Contractor magazine provided readily accessible medium for updating members locally in the Territory with industry issues.

All members were provided ready access to CCF services on demand and assistance rendered to achieve resolution of individual member's issues.

#### **Significant changes in nature of principal activities**

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

#### **Significant changes in Federation's Financial Affairs**

No matters or circumstances arose during the reporting year which significantly affected the financial affairs of the Branch.

#### **Trustee or director of trustee company of superannuation entity or exempt public sector superannuation scheme**

No officer, or member of the reporting unit [to the best of my knowledge] holds a position as a trustee or director of a superannuation entity or exempt public sector superannuation scheme where the criterion for holding such position is that they are an officer or member of an organisation.

# CIVIL CONTRACTORS FEDERATION - NT BRANCH

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## Operating Report For the Year ended 30 June 2013

### Number of Members

The number of persons who, at the end of the financial year, were recorded on the Register of members was 45 Contractor Members and 55 Associate Members.

### Number of Employees

The number of persons who were, at the end of the financial year, employees of the Northern Territory Branch of the Federation was one (1), being a full-time Chief Executive Officer.

### Committee of Management Members (Board)

The persons who held office as members of the Committee of Management (Board) of the Branch during the financial year were:

President:	Mr Damien Collis
Vice-President:	Mr Tony Hillier
Treasurer:	Mr Pat Coleman
Committee Members:	Mr Scott Chapman Mr Daniel Skewes Mr Ian Hinchliffe Mr Tony Sage Mr Mike Cull Mr Dennis McDonald Mr Richie Ward Mr Mic Bellis Mr Robert Wilson
National Councillor:	Mr Robert Wilson
Alternate National Councillor:	Mr Dennis McDonald
Chief Executive Officer:	Mr Kevin Williams

**Operating Report  
For the Year ended 30 June 2013**

**Manner of resignation**

Members may resign from the Federation in accordance with rule 9, which reads as follows:

*"9 - RESIGNATION OF MEMBERS*

- (a) A Member may resign from the Federation by written notice addressed and delivered to the Chief Executive Officer.
- (b) A notice of resignation from membership of the Federation takes effect:
  - (i) at the end of two weeks after the notice is received by the Federation; or
  - (ii) on the day specified in the notice;whichever is later.
- (c) 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 due to the Federation.
- (d) A notice delivered to the person mentioned in subrule (1) shall be taken to have been received by the Federation when it was delivered.
- (e) 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 (a) of Rule 9.
- (f) A resignation from membership of the Federation is valid even if it is not effected in accordance with this section if the Member is informed in writing by or on behalf of the Federation that the resignation has been accepted."

**Damien Collis  
Designated Officer  
Branch President CCFNT**



**Signature:**

**Date:** 6 August, 2013

## **Committee of Management Statement For the Year ended 30 June 2013**

On 9 August 2013, the Committee of Management of the Civil Contractors Federation Northern Territory Branch passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30 June 2013.

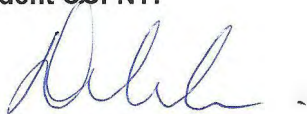
The Committee of Management declares in relation to the GPFR that in its opinion:

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of the General Manager of FWC;
- (c) 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;
- (d) 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;
- (e) during the financial year to which the GPFR relates and since the end of that year;
  - i. meetings of the Committee of Management were held in accordance with the rules of the organisation including the rules of a 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 a branch concerned; and
  - iii. the financial records of the reporting unit have been kept and maintained in accordance with the Fair Work (Registered Organisations) Act 2009 and the Fair Work (Registered Organisations) Regulations 2009; and
  - iv. 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. no requests were received from any member of the reporting unit or a General Manager of FWC for information under section 272 of the Fair Work (Registered Organisations) Act 2009; and
  - vi. no orders have been made by the Commission under section 273 of the Fair Work (Registered Organisations) Act 2009; and
  - vii. in relation to recovery of wage activity, there have been no recovery of wage activities during the year.

**For Committee of Management:**

**Damien Collis**  
**Designated Officer**  
**Branch President CCFNT:**

**Signature:**



**Date:** 9 August 2013

**AUDITOR'S INDEPENDENCE DECLARATION  
TO THE NORTHERN TERRITORY BOARD OF THE  
CIVIL CONTRACTORS FEDERATION – NORTHERN TERRITORY**

We declare that, to the best of our knowledge and belief, during the year ended 30 June 2013,  
there have been:–

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



Stannards, Accountants & Advisors



Michael Shulman (Registered Company Auditor : 163888)  
Partner  
Holder of Current Public Practice Certificate

Dated: 12 August 2013

## CIVIL CONTRACTORS FEDERATION - NT BRANCH

### Statement of Profit and Loss For the Year ended 30 June 2013

	2013 \$	2012 \$
<b>REVENUE</b>		
Membership Fees	118,598	117,100
Associate Membership Fees	52,371	49,391
Sponsorship Fees	29,227	29,000
Functions	44,394	47,491
Federal & State Government Training Funding	38,333	173,772
Unfunded Training	-	20,350
SCIMS Programme	1,504	3,752
Grants Received	157,000	90,000
Interest Received	6,657	5,216
Sundry Income	801	-
2	448,885	536,072
<b>EXPENDITURE</b>		
Audit and Accountancy Fees	5,500	4,800
Advertising	494	540
Annual Leave Expense	12,699	1,180
Bad Debts	-	1,818
Bank Charges	325	509
Conference Registrations	743	2,056
CCF National Office Contribution Fees	16,300	11,363
Computer Expenses	2,074	907
Depreciation	7,835	6,728
Donations	5,250	270
Electricity	688	663
Insurance	3,206	1,689
Interest and Finance Charges	1,650	2,869
Long Service Leave Expense	4,938	11,860
Motor Vehicle Expenses	11,555	5,823
Meetings & Functions Costs	68,792	65,637
Office Expenses – (Postage and Stationery)	3,876	1,368
Payroll Tax	6,713	6,746
Rent	11,178	12,616
Salaries – Officeholder (Chief Executive Officer)	120,036	113,168
Superannuation – Officeholder (Chief Executive Officer)	10,803	10,260
SCIMS Programme	-	4,491
Sundry Expenses	1,976	1,307
Telephone	6,497	5,805
Training/Course Delivery	32,454	183,383
Travel and Accommodation	10,188	7,599
Workers Compensation Insurance	677	731
3	346,447	466,186
<b>OPERATING PROFIT BEFORE INCOME TAX</b>	<b>102,438</b>	<b>69,886</b>

*The accompanying notes form part of the financial statements*

**Statement of Comprehensive Income**  
**For the Year ended 30 June 2013**

	<b>2013</b>	<b>2012</b>
	<b>\$000</b>	<b>\$000</b>
Profit for the period	102,438	69,886
Other comprehensive income for the period	-	-
Total comprehensive income for the period	102,438	69,886
<b>Total Comprehensive income attributable to members of the organisation</b>	<b>102,438</b>	<b>69,886</b>

*The accompanying notes form part of the financial statements*

## CIVIL CONTRACTORS FEDERATION - NT BRANCH

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### Changes in Members' Equity For the Year ended 30 June 2013

	2013	2012
	\$	\$
<b>Retained Earnings - Beginning of Year</b>	157,656	87,770
Profit attributable to members	102,438	69,886
Income tax relating to ordinary activities	-	-
<b>Retained Earnings – End of Year</b>	<b>260,094</b>	<b>157,656</b>

*The accompanying notes form part of the financial statements*



# CIVIL CONTRACTORS FEDERATION - NT BRANCH

## Statement of Financial Position As at 30 June 2013

	Note	2013 \$	2012 \$
<b>CURRENT ASSETS</b>			
Cash & Cash Equivalents	4	250,233	172,331
Trade & Other Receivables	5	48,978	74,618
Prepayments	6	565	1,536
<b>TOTAL CURRENT ASSETS</b>		<b>299,776</b>	<b>248,485</b>
<b>NON-CURRENT ASSETS</b>			
Plant and Equipment	7	25,205	28,767
<b>TOTAL NON-CURRENT ASSETS</b>		<b>25,205</b>	<b>28,767</b>
<b>TOTAL ASSETS</b>		<b>324,981</b>	<b>277,252</b>
<b>CURRENT LIABILITIES</b>			
Trade & Other Payables	8	19,372	65,965
Tax liabilities		2,530	1,130
Provisions	9	42,985	13,488
Borrowings	11	-	10,263
<b>TOTAL CURRENT LIABILITIES</b>		<b>64,887</b>	<b>90,846</b>
<b>NON-CURRENT LIABILITIES</b>			
Borrowings	11	-	16,890
Provisions	9	-	11,860
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>-</b>	<b>28,750</b>
<b>TOTAL LIABILITIES</b>		<b>64,887</b>	<b>119,596</b>
<b>NET ASSETS</b>		<b>260,094</b>	<b>157,656</b>
<b>MEMBERS' EQUITY</b>			
Retained earnings		260,094	157,656
<b>TOTAL MEMBERS' EQUITY</b>		<b>260,094</b>	<b>157,656</b>

*The accompanying notes form part of the financial statements*

## CIVIL CONTRACTORS FEDERATION - NT BRANCH

### Statement of Cash Flows For the Year ended 30 June 2013

	Note	2013 \$	2012 \$
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>			
Income Receipts		467,868	510,896
Interest Received		6,657	5,216
Payments to Employees		(130,839)	(123,428)
Interest Paid		(1,650)	(2,869)
Payments to CCF National Office		(16,300)	(11,363)
Other Payments		(216,408)	(357,799)
<b>Net Cash Provided By Operating Activities</b>	12(b)	<b>109,328</b>	<b>20,653</b>
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>			
Plant and Equipment Acquired		(4,273)	(4,092)
<b>Net Cash (Used) In Investing Activities</b>		<b>(4,273)</b>	<b>(4,092)</b>
<b>CASH FLOW FROM FINANCING ACTIVITIES</b>			
Borrowings Repaid		(27,153)	(10,335)
<b>Net Cash (Used) In Financing Activities</b>		<b>(27,153)</b>	<b>(10,335)</b>
Net Increase In Cash Held		77,902	6,226
Cash At The Beginning Of The Financial Year		172,331	166,105
<b>Cash At The End of The Financial Year</b>	12(a)	<b>250,233</b>	<b>172,331</b>

*The accompanying notes form part of the financial statements*

## Notes to the Financial Statements For the Year ended 30 June 2013

### Note 1 : SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### (a) Basis of Preparation

The financial report is a general purpose financial report which has been prepared in accordance with Australian Accounting Standards, Accounting Interpretations and other authoritative pronouncements of the Australian Accounting Standards Board and the requirements of the Fair Work (Registered Organisations) Act 2009 and Fair Work (Registered Organisations) Regulations 2009. The report complies with Australian Accounting Standards, which includes Australian International Financial Reporting Standards (AIFRS). The financial report is based on historical costs and does not take into account changing money values or, except where stated, current valuations of non-current assets. The financial report has been prepared on an accruals basis. Cost is based on fair value, which is the amount in which an asset could be exchanged between knowledgeable, willing participants in an arm's length transaction.

Unless otherwise stated, the accounting policies have been consistently applied. The financial report is for the entity known as Civil Contractors Federation – Northern Territory Branch, a Federation, as an individual entity.

#### (b) Cash and Cash Equivalents

Cash on hand and in banks and short term deposits are stated at nominated amounts. For the purpose of the Statement of Cash Flows, cash includes cash on hand and in banks and investments readily convertible to cash within two workings days, net of outstanding bank overdrafts.

#### (c) Acquisition of Assets

The cost method of accounting is used for all acquisition of assets. Cost is determined as the fair value of the assets given up at the date of acquisition plus costs incidental to the acquisition.

Non-monetary assets received in the form of grants and sponsorship are recognised as assets and revenue at their fair value at the date of receipt.

#### (d) Income Tax

The Federation is registered under the Fair Work (Registered Organisation) Act 2009 and is believed to be exempt from income tax including capital gains tax, by virtue of the provisions of s.50-15 of the Income Tax Assessment Act 1997.

#### (e) Financial Instruments

Financial instruments are initially measured at cost on trade date, which includes the transaction costs, when the related contractual rights or obligations exist.

Subsequent to the initial recognition, the Committee of Management assess whether there is objective evidence that a financial instrument has been impaired. A prolonged decline in the value of the instrument is considered to determine whether an impairment has arisen, impairment losses are recognised in the Income Statement.

## Notes to the Financial Statements For the Year ended 30 June 2013

### Note 1 : SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

(f) Revenue

Revenue from membership subscriptions is recognised proportionately over the period to which it relates.

Revenue from the rendering of a service is recognised in proportion to the stage of completion of the service.

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

(g) Leases

Leases of fixed assets, where substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership, are transferred to the Federation, are classified as finance leases.

Finance leases are capitalised by recording an asset and a liability equal to the present value of the minimum lease payments, including any guaranteed residual values. Leased assets are depreciated on a straight line basis over their estimated useful lives where it is likely that the Federation will obtain ownership of the asset over the term of the lease. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

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

Lease incentives received under operating leases are recognised as a liability. Lease payments received reduce the liability.

(h) Operating Segment

The Federation is incorporated under the Fair Work (Registered Organisations) Act 2009 and domiciled in Australia.

The Federation operates predominantly in one business and geographical segment, being a representative body of civil engineering contractors in the Northern Territory, providing professional services, information and advice including industrial relations advice, dispute resolution, training (business, occupational health and safety), changes to acts and legislation, changes to award rates of and work practices to members of the Federation throughout the Northern Territory.

(i) Depreciation of Plant and Equipment

Depreciation is calculated on a diminishing value basis to write off the net cost or revaluated amount of each item of property, plant and equipment over its expected useful life to the Branch. Estimates of remaining useful lives are made on a regular basis for all assets, with annual reassessments for major items. Depreciation rates applied are as follows:-

Plant & Equipment:	30% per annum
Motor Vehicle :	18.25% per annum

## Notes to the Financial Statements For the Year ended 30 June 2013

### Note 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

#### (j) Employee Leave Entitlements

Provision is made for employee benefits as a result of employees rendering services up to the reporting date. These benefits include wages and salaries, annual leave and long service leave.

Liabilities arising in respect of wages and salaries, annual leave and any other employee benefits expected to be settled within twelve months of the reporting date are measured at their nominal amounts based on remuneration rates which are expected to be paid when the liability is settled. All other employee benefit liabilities are measured at the present value of the estimate future cash outflow to be made in respect of services provided by employees up to reporting date. In determining the present value of future cash outflows, the market yield as at the reporting date on national government bonds, which have terms to maturity approximating the terms of the related liability, are used.

Superannuation expense is recognised against profits as incurred. The superannuation expense for the year is the amount of the statutory contribution the Branch makes to the superannuation plan, which provided benefits to its employees.

#### (k) Goods and Services Tax

Revenues, expenses and assets are recognised net of the amount of goods and services tax, except;

i where the amount of GST incurred is not recoverable from the Australian Taxation Office, it is then recognised as part of the cost of acquisition of an asset or as part of an item of expenses; and

ii receivables and payables are stated with the amount of GST included.

#### (l) Reporting entity/Information to members or Registrar

In accordance with the requirements of the Fair Work (Registered Organisations) Act 2009, the attention of members is drawn to the provisions of Sub-Sections (1), (2) and (3) of Section 272, which reads as follows:

- 1) *A member of a reporting unit, or General Manager of FWC, 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).*

**Notes to the Financial Statements  
For the Year ended 30 June 2013**

**Note 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)**

(m) Payments to Employees of Salaries and Superannuation

	2013	2012
	\$	\$
Chief Executive Officer	130,839	123,428
Others	-	-
	<u>130,839</u>	<u>123,428</u>

No remuneration benefits were paid to officeholders, nor do they accrue any employee entitlements.

(n) Related Party Transactions

All related party transactions are on normal commercial terms and conditions and are disclosed in the Statement of Income and Expenditure or the notes to the financial statement.

The Branch's principal place of business is Shop 7, Winnellie Shopping Centre, 347 Stuart Highway, Winnellie, Northern Territory.

(o) Critical Accounting Estimates and Judgements

The Branch evaluates estimates and judgements incorporated into the financial report based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within the Branch.

*Key Estimates – Impairment*

The Branch assesses impairment at each reporting date by evaluating conditions specific to it that may lead to impairment of assets. Where an impairment trigger exists, the recoverable amount of the asset is determined. No impairment has been recognized in respect of any assets for the current year.

## Notes to the Financial Statements For the Year ended 30 June 2013

### NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

(p) New Accounting Standards for Application in Future Periods

The AASB has issued a number of new and amended Accounting Standards and Interpretations that have mandatory application dates for future reporting periods, some of which are relevant to the Branch. The Branch has decided not to early adopt any of the new and amended pronouncements. The Branch's assessment of the new and amended pronouncements that are relevant to the Branch but applicable in future reporting periods is set out below:

- AASB 9: Financial Instruments (December 2010) and AASB 2010-7: Amendments to Australian Accounting Standards arising from AASB 9 (December 2010)

These Standards are applicable retrospectively and include revised requirements for the classification and measurement of financial instruments, as well as recognition and derecognition requirements for financial instruments.

The key changes made to accounting requirements include:

- simplifying the classifications of financial assets into those carried at amortised cost and those carried at fair value;
- simplifying the requirements for embedded derivatives;
- removing the tainting rules associated with held-to-maturity assets;
- removing the requirements to separate and fair value embedded derivatives for financial assets carried at amortised cost;
- allowing an irrevocable election on initial recognition to present gains and losses on investments in equity instruments that are not held for trading in other comprehensive income. Dividends in respect of these investments that are a return on investment can be recognised in profit or loss and there is no impairment or recycling on disposal of the instrument;
- requiring financial assets to be reclassified where there is a change in an entity's business model as they are initially classified based on: (a) the objective of the entity's business model for managing the financial assets; and (b) the characteristics of the contractual cash flows; and
- requiring an entity that chooses to measure a financial liability at fair value to present the portion of the change in its fair value due to changes in the entity's own credit risk in other comprehensive income, except when that would create an accounting mismatch. If such a mismatch would be created or enlarged, the entity is required to present all changes in fair value (including the effects of changes in the credit risk of the liability) in profit or loss.

These Standards were mandatorily applicable for annual reporting periods commencing on or after 1 January 2013. However, AASB 2012-6 Amendments to Australian Accounting Standards – Mandatory Date of AASB 9 and Transition Disclosures (issued September 2012) defers the mandatory application date of AASB 9 from 1 January 2013 to 1 January 2015. This amendment is a consequence of the deferral of IFRS 9 to allow IASB to complete its revision of that Standard. In light of this change of mandatory effective date, the Branch is expected to adopt AASB 9 and AASB 2010-7 for the annual reporting period ending 31 March 2016. The directors anticipate that the adoption of AASB 9 and AASB 2010-7 will not have a significant impact on the Branch's financial statements.

**Notes to the Financial Statements  
For the Year ended 30 June 2013**

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)**

(p) New Accounting Standards for Application in Future Periods

- AASB 10: Consolidated Financial Statements, AASB 11: Joint Arrangements, AASB 12: Disclosure of Interest in Other Entities, AASB 127: Separate Financial Statements (August 2011), AASB 128: Investments in Associates and Joint Ventures (August 2011) and AASB 2011-7: Amendments to Australian Accounting Standards arising from the Consolidation and Joint Arrangements Standards (applicable for annual reporting periods commencing on or after 1 January 2013).

AASB 10 replaces parts of AASB 127: Consolidated and Separate Financial Statements (March 2008, as amended) and Interpretation 112: Consolidation – Special Purpose Entities. AASB 10 provides a revised definition of control and additional application guidance so that a single control model will apply to all investees. The Branch does not believe this will have a significant impact on its financial statements.

- AASB 11 replaces AASB 131: Interests in Joint Ventures (July 2004, as amended). AASB 11 requires joint arrangements to be classified as either "joint operations" (where the parties that have joint control of the arrangement have rights to the assets and obligations for the liabilities) or "joint ventures" (where the parties that have joint control of the arrangement have rights to the net assets of the arrangement). This standard will not impact the Branch's financial statements.
- AASB 12 contains the disclosure requirements applicable to entities that hold an interest in a subsidiary, joint venture, joint operation or associate. AASB 12 also introduces the concept of a "structured entity", replacing the "special purpose entity" concept currently used in Interpretation 112, and requires specific disclosures in respect of any investments in unconsolidated structured entities. This Standard will affect disclosures only and is not expected to significantly impact the Branch.

To facilitate the application of AASBs 10, 11 and 12, revised versions of AASB 127 and AASB 128 have also been issued.

These Standards are not expected to significantly impact the Branch.

- AASB 13: Fair Value Measurement and AASB 2011-8: Amendments to Australian Accounting Standards arising from AASB 13 (applicable for annual reporting periods commencing on or after 1 January 2013).

AASB 13 defines fair value, sets out in a single Standard a framework for measuring fair value, and requires disclosures about fair value measurements.

AASB 13 requires:

- inputs to all fair value measurements to be categorised in accordance with a fair value hierarchy; and
- enhanced disclosures regarding all assets and liabilities (including, but not limited to, financial assets and financial liabilities) measured at fair value.

These Standards are expected to result in more detailed fair value disclosures, but are not expected to significantly impact the amounts recognised in the Branch's financial statements.



## Notes to the Financial Statements For the Year ended 30 June 2013

### NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

(p) New Accounting Standards for Application in Future Periods

- AASB 2011-4: Amendments to Australian Accounting Standards to Remove Individual Key Management Personnel Disclosure Requirements (applicable for annual reporting periods beginning on or after 1 July 2013)

This Standard makes amendments to AASB 124: Related Party Disclosures to remove the individual key management personnel disclosures (including paras Aus29.1 to Aus29.9.3). These amendments serve a number of purposes, including furthering trans-Tasman convergence, removing differences from IFRSs, and avoiding any potential confusion with the equivalent Corporations Act 2001 disclosure requirements.

This Standard is not expected to significantly impact the Branch's financial report as a whole.

- AASB 2011-9: Amendments to Australian Accounting Standards – Presentation of Items of Other Comprehensive Income (applicable for annual reporting periods commencing on or after 1 July 2012).

The main change arising from this Standard is the requirement for entities to group items presented in other comprehensive income (OCI) on the basis of whether they are potentially reclassifiable to profit or loss subsequently.

This Standard affects presentation only and is therefore not expected to significantly impact the Branch.

- AASB 119: Employee Benefits (September 2011) and AASB 2011-10: Amendments to Australian Accounting Standards arising from AASB 119 (September 2011) (applicable for annual reporting periods commencing on or after 1 January 2013).

These Standards introduce a number of changes to accounting and presentation of defined benefit plans, including:

- removal of the "corridor" approach from AASB 119, thereby requiring entities to recognise all changes in a net defined benefit liability/(asset) when they occur; and
- disaggregation of changes in a net defined benefit liability/(asset) into service cost, net interest expense and remeasurements and recognition of:
  - i. service cost and net interest expense in profit or loss; and
  - ii. remeasurements in other comprehensive income.

AASB 119 (September 2011) also includes changes to the criteria for determining when termination benefits should be recognised as an obligation.

The directors anticipate that the application of amendments to AASB 119 will not have a material impact on the amounts reported by the Branch.

- AASB 2012-2: Amendments to Australian Accounting Standards – Disclosures – Offsetting Financial Assets and Financial Liabilities (applicable for annual reporting periods commencing on or after 1 January 2013).

AASB 2012-2 principally amends AASB 7: Financial Instruments: Disclosures to require entities to include information that will enable users of their financial statements to evaluate the effect or potential effect of netting arrangements, including rights of set-off associated with the entity's recognised financial assets and recognised financial liabilities, on the entity's financial position.

This Standard is not expected to significantly impact the Branch's financial statements.

**Notes to the Financial Statements  
For the Year ended 30 June 2013**

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)**

(p) New Accounting Standards for Application in Future Periods

- AASB 2012-3: Amendments to Australian Accounting Standards – Offsetting Financial Assets and Financial Liabilities (applicable for annual reporting periods commencing on or after 1 January 2014).

This Standard adds application guidance to AASB 132: Financial Instruments: Presentation to address potential inconsistencies identified in applying some of the offsetting criteria of AASB 132, including clarifying the meaning of "currently has a legally enforceable right of set-off" and that some gross settlement systems may be considered equivalent to net settlement.

This Standard is not expected to significantly impact the Branch's financial statements.

- AASB 2012-5: Amendments to Australian Accounting Standards arising from Annual Improvements 2009-2011 Cycle (applicable for annual reporting periods commencing on or after 1 January 2013).

This Standard amends a number of Australian Accounting Standards as a consequence of the issuance of Annual Improvements to IFRSs 2009-2011 Cycle by the International Accounting Standards Board, including:

- AASB 1: First-time Adoption of Australian Accounting Standards to clarify the requirements in respect of the application of AASB 1 when an entity discontinues and then resumes applying Australian Accounting Standards;
- AASB 101: Presentation of Financial Statements and AASB 134: Interim Financial Reporting to clarify the requirements for presenting comparative information;
- AASB 116: Property, Plant and Equipment to clarify the accounting treatment of spare parts, stand-by equipment and servicing equipment;
- AASB 132 and Interpretation 2: Members' Shares in Co-operative Entities and Similar Instruments to clarify the accounting treatment of any tax effect of a distribution to holders of equity instruments; and
- AASB 134 to facilitate consistency between the measures of total assets and liabilities an entity reports for its segments in its interim and annual financial statements.

This Standard is not expected to significantly impact the Branch's financial statements.

## CIVIL CONTRACTORS FEDERATION - NT BRANCH

### Notes to the Financial Statements For the Year ended 30 June 2013

	2013	2012
<b>2. Revenue and Other Income</b>	<b>\$</b>	<b>\$</b>
Compulsory Levies	-	-
Federal & State Government Training Funding	38,333	173,772
Grants Received	157,000	90,000
Donations	-	-
Financial Support (Branches)	-	-
<b>3. Significant Expenses</b>		
Salaries – Officeholder (Chief Executive Officer)	120,036	113,168
Superannuation – Officeholder (Chief Executive Officer)	10,803	10,260
Payroll Tax	6,713	6,746
Licence Fees and Memberships	210	200
Compulsory Levies – National Office Charge	16,300	11,363
Grants / Donations	5,250	270
Attendance Fees	743	2,056
Legal Costs	-	-
<b>4. Cash and Cash Equivalents</b>		
Cash at Bank and on Deposit	250,233	172,331
	<u>250,233</u>	<u>172,331</u>
<b>5. Trade &amp; Other Receivables</b>		
<b>Current</b>		
Trade and other receivables (non interest bearing and unsecured)	48,978	74,618
<b>6. Prepayments</b>		
Prepayments	565	1,536
<b>7. Plant and Equipment</b>		
Office Furniture and Equipment at Cost	13,948	9,675
Less Accumulated depreciation	(9,096)	(5,881)
	<u>4,852</u>	<u>3,794</u>
Motor Vehicle at Cost	60,408	60,408
Less Accumulated depreciation	(40,055)	(35,435)
	<u>20,353</u>	<u>24,973</u>
Total Plant and Equipment	<u>25,205</u>	<u>28,767</u>
Opening Balance	28,767	31,403
Additions	4,273	4,092
Depreciation	(7,835)	(6,728)
Closing Balance	<u>25,205</u>	<u>28,767</u>

**CIVIL CONTRACTORS FEDERATION - NT BRANCH**

**Notes to the Financial Statements  
For the Year ended 30 June 2013**

	2013 \$	2012 \$
<b>8. Trade and Other Payables</b>		
Trade and Other Payables (unsecured and interest free)	12,732	5,814
Funding received in advance	6,640	60,151
	<u>19,372</u>	<u>65,965</u>
<b>9. Provisions</b>		
<b>Current</b>		
Provision for Employee Entitlements	42,985	13,488
<b>Non Current</b>		
Provision for Employee Entitlements	-	11,860

	Elected Officials (Office holders)	Employees (other than Elected Officials)	Total
	\$	\$	\$
<b>Analysis of Total Provisions</b>			
Annual Leave	-	26,187	26,187
Long Service Leave	-	16,798	16,798
Redundancy	-	-	-
Other	-	-	-
	<u>-</u>	<u>42,985</u>	<u>42,985</u>

<b>10. Employee Benefits</b>	Elected Officials (Office holders)	Employees (other than Elected Officials)	Total
Employee benefits paid/accrued during the year	\$	\$	\$
Wages and Salaries	-	120,036	120,036
Annual Leave and Long Service Leave	-	17,637	17,637
Redundancy Payments	-	-	-
Other Employee Expenses	-	7,113	7,113
	<u>-</u>	<u>144,786</u>	<u>144,786</u>
Superannuation	-	10,803	10,803
Total	<u>-</u>	<u>155,589</u>	<u>155,589</u>

## CIVIL CONTRACTORS FEDERATION - NT BRANCH

### Notes to the Financial Statements For the Year ended 30 June 2013

	2013 \$	2012 \$
<b>11. Borrowings</b>		
Loan Payable:		
Not later than one year		10,263
Later than one year and not later than five years		16,890
Total Loan Liability (secured by assets being financed)		27,153
<b>12. Statement of Cash Flows</b>		
<b>(a) Reconciliation of Cash</b>		
Cash at Bank and on Deposit	250,233	172,331
Balance per Statement of Cash Flows	250,233	172,331
<b>(b) Reconciliation of cash flow from operations with profit after income tax</b>		
Profit after income tax	102,438	69,886
Non-cash flows in surplus		
Depreciation	7,835	6,728
Changes in Operating Assets & Liabilities		
(Increase)/Decrease in trade and other receivables	25,640	(19,960)
Increase/(Decrease) in employee entitlements	17,637	13,040
Increase/(Decrease) in trade and other payables	(46,593)	(46,135)
Increase/(Decrease) in tax liabilities	1,400	(2,830)
(Increase)/Decrease in prepayments	971	(76)
<b>Net Cash Flows from Operating Activities</b>	<b>109,328</b>	<b>20,653</b>

### 13. Commitments for Expenditure

There are no material commitments for expenditure as at the date of this report.

### 14. Segment Reporting

The entity operates predominantly in the one business and geographical segment, being in the Australia providing services to its members in respect of education, legal, employment and general industrial matters.

**Notes to the Financial Statements  
For the Year ended 30 June 2013**

**15. Financial Instruments**

**Interest rate risk**

Civil Contractors Federation NT Branch's exposure to interest rate risk and the effective interest rates of the financial assets and financial liabilities, both recognised and unrecognised at the balance date, are as follows:-

Financial Instrument	Fixed Interest Rate Maturing in							
	Floating Interest		1 year or less		Over 1 to 5 years		More than 5 years	
	2013	2012	2013	2012	2013	2012	2013	2012
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
<b>Financial assets</b>								
Cash	250	172	-	-	-	-	-	-
Receivables	-	-	-	-	-	-	-	-
<b>Total financial assets</b>	<b>250</b>	<b>172</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Financial Liabilities</b>								
Accounts payable	-	-	-	-	-	-	-	-
Borrowings	-	-	-	10	-	17	-	-
<b>Total financial liabilities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10</b>	<b>-</b>	<b>17</b>	<b>-</b>	<b>-</b>

Financial Instrument	Non-interest Bearing		Total Carrying amount as per statement of financial position	
	2013	2012	2013	2012
	\$000	\$000	\$000	\$000
<b>Financial assets</b>				
Cash	-	-	250	172
Receivables	49	74	49	74
<b>Total financial assets</b>	<b>49</b>	<b>74</b>	<b>299</b>	<b>246</b>
<b>Financial Liabilities</b>				
Accounts payable	19	66	19	66
Borrowings	-	-	-	27
<b>Total financial liabilities</b>	<b>19</b>	<b>66</b>	<b>19</b>	<b>93</b>

**Net fair values**

All financial assets and liabilities have been recognised at their fair values in the statement of financial position.

The following methods and assumptions are used to determine the net fair values of financial assets and liabilities:

Cash, cash equivalents and short-term investments: the carrying amount approximates fair value because of their short-term to maturity.

Income receivable and accounts payable: The carrying amount approximates fair value.

**Other risks**

The Branch does not have any material credit exposure to any one customer or group of customers. It manages liquidity risk through review of actual cashflows, projections and capital expenditure requirements. It is economically dependent upon ongoing Membership income.

**Sensitivity**

A 1% change of interest rates would change 'profit before tax' and 'equity' by \$2,500 (2012 : \$1,450).

**Notes to the Financial Statements  
For the Year ended 30 June 2013 (cont'd)**

**16. Contingencies**

There were no contingent liabilities at 30 June 2013 (2012: \$nil)

**17. Related Parties**

**a. NT Branch Board members**

The names of the members of the NT Branch Board who held office during the year are as follows:

Damien Collis, Tony Hillier, Pat Coleman, Scott Chapman, Daniel Skewes, Ian Hinchliffe, Tony Sage, Mike Cull, Dennis McDonald, Richie Ward, Mic Bellis, Robert Wilson.

The officeholders received no 'non cash' benefits (2012: \$nil). No officeholder of the Branch during the year and/or the prior year had any material personal interest in a matter that he/she has or did acquire, or a relative of the officeholder has or did acquire.

No officeholder or officer of the Branch (this year or last year) received any remuneration because they were a member of, or held position with a Board or other organisation because:-

- i) The officeholder held such a position with the Board or other organisation only because they were an officeholder of the Branch; or
- ii) They were nominated for the position by the Branch; or
- iii) They received remuneration from any third party, in connection with the performance of their duties as an officeholder of the Branch.

**b. Names and positions held by key management personnel in office at any time during the year**

Kevin Williams - Chief Executive Officer

In the current year, there was 1 full time equivalent staff (2012 : 1 full time equivalent staff).

**c. Key Management Personnel Remuneration**

	2013	2012	
	\$	\$	
	Salaries	Super-annuation	Total
	\$	\$	\$
Total Compensation	113,168	10,260	123,428

No long term benefits or share based payments were received by Mr Williams this year (2012: \$nil)

**d. Other transactions with the Federation**

Entities related to NT Branch Board members paid membership fees, received training, purchased statutory awards and updates from the Federation during the year on the same commercial terms and conditions offered to all other members.

**e. Civil Contractors National Office**

At the end of financial year an amount of \$20,350 (2012: \$18,700) was receivable from the CCF National Office and an amount of \$844 was receivable from CCF South Australia Branch (2012: \$915). An amount of \$1,714 was payable to CCF National Office (2012: \$nil) and an amount of \$nil was payable to CCF QLD Branch (2012: \$336). An amount of \$16,300 (2012: \$11,363) was paid to the National Office for the National Office levy charged.

**Independent Auditors' Report  
To The Members of The Civil Contractors Federation –  
Northern Territory Branch**

**Report on the Financial Report**

We have audited the accompanying financial report of Civil Contractors Federation NT Branch (CCF NT), which comprises the statement of profit and loss, the statement of financial position as at 30 June 2013, and the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year ended that date, a summary of significant accounting policies, and other explanatory notes and the Committee of Management Statement and the Operating Report.

**CCF (NT Branch)'s Responsibility for the Financial Report**

The CCFNT Branch Committee is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards, the Reporting Guidelines of the General Manager of FWC and other mandatory financial reporting requirements in Australia. This responsibility includes establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud and error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

**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. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, 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 Branch's preparation of the financial report that presents fairly 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 the CCFNT Branch Committee of 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.



**Independent Auditors' Report  
To The Members of The Civil Contractors Federation –  
Northern Territory Branch (Cont'd)**

**Independence**

In conducting our audit, we have complied with the independence requirements of Australian professional ethical pronouncements.

**Auditor's opinion**

1. In our opinion the financial report of Civil Contractors Federation (NT Branch) at 30 June 2013 is presented fairly in accordance with the applicable Australian Accounting Standards and the requirements imposed by the Fair Work (Registered Organisations) Act 2009.
2. In relation to recovery of wages activity, there has been no recovery of wages activity during the year.
3. There were kept by CCFNT in respect of the year to 30 June 2013 satisfactory accounting records detailing the sources and nature of the income (including income from members) and the nature and purpose of the expenditure of CCFNT



**STANNARDS ACCOUNTANTS & ADVISORS**



**M B SHULMAN CA (Holder of Current Public Practice Certificate)**  
Partner  
Company Auditor Registration no. 163888

Dated in Melbourne  
12 August 2013



15 July 2013

Mr Kevin Williams  
Chief Executive Officer  
Civil Contractors Federation-Northern Territory Branch

Sent by email: [ccfnt@civilcontractors.com](mailto:ccfnt@civilcontractors.com)

Dear Mr Williams,

**Re: Lodgement of Financial Report - [FR2013/220]**  
**Fair Work (Registered Organisations) Act 2009 (the RO Act)**

The financial year of the Northern Territory Branch of the Civil Contractors Federation (the reporting unit) ended on 30 June 2013.

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 January 2014 (that is the period within 6 months and 14 days of 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 regarding financial reporting under the RO Act are provided on the Fair Work Commission website at: [Financial Reporting Fact Sheets](#).

The documents can be emailed to [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au). If it is envisaged that the financial report cannot be lodged by the due date you are requested to contact this office prior to the due date to discuss the issue.

**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 \$33,000 for a body corporate and \$6,600 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](mailto: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	/ /	Within a reasonable time of having received the GPFR (NB: Auditor's report must be dated on or after date of Committee of Management Statement)
Provide full report free of charge to members – s265 The full report includes: <ul style="list-style-type: none"> <li>the General Purpose Financial Report (which includes the Committee of Management Statement);</li> <li>the Auditor's Report; and</li> <li>the Operating Report.</li> </ul>	/ /	(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,  or  (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.
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.