



**Australian Government**  
**Australian Industrial Registry**

Level 8, Terrace Towers  
80 William Street, East Sydney, NSW 2011  
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Mr Tom Roberts  
National Legal Officer, Construction and General Division  
Construction, Forestry, Mining and Energy Union  
PO Box Q235, QVB Post Office  
SYDNEY NSW 1230

Dear Mr Roberts

**Re: Lodgement of Financial Statements and Accounts - Construction and General Division,  
Queensland Builders' Labourers Branch - for year ending 31 December 2007  
(FR2007/533)**

I refer to the abovementioned financial statements and accounts which were lodged in the Registry on 13 June 2008.

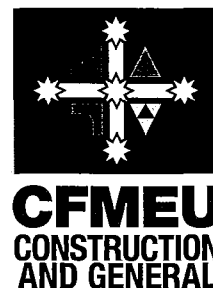
The documents have been filed.

Yours sincerely,

A handwritten signature in cursive script that reads "David Vale".

David Vale  
For Deputy Industrial Registrar

19 June 2008



TR/nd.returns

11<sup>th</sup> June, 2008

Industrial Registrar  
Australian Industrial Registry  
Level 8  
80 William Street  
SYDNEY NSW 2011

Dear Sir/Madam,

**Re: Financial Returns**

Please find enclosed herewith the financial returns of the Construction Forestry Mining and Energy Union, Construction & General Division, Queensland Builders Labourers Branch, for the year ending 31st December, 2007.

Please confirm receipt at your earliest convenience.

Yours faithfully,

A handwritten signature in black ink, appearing to read "Tom Roberts".

**TOM ROBERTS**  
National Legal Officer

Encl.



CONSTRUCTION, FORESTRY, MINING & ENERGY UNION  
QUEENSLAND BUILDERS LABOURERS  
DIVISIONAL BRANCH

**Certificate by State Secretary  
For The Year Ended 31 December 2007**

In accordance with the requirements of the Workplace Relations Act 1996 Schedule 1B Section 268 (c), I, Gregory Michael Simcoe, certify that the attached copies of reports are copies of the documents that were provided to members on 1<sup>ST</sup> MAY 2008 and presented to a meeting of Management Committee on 3<sup>RD</sup> JUNE 2008 in accordance with Section 266 of the RAO Schedule.



Gregory Michael Simcoe  
State Secretary  
Construction, Forestry, Mining & Energy Union  
Queensland Builders Labourers Divisional Branch

Date: 03/06/08



**CONSTRUCTION, FORESTRY, MINING & ENERGY UNION  
QUEENSLAND BUILDERS LABOURERS  
DIVISIONAL BRANCH**

**Financial Report**

**For the year ended 31 December 2007**

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CONSTRUCTION, FORESTRY, MINING & ENERGY UNION  
QUEENSLAND BUILDERS LABOURERS  
DIVISIONAL BRANCH

**Operating Report**  
**For the year ended 31 December 2007**

The Committee of Management presents the Operating Report for the financial year ended 31 December 2007:

**Principal Activities**

The principal activities of the Union during the year were providing industrial relations and other related services to members.

The results of those activities are continually ongoing.

There were no significant changes to the nature of those activities during the year.

**Financial Affairs**

There were no significant changes to the Union's financial affairs during the year.

**Members' Rights**

Members have the right to resign from the Union in accordance with section 174 of Schedule 1B of the Workplace Relations Act 1996.

**Superannuation Fund Trustees**

The officers and members listed below were trustees, or directors of a trustee company, of a Superannuation Fund as a consequence of their position with the Union:

- Gregory Michael Simcoe      Trustee      BUSS(Q)

**Number of Members**

The number of members at the end of the financial year recorded in the register of members and taken to be members of the Union was 2944 financial members.

**Number of Employees**

The number of full-time equivalent employees of the Union at the end of the financial year was 20.

**Committee of Management**

The members of the Committee of Management at any time during the financial year were as follows:

Carter, Wayne	McIntyre, Terry	Williams, Bob
Deen, Fazel	Minton, Mark	Christian, John
Ezzy, Dallas	Olive, John	
Hanna, David	Pratt, Dean	
Kupsch, Royce	Simcoe, Greg	
Maher, Pat	Tye, Benjamin	

Signed on behalf of the Committee of Management by:



Gregory Michael Simcoe  
State Secretary  
Construction, Forestry, Mining & Energy Union  
Queensland Builders Labourers Divisional Branch

Date: 01/04/2008

CONSTRUCTION, FORESTRY, MINING & ENERGY UNION  
QUEENSLAND BUILDERS LABOURERS  
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**Income Statement**  
**For The Year Ended 31 December 2007**

	Note	2007 \$	2006 \$
<b>REVENUE</b>			
<b>Operating activities</b>			
Contributions		1 848 679	2 381 322
Fighting fund		167 395	229 796
Entrance fees		62 666	79 901
Attendance fees		30 000	10 721
Compliance income		80 000	80 000
Consultancy income		14 995	44 995
Enterprise agreements		1 975	9 360
Health & safety officer grant		150 000	130 000
Interest		352 361	362 614
Journal advertising		66 224	50 301
Rent received		84 779	89 655
Sale of merchandise		4 345	4 905
Sponsorship		20 136	-
Traineeship fund - grant		289 073	276 852
Traineeship fund - recoveries		140 000	130 000
<b>Non-operating activities</b>			
Gain in value of investment properties	7	-	-
Gain on disposal of investment properties		-	71 372
Total revenue		<u>3 312 628</u>	<u>3 951 794</u>
<b>EXPENDITURE</b>			
Affiliation fees		43 797	52 827
Auditors' remuneration - audit services		20 395	17 690
Auditors' remuneration - other services		1 785	1 345
Bank fees		16 759	16 268
CIPS		12 634	12 897
Clothing & uniform expenses - CFMEU C&G WA		383	-
Clothing & uniform expenses - other		30 644	28 580
Commission - delegates		3 295	8 035
Computer expenses		23 285	19 683
Cordell reports		3 335	4 029
Depreciation		174 905	147 677
Donations - charity		9 181	5 700
Donations - political		3 600	1 023
Executive attendance		8 195	7 935
Fighting fund expenses - CFMEU National Office		40 766	49 626
Fighting fund expenses - other		25 001	87 719
Fringe benefits tax		18 208	15 933
Industrial campaign expenses - CFMEU National Office		-	2 993
Industrial campaign expenses - other		-	38 005
Industrial relations expenses		10 877	9 106

The accompanying notes form part of these financial statements

CONSTRUCTION, FORESTRY, MINING & ENERGY UNION  
QUEENSLAND BUILDERS LABOURERS  
DIVISIONAL BRANCH

**Income Statement**  
**For The Year Ended 31 December 2007**

	Note	2007 \$	2006 \$
<b>Expenditure (cont'd)</b>			
Insurance - general		314	299
Journal expenses		82 219	87 442
Leave - annual leave		3 249	28 701
Leave - long service		(14 438)	30 057
Labour day expenses		43 386	38 456
Legal fees		81 035	54 799
Loss on disposal of property, plant & equipment		19 823	6 640
Meeting expenses		45 682	43 027
Mortuary payments		600	1 800
Office administration		25 082	12 972
Office equipment rent and repairs		33 751	34 796
Payroll tax		93 085	95 854
Photography & film		1 117	1 090
Postage		25 598	26 751
Printing & stationery		30 180	44 714
Promotions		21 136	39 515
Rent & maintenance - Brisbane office		26 570	66 034
Rent, rates & maintenance - investment properties		54 301	60 474
Salaries - officials		1 056 126	918 224
Salaries - others		299 956	322 340
Superannuation - officials		397 207	439 893
Superannuation - others		54 434	53 766
Staff training		12 487	20 670
Sundry expenses		9 995	15 410
Sustentation fees - CFMEU National Office		173 356	195 334
Telephone & communication		72 864	72 046
Traineeship fund expenses		289 073	276 852
Travel & accomodation		100 819	137 930
T-shirts & merchandise - CFMEU C&G Vic		1 000	-
T-shirts & merchandise - other		7 594	4 750
Vehicle running costs		132 132	139 009
Veterans expenses		7 910	7 440
Workers' general insurance		4 826	4 656
Total expenses		<u>3 639 514</u>	<u>3 808 812</u>
Surplus (deficit) before income tax		(326 886)	142 982
Income tax expense	2	<u>-</u>	<u>-</u>
Surplus (deficit) attributable to the Union		<u>(326 886)</u>	<u>142 982</u>
Revaluation increment		<u>-</u>	<u>-</u>
Total change in equity		<u>(326 886)</u>	<u>142 982</u>

The accompanying notes form part of these financial statements

CONSTRUCTION, FORESTRY, MINING & ENERGY UNION  
QUEENSLAND BUILDERS LABOURERS  
DIVISIONAL BRANCH

**Balance Sheet**  
**As at 31 December 2007**

	Note	2007 \$	2006 \$
<b>Current Assets</b>			
Cash and cash equivalents	3	2 082 728	2 518 232
Financial assets	4	67 492	-
Trade and other receivables	5	159 734	84 143
Prepayments		<u>21 719</u>	<u>37 933</u>
Total current assets		<u>2 331 673</u>	<u>2 640 308</u>
<b>Non-Current Assets</b>			
Financial assets	4	3 833 009	3 873 498
Investment property	7	440 000	440 000
Property, plant and equipment	6	<u>1 105 576</u>	<u>1 157 144</u>
Total non-current assets		<u>5 378 585</u>	<u>5 470 642</u>
<b>Total Assets</b>		<u><b>7 710 258</b></u>	<u><b>8 110 950</b></u>
<b>Current Liabilities</b>			
Trade and other payables	8	223 997	257 023
Short-term provisions	9	449 346	446 675
Income received in advance	10	454 508	303 581
Special funds	11	<u>61 168</u>	<u>241 686</u>
Total current liabilities		<u>1 189 019</u>	<u>1 248 965</u>
<b>Non-Current Liabilities</b>			
Long-term provisions	9	<u>333 867</u>	<u>347 727</u>
Total non-current liabilities		<u>333 867</u>	<u>347 727</u>
<b>Total Liabilities</b>		<u><b>1 522 886</b></u>	<u><b>1 596 692</b></u>
<b>Net Assets</b>		<u><b>6 187 372</b></u>	<u><b>6 514 258</b></u>
<b>Equity</b>			
Reserves	12	340 001	340 001
Retained earnings		<u>5 847 371</u>	<u>6 174 257</u>
<b>Total Equity</b>		<u><b>6 187 372</b></u>	<u><b>6 514 258</b></u>

The accompanying notes form part of these financial statements.



CONSTRUCTION, FORESTRY, MINING & ENERGY UNION  
 QUEENSLAND BUILDERS LABOURERS  
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**Statement of Changes in Equity**  
**For The Year Ended 31 December 2007**

	Note	Retained Earnings		Asset	Total
		General Fund	Fighting Fund	Revaluation Reserve	
		\$	\$	\$	\$
<b>Balance at 1 January 2006</b>		5 796 747	234 528	340 001	6 371 276
Surplus (deficit) attributable to the Union		50 531	92 451	-	142 982
Revaluation increment (decrement)		-	-	-	0
<b>Balance at 31 December 2006</b>		<u>5 847 278</u>	<u>326 979</u>	<u>340 001</u>	<u>6 514 258</u>
Surplus (deficit) attributable to the Union		(428 514)	101 628	-	(326 886)
Revaluation increment (decrement)		-	-	-	0
<b>Balance at 31 December 2007</b>		<u>5 418 764</u>	<u>428 607</u>	<u>340 001</u>	<u>6 187 372</u>

CONSTRUCTION, FORESTRY, MINING & ENERGY UNION  
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**Cash Flow Statement**  
**For The Year Ended 31 December 2007**

	Note	2007 \$	2006 \$
<b>Cash Flows from Operating Activities</b>			
Receipts from members		2 286 614	2 960 121
Grants received		649 000	506 000
Interest received		362 247	355 501
Other investment income received		84 779	89 656
Wage claim receipts		117 685	35 677
Charity fund receipts		428 053	622 799
Other sundry receipts		31 600	185 780
Receipts from CFMEU C & G Qld		114 876	21 925
Receipts from CFMEU National Office		6 335	3 894
Payments to suppliers and employees		(3 367 872)	(3 593 570)
Payments to CFMEU C & G Qld		(31 719)	(18 655)
Payments to CFMEU National Office		(250 382)	(301 023)
Payments to CFMEU C & G WA		(419)	-
Payments to CFMEU C & G Vic		(1 000)	-
Wage claim payments for members		(117 020)	(35 391)
Charity funds payments		(578 119)	(469 804)
Net cash provided (used) by operating activities	17(a)	<u>(265 342)</u>	<u>362 910</u>
<b>Cash Flows from Investing Activities</b>			
Purchase of property, plant & equipment		(216 828)	(292 483)
Net proceeds (purchase) of investments		(26 772)	(1 105 863)
Proceeds from sale of property, plant & equipment		73 438	132 472
Net cash provided (used) by investing activities		<u>(170 162)</u>	<u>(1 265 874)</u>
<b>Cash Flows from Financing Activities</b>			
		<u>-</u>	<u>-</u>
Net cash provided (used) by financing activities		<u>0</u>	<u>0</u>
<b>Net increase (decrease) in cash held</b>		<b>(435 504)</b>	<b>(902 964)</b>
Cash at the beginning of the year		2 518 232	3 421 196
Cash at the end of the year	3	<u>2 082 728</u>	<u>2 518 232</u>

The accompanying notes form part of these financial statements.

CONSTRUCTION, FORESTRY, MINING & ENERGY UNION  
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**Recovery of Wages Activity Report - Cash Basis  
For The Year Ended 31 December 2007**

	Note	2007		2006	
		<u>No. of workers</u>	<u>\$</u>	<u>No. of workers</u>	<u>\$</u>
<b>Cash assets in respect of recovered money at the beginning of the year</b>			2 836		2 550
<b>Receipts</b>					
Amounts recovered from employers in respect of wages etc	64		117 671	24	35 614
Interest received on recovered money			14		12
Reimburse wages fund float			-		51
Total receipts			<u>117 685</u>		<u>35 677</u>
<b>Payments</b>					
Deductions of amounts due in respect of membership for:					
12 months or less			10 625		565
greater than 12 months					-
Deductions of donations or other contributions to accounts or funds of:					
other entities:					
- BUSSQ			-		1 520
- BERT			-		350
- CIPQ			-		110
- BEWT			-		50
- BLF Charity Fund			2 100		-
Deductions of fees or reimbursements of expenses			-		-
Payments to workers in respect of recovered money			104 266		32 781
Bank fees			29		15
Total payments			<u>117 020</u>		<u>35 391</u>
<b>Cash assets in respect of recovered money at the end of the year</b>	3		<u>3 501</u>		<u>2 836</u>
<b>Amounts recovered but not yet paid to workers</b>	11	6	2 987	1	2 307

CONSTRUCTION, FORESTRY, MINING & ENERGY UNION  
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**Notes to the Financial Statements  
For the year ended 31 December 2007**

**Note 1: Information to be Provided to Members**

In accordance with the requirements of the Workplace Relations Act 1996, the attention of members is drawn to the provisions of Schedule 1B section 272 which reads as follows:

- (1) A member of a reporting unit, or a Registrar, 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).

**Note 2: Statement of Significant Accounting Policies**

The financial report is a general purpose financial report that has been prepared in accordance with Accounting Standards, Accounting Interpretations and other authoritative pronouncements of the Australian Accounting Standards Board and the requirements of the Workplace Relations Act 1996.

The financial report covers the Construction, Forestry, Mining & Energy Union Queensland Builders Labourers Divisional Branch as an individual reporting unit.

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

The following is a summary of the material accounting policies adopted by the Union in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

**Basis of Preparation**

*Reporting Basis and Conventions*

The financial report has been prepared on a modified accruals basis where:

- in accordance with Schedule 1B section 252(4) of the Workplace Relations Act 1996, membership subscriptions are kept on a cash basis, and
- in accordance with paragraph 19 of the Reporting Guidelines for the purposes of section 253 of the RAO Schedule, the Recovery of Wages Activity Report is prepared under the cash basis of accounting.

The financial report is based on historical costs modified by the revaluation of selected non-current assets, and financial assets and financial liabilities for which the fair value basis of accounting has been applied.

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**Notes to the Financial Statements**  
**For the year ended 31 December 2007**

**Note 2: Statement of Significant Accounting Policies (cont'd)**

**Accounting Policies**

**(a) Income Tax**

No provision for income tax is necessary as trade unions are exempt from income tax under Section 50-15 of the Income Tax assessment Act 1997.

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

Property, plant and equipment are carried at cost or fair value less, where applicable, any accumulated depreciation and impairment losses.

In accordance with Queensland legislation (Schedule 4 of the Industrial Relations Regulations 2000) revaluations of assets are shown as income.

**Property**

Land and buildings are shown at their fair value less subsequent depreciation for buildings. Investment properties are not depreciated.

**Plant and equipment**

Plant and equipment are measured on the cost basis less depreciation and impairment losses.

The carrying amount of plant and equipment is reviewed annually by the Union to ensure it is not in excess of the recoverable amount from these assets.

**Depreciation**

The depreciable amount of all fixed assets are depreciated on a straight line basis over the useful lives of the assets to the Union commencing from the time the asset is held ready for use.

The depreciation rates used for each class of depreciable asset are:

<b>Fixed Asset</b>	<b>Rate</b>
Buildings	4%
Motor Vehicles	25%
Computer Equipment	30%
Furniture and Office Equipment	10%

**(c) 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 Union, are classified as finance leases. Finance leases are capitalised by recording an asset and a liability at the lower of the amounts equal to the fair value of the leased asset or the present value of the minimum lease payments, including any guaranteed residual values.

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**Notes to the Financial Statements**  
**For the year ended 31 December 2007**

**Note 2: Statement of Significant Accounting Policies (cont'd)**

**(c) Leases (cont'd)**

Leased assets are depreciated on a straight line basis over their estimated useful lives where it is likely that the Union will obtain ownership of the asset or 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.

**(d) Financial Instruments**

**Recognition**

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

**Loans and receivables**

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

**Held to maturity investments**

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

**Available for sale financial assets**

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

**Financial liabilities**

Non-derivative financial liabilities are recognised at amortised cost, comprising original debt less principal repayments and amortisation.

**Fair value**

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

**Impairment**

At each reporting date, the Union assesses whether there is objective evidence that a financial instrument has been impaired. Impairment losses are recognised in the income statement.

CONSTRUCTION, FORESTRY, MINING & ENERGY UNION  
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**Notes to the Financial Statements**  
**For the year ended 31 December 2007**

**Note 2: Statement of Significant Accounting Policies (cont'd)**

**(e) Impairment of Assets**

At each reporting date, the Union reviews the carrying values of its assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and its depreciated replacement value, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the income statement.

**(f) Employee Benefits**

Provision is made for the Union's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits expected to be settled within one year have been measured at the amount expected to be paid when the liability is settled, plus related on-costs. Employee benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those benefits.

**(g) Provisions**

Provisions are recognised when the Union 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.

**(h) 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, and bank overdrafts. Bank overdrafts are shown within short-term borrowings in current liabilities on the balance sheet.

**(i) 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 Balance Sheet are shown inclusive of GST.

Cash flows are presented in the cash flow statement on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

**(j) Comparative Figures**

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

CONSTRUCTION, FORESTRY, MINING & ENERGY UNION  
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**Notes to the Financial Statements**  
**For the year ended 31 December 2007**

**Note 2: Statement of Significant Accounting Policies (cont'd)**

**(k) BERT Fund**

As a sponsor of the BERT Fund the Union may receive distributions of income from the Fund. In accordance with the Sponsors Deed all distributions must be loaned back to the Fund until they are expended on welfare or related assistance as agreed upon by the Sponsors. The distributions from the Fund and welfare assistance paid from the loan account are not shown as income or expenditure of the Union as the Union has no control over the funds nor are the funds available for Union purposes.

**Critical accounting estimates and judgements**

The Union evaluates estimates and judgments 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.

*Key estimates - Impairment*

The Union assesses impairment at each reporting date by evaluating conditions specific to the Union that may lead to impairment of assets. Where an impairment trigger exists, the recoverable amount of the asset is determined.



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**Notes to the Financial Statements**  
**For The Year Ended 31 December 2007**

	Note	2007	2006
		\$	\$
<b>Note 3: Cash Assets</b>			
Cash on hand		1 000	1 000
Bank a/c - general account		224 172	384 731
Bank a/c - recovery of wages account		3 501	2 836
Bank a/c - charity fund cheque account		11 654	234 887
Bank a/c - charity fund online saver account		9 804	-
Bank a/c - Blind Society account		-	4 492
Bank a/c - traineeship fund cheque account		15 970	305 911
Bank a/c - traineeship fund online saver account		468 904	-
Short-term bank deposits maturing in less than 3 months		5 000	68 023
Cash at bank at call		342 723	516 352
Debentures maturing in less than 3 months		1 000 000	1 000 000
		<u>2 082 728</u>	<u>2 518 232</u>
Reconciliation of cash:			
Cash at the end of the financial year as shown in the statement of cash flows is reconciled to items in the balance sheet as follows:			
Cash and cash equivalents		2 082 728	2 518 232
		<u>2 082 728</u>	<u>2 518 232</u>
<b>Note 4: Financial Assets</b>			
CURRENT			
Held to maturity investments:			
Term deposits maturing between 3 to 12 months		67 492	-
		<u>67 492</u>	<u>-</u>
Total current financial assets		<u>67 492</u>	<u>-</u>
NON-CURRENT			
Held to maturity investments:			
Notes and deposits		3 000 000	3 000 000
		<u>3 000 000</u>	<u>3 000 000</u>
Available for sale financial assets:			
Union House Partnership at fair value		1 830	3 450
Shares in CSTC Pty Ltd at fair value		1	1
Units in Rockhampton Trade Union Centre at cost		-	38 869
		<u>1 831</u>	<u>42 320</u>

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QUEENSLAND BUILDERS LABOURERS  
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**Notes to the Financial Statements**  
**For The Year Ended 31 December 2007**

	Note	2007	2006
		\$	\$
<b>Note 4: Financial Assets cont'd</b>			
Loans:			
Loan to Construction Skills Training Centre		831 178	831 178
The loan is secured by a mortgage over a freehold property owned by the Construction Skills Training Centre.			
Total non-current financial assets		3 833 009	3 873 498
<b>Note 5: Receivables</b>			
Accrued income		43 902	57 229
Trade receivables		68 207	26 914
CFMEU C & G		47 625	-
		159 734	84 143
<b>Note 6: Property, Plant and Equipment</b>			
Land and Buildings			
Union House Brisbane (1/6 share) - at independent valuation 2005		700 000	700 000
Accumulated depreciation		(44 800)	(22 400)
		655 200	677 600
Motor Vehicles - at cost		513 640	514 361
Accumulated depreciation		(141 505)	(102 484)
		372 135	411 877
Plant & Equipment		274 508	236 772
Accumulated depreciation		(196 267)	(169 105)
		78 241	67 667
Total property, plant and equipment		1 105 576	1 157 144

The Union's land and buildings were revalued at 31 December 2005 based on an independent valuer's report. Valuations were made on the basis of open market value. The revaluation surplus was credited to an asset revaluation reserve.

CONSTRUCTION, FORESTRY, MINING & ENERGY UNION  
QUEENSLAND BUILDERS LABOURERS  
DIVISIONAL BRANCH

**Notes to the Financial Statements**  
**For The Year Ended 31 December 2007**

	Note	2007	2006
		\$	\$
<b>Note 6: Property, Plant and Equipment cont'd</b>			
<b>Movements in Carrying Amounts</b>			
Movement in the carrying amounts between the beginning and the end of the current financial year:			
	Land and buildings	Motor vehicles	Plant and equipment
	\$	\$	\$
Balance at start of year	677 600	411 877	67 667
Additions	-	179 091	37 738
Disposals	-	(93 492)	-
Revaluation increments (decrements)	-	-	-
Depreciation expense	(22 400)	(125 342)	(27 163)
Carrying amount at end of year	655 200	372 134	78 242
		Total	\$
		1 157 144	216 829
		(93 492)	0
		(174 905)	1 105 576

	Note	2007	2006
		\$	\$
<b>Note 7: Investment Property</b>			
Balance at beginning of year		440 000	620 000
Acquisitions		-	-
Disposals		-	(180 000)
Fair value adjustments		-	-
Balance at end of year		440 000	440 000

The fair value model is applied to all investment property.  
Management valuations are prepared at each balance date where an independent valuation has not been obtained.

**Note 8: Payables**

Trade payables	152 369	177 608
CFMEU C & G Qld	20 345	15 474
CFMEU National Office	50 723	63 727
Legal	560	214
	<u>223 997</u>	<u>257 023</u>

**Note 9: Provisions**

Employee Entitlements:		
Opening balance at start of year	794 402	735 644
Additional provisions raised during year	87 800	64 163
Amounts used	(98 989)	(5 405)
Balance at end of year	<u>783 213</u>	<u>794 402</u>

CONSTRUCTION, FORESTRY, MINING & ENERGY UNION  
QUEENSLAND BUILDERS LABOURERS  
DIVISIONAL BRANCH

**Notes to the Financial Statements**  
**For The Year Ended 31 December 2007**

	Note	2007	2006
		\$	\$
<b>Note 9: Provisions cont'd</b>			
Analysis of employee entitlements:			
Current		449 346	446 675
Non-current		333 867	347 727
		783 213	794 402
Officials		627 261	662 108
Others		155 952	132 294
		783 213	794 402

A provision has been recognised for employee entitlements relating to annual and long service leave for employees. In calculating the present value of future cash flows in respect of long service leave, the probability of long service leave being taken is based upon historical data. The measurement and recognition criteria for employee benefits has been included in note 2.

**Note 10: Income Received in Advance**

Traineeship fund		454 508	303 581

**Note 11: Special Funds**

Recovery of wages fund		2 987	2 307
Charity fund	13	58 181	234 887
Blind Society Charity fund	14	-	4 492
		61 168	241 686

**Note 12: Reserves**

The asset revaluation reserve records revaluations of non-current assets.

**Note 13: Charity Fund**

Opening balance		234 887	95 887
Fundraising income		396 143	589 465
Interest received		5 270	1 323
Donations, fundraising and promotions expenses		(578 119)	(451 788)
Closing balance		58 181	234 887

CONSTRUCTION, FORESTRY, MINING & ENERGY UNION  
QUEENSLAND BUILDERS LABOURERS  
DIVISIONAL BRANCH

**Notes to the Financial Statements**  
**For The Year Ended 31 December 2007**

	Note	2007	2006
		\$	\$
<b>Note 14: Blind Society Charity Fund</b>			
Opening balance		4 492	13 027
Fundraising income		-	9 481
Donations and fundraising expenses		(4 492)	(18 000)
Bank fees and charges		-	(16)
Closing balance		0	4 492

**Note 15: Contingent Liabilities**

There are no known contingent liabilities of a significant nature at balance date.

**Note 16: Events After the Balance Sheet Date**

There have been no significant events occurring after the end of the financial year.

**Note 17: Cash Flow Information**

**(a) Reconciliation of Cash Flow from Operations with Surplus from Ordinary Activities after Income Tax**

Surplus from ordinary activities after income tax	(326 885)	142 982
Non-cash flows in ordinary activities:		
Depreciation	174 905	147 677
Net (gain) loss on disposal of fixed assets	20 053	6 640
Net (gain) loss on disposal of investments	(231)	(71 372)
Net (gain) loss in value of investment properties	-	-
Changes in assets and liabilities:		
(Increase) decrease in trade debtors	(75 591)	(15 383)
(Increase) decrease in prepayments	16 213	(10 437)
Increase (decrease) in payables	(33 026)	(79 775)
Increase (decrease) in other liabilities	(29 591)	183 820
Increase (decrease) in provisions	(11 189)	58 758
	(265 342)	362 910

(b) There were no non-cash financing or investing activities during the year.

(c) The union has no credit stand-by arrangement or loan facilities.

CONSTRUCTION, FORESTRY, MINING & ENERGY UNION  
QUEENSLAND BUILDERS LABOURERS  
DIVISIONAL BRANCH

**Notes to the Financial Statements**  
**For The Year Ended 31 December 2007**

Note	2007	2006
	\$	\$

**Note 18: Financial Instruments**

**(a) Financial Risk Management**

The main risks that the Union is exposed to through its financial instruments are interest rate risk, liquidity risk and credit risk.

**(b) Interest Rate Risk**

The Union's exposure to interest rate risk, which is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates is as follows:

FINANCIAL ASSETS

Cash and bank	735 005	933 857
Term deposits	72 482	68 023
Cash at bank at call	342 723	516 352
Floating rate deposits, notes and debentures	4 000 000	4 000 000
Loans	831 178	831 178
	5 981 388	6 349 410

**(c) Credit Risk**

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

**(d) Net Fair Values**

The net fair values of listed investments have been valued at the quoted market bid price at balance date. For other assets and other liabilities the net fair value approximates their carrying value.

No financial assets and financial liabilities are readily traded on organised markets in standardised form other than listed investments.

Financial assets where the carrying amount exceeds net fair values have not been written down as the Union intends to hold these assets to maturity.

The aggregate net fair values and carrying amounts of financial assets and liabilities are disclosed in the statement of financial position and in the notes to the financial statements.

**Note 19: Union Details**

The principal place of business of the Union is:

Construction, Forestry, Mining & Energy Union Queensland Builders Labourers Divisional Branch  
Level 2, 366 Upper Roma Street, Brisbane Qld 4000

CONSTRUCTION, FORESTRY, MINING & ENERGY UNION  
QUEENSLAND BUILDERS LABOURERS  
DIVISIONAL BRANCH

**Committee of Management Statement  
For the year ended 31 December 2007**

(Workplace Relations Act 1996 Cwlth)

In accordance with a resolution passed by the Committee of Management of the Construction, Forestry, Mining & Energy Union Queensland Builders Labourers Divisional Branch on 1ST APRIL 2008, the Committee declares that in their opinion:

- (a) The financial statements and notes comply with Australian Accounting Standards.
- (b) The financial statements and notes comply with the reporting guidelines of the Industrial Registrar.
- (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, and
- (e) During the financial year to which the general purpose financial report 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 RAO Schedule and the RAO Regulations; 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) any information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member or Registrar; and
  - (vi) there has been compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.
- (f) in relation to recovery of wages activity:
  - (i) the financial report on recovery of wages activity has been fairly and accurately prepared in accordance with the requirements of the reporting guidelines of the Industrial Registrar; and
  - (ii) the committee of management caused the auditor to include in the scope of the audit required under subsection 257(1) of the RAO Schedule all recovery of wages activity by the reporting unit in which revenues had been derived for the financial year in respect of such activity; and
  - (iii) no fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from moneys recovered from employers on behalf of workers other than reported in the financial report on recovery of wages activity and the notes to the financial statements; and
  - (iv) that prior to engaging in any recovery of wages activity, the organisation has disclosed to members by way of a written policy all fees to be charged or reimbursement of expenses required for recovery of wages activity, and any likely request for donations or other contributions in acting for a worker in recovery of wages activity; and
  - (v) no fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from moneys recovered from employers on behalf of workers until distributions of recovered money were made to the workers.

Signed on behalf of the Committee of Management by:



Gregory Michael Simcoe  
State Secretary  
Construction, Forestry, Mining & Energy Union  
Queensland Builders Labourers Divisional Branch

Date: 01/04/2008

CONSTRUCTION, FORESTRY, MINING & ENERGY UNION  
QUEENSLAND BUILDERS LABOURERS  
DIVISIONAL BRANCH

**Independent Auditor's Report  
to the Members**

**Report on the Financial Report**

We have audited the accompanying financial report of the Construction, Forestry, Mining & Energy Union Queensland Builders Labourers Divisional Branch which comprises the balance sheet as at 31 December 2007, income statement, statement of changes in equity, cash flow statement, and recovery of wages activity report for the year ended on that date, a summary of significant accounting policies and other explanatory notes.

*Committee of Management'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 (including the Australian Accounting Interpretations) and the Workplace Relations Act 1996. 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 or 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 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 the committee, as well as evaluating the overall presentation of the financial report.

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

*Independence*

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

*Auditor's opinion*

In our opinion, the financial report:

- (a) presents fairly in accordance with applicable Australian Accounting Standards (including the Australian Accounting Interpretations), and the Workplace Relations Act 1996 including the Reporting Guidelines of the Industrial Registrar and Part 3 of Chapter 8 of the RAO Schedule, the financial position of the Construction, Forestry, Mining & Energy Union Queensland Builders Labourers Divisional Branch as at 31 December 2007 and its financial performance and its cash flows for the year then ended; and
- (b) reports properly and fairly:
  - (1) any fees charged to or reimbursements of expenses claimed from members and others for recovery of wages activity; and
  - (2) any donations or other contributions deducted from recovered money.



Michael Rice  
Michael Rice & Associates  
Certified Practising Accountants

Brisbane  
4 April 2008





**Australian Government**  
**Australian Industrial Registry**

Level 8, Terrace Towers  
80 William Street, East Sydney, NSW 2011  
Telephone: (02) 8374 6666  
Fax: (02) 9380 6990

**Ref: FR2007/533-[105N-BQLD]**

Mr Greg Simcoe  
Branch Secretary  
CFMEU - Construction and General Division,  
Queensland Builders Labourers' Divisional Branch  
Level 2, 366 Upper Roma Street  
BRISBANE QLD 4000

Dear Mr Simcoe

**Financial Return - year ending 31 December, 2007**

Our records show the organisation's financial year ended recently. This letter outlines some of the things you must do to meet your financial reporting obligations and when you have to do them. For simplicity, we will call the documents you have to lodge with us your *financial return*.

This letter is intended as guide to the law applicable on the date of this letter, and should not be used as a substitute for legal or accounting advice. We only summarise some of the reporting requirements in this letter. More detailed information is at the end of this letter.

**Information on AIRC Website**

We recommend you and your accountant/auditor also refer to the following documents on the Commission's website at [www.airc.gov.au](http://www.airc.gov.au):

- [RAO Schedule](#)
- [RAO Regulations](#)
- [Registrar's Reporting Guidelines](#) - All GPFR's must comply with these Guidelines. Please note that the Guidelines set out requirements that are *in addition* to those required by the Australian Accounting Standards.
- [RAO Fact Sheets](#) - These Fact Sheets explain the requirements of the RAO Schedule - many of them deal with financial reporting matters.

**Reporting Unit**

Under the provisions of the Registration and Accountability of Organisations Schedule (RAO), Schedule 1 of the *Workplace Relations Act 1996*, reporting entities are known as "*reporting units*". Where an organisation is **not** divided into branches the reporting unit is the whole of the organisation. Where an organisation **is** divided into branches each branch will be a reporting unit unless the Industrial Registrar has determined a division of the organisation into reporting units on an alternative basis. We can discuss this with you if you need more information.

For simplicity, we will use the term "reporting unit" in this letter.

## Industrial Registrar's Guidelines

The Industrial Registrar's reporting guidelines set out certain disclosure requirements in addition to those prescribed by Australian Accounting Standards having in mind the nature of organisations registered under the Workplace Relations Act.

The disclosure requirements prescribed by the reporting guidelines are directed towards providing members of the reporting unit with information to enable them to gauge the performance of the committee of management and other holders of office in relation to the financial management of the reporting unit. In addition, the reporting guidelines seek to improve the quality of information available to users of the financial report about the reporting unit's economic support of, or economic dependency on, other reporting units of the organisation.

### Timeline Planner and Checklist

We have attached a Timeline/Planner (*Attachment A*) to help you **plan** your financial return and carry out all the necessary steps. We have also attached a Document Checklist (*Attachment B*) to **check** your documents before lodging them in the Registry. Both documents are abbreviated summaries of the relevant provisions of the RAO Schedule, RAO Regulations and the Industrial Registrar's Reporting Guidelines.

In the following section we describe some of the documents your reporting unit must prepare and the sequence of their preparation and completion.

### Three Reports

Your reporting unit must prepare two reports as soon as practicable after its financial year, which, together with the Auditor's Report, comprise the reporting unit's financial return.

1. **General Purpose Financial Report** - this must comply with the Australian Accounting Standards and the Industrial Registrar's Reporting Guidelines. The GPFR consists of:

(a) Financial Statements containing:

- a profit and loss statement, or other operating statement; and
- a balance sheet; and
- a statement of cash flows; and
- any other statements required by the Australian Accounting Standards; and

(b) Notes to the Financial Statements containing:

- notes required by the Australian Accounting Standards; and
- information required by the Industrial Registrar's *Reporting Guidelines* under section 255 including disclosures related to any recovery of wages activity ; and

(c) Committee of Management Statement as required by the Registrar's Reporting Guidelines (a sample certificate for illustrative purposes is at Attachment C) including declarations related to the recovery of wages activity.

2. **Operating Report** - this report includes a review of your reporting unit's principal activities for the year and other specified information.

Your reporting unit must appoint an auditor to audit the GPFR and to provide:

3. an **Auditor's Report**.

### First Meeting (Committee of Management)

For simplicity, we will call the meeting at which the committee of management first considers the GPFR the first meeting. At the first meeting your committee, if satisfied that all is in order, will resolve to express its opinion on the GPFR and complete a Committee of Management Statement.

### **The Auditor**

After the first meeting, the auditor takes the GPFR and the Committee of Management Statement and prepares a report on the GPFR. In practice, your auditor may have already completed most of his or her examination of your accounts. The auditor may only be waiting on the Committee to pass the required resolution and make the Statement before signing the report the same day.

### **Informing Your Members**

Your reporting unit must provide free of charge to the general membership, copies of the GPFR, the Operating Report and the Auditor's Report. RAO calls these the "full report". Under certain circumstances, your reporting unit can provide a more limited *concise report*.

The reporting unit can meet its obligation to provide copies of the full or concise report to members by publishing the report in a journal that is available to the members free of charge.

A reporting unit may meet this obligation in whole or in part by publication of the report in a journal published on a web site on the Internet dependent on:

- a. the extent of the accessibility of the members of the reporting unit to the Internet; and
- b. that the members are notified by the reporting unit in the usual manner in which it communicates with its members that the report has been so published at a specified Internet address.

The report must be provided within 5 or 6 months from the end of the financial year, depending on the internal arrangements of the organisation for the presentation of its financial reports.

### **The Second Meeting - if it is a General Meeting of Members**

After providing the full report to members it must be presented to a general meeting of members. For simplicity this is referred to as the *second meeting*.

Your reporting unit must always allow a minimum of 21 days for members to receive the full report before presenting it to a general meeting of members (s265(5)). The purpose of the interval is to enable the members to have time to consider the report and, if they wish, to attend the second meeting to discuss it.

If the rules of the organisation permit a general meeting to be a series of meetings held at different locations, the full report may be presented to such a series of meetings. In this case the 'date' of the general meeting is taken to be the date of the last meeting in the series (see s266(2)).

### **The Second Meeting - if it is a Committee of Management Meeting**

If the rules of your organisation contain a provision that allows up to 5% of members to demand a general meeting to be held consider the report (see s266(3)), it is permissible to present the report directly to a Committee of Management meeting.

### **Lodge full report within 14 days of meeting**

You must lodge a copy of the full report and any concise report in the Industrial Registry within 14 days of the second meeting. For your convenience you are encouraged to lodge the material electronically (see eFiling Tab at [www.airc.gov.au](http://www.airc.gov.au)).

The Secretary (or another officer appropriately authorised under the rules of the organisation) must *certify* that the full report is a copy of the one provided to members and presented to the second meeting and provide the date of the meeting (a sample certification for illustrative purposes is at *Attachment D*).

When we receive your return we will check that it includes the information you must provide your members and that you have provided it to them correctly.

### **Complying with time limits**

This letter has outlined some of the steps in preparing and lodging your return. Many of the steps must be completed within fixed time limits.

Failure to complete them in time could make your reporting unit or its officers liable to financial or "civil penalties".

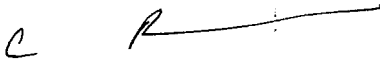
### **Extensions of Time**

We appreciate that sometimes circumstances beyond your reporting unit's control may delay completion of a financial return. If you believe your reporting unit is going to be unable to meet a time limit tell us as soon as you know. We can advise you if the step is one for which you may apply under RAO to the Industrial Registrar for extra time to complete. The maximum extra time allowed can be no more than one month.

### **Contact the Registry**

We encourage you to contact the Registry on (02) 8374 6618 or by e-mail at [belinda.penna@air.gov.au](mailto:belinda.penna@air.gov.au) as early as possible if you believe preparation or lodgment of your return will be delayed or if you have any queries. We can offer you advice on procedures but we cannot give you legal or accounting advice.

Yours sincerely

A handwritten signature consisting of the letters 'C' and 'R' followed by a long horizontal line.

For Deputy Industrial Registrar...  
21 January 2008



**Documents Checklist**

You can use this checklist as soon as possible after the financial year ends to ensure you have all the necessary documents prepared and that those documents contain all information required by RAO.

You can also use this checklist to ensure all documents in your financial return are complete before lodging them in the Registry.

No	Document	✓
<b>1</b>	<b>General Purpose Financial Report</b>	
	Does the report contain a Profit and Loss Statement?	
	Does the report contain a Balance Sheet?	
	Does the report contain a Statement of Cash Flows?	
	Does the report contain notes to the financial statements as required by AAS and the reporting guidelines?	
	Does the report contain all other information required by the reporting guidelines?	
<b>2</b>	<b>Committee of Management Statement</b>	
	Is the statement signed by the officer responsible for undertaking functions necessary to enable the reporting unit to comply with RAO?	
	Is the statement dated?	
	Is the statement in accordance with a resolution of the committee?	
	Does the statement specify the date of the resolution?	
	Does the statement contain declarations required by the reporting guidelines?	
	Does the statement contain declarations relating to any recovery of wages activity?	
<b>3</b>	<b>Auditor's Report</b>	
	Is the Report dated and signed by the auditor?	
	Is the name of the auditor clear?	
	Are the qualifications of the auditor on the report?	
	Has the auditor expressed an opinion on all matters required?	
<b>4</b>	<b>Operating Report</b>	
	Is the report signed and dated?	
	Does the report provide the number of members?	
	Does the report provide the number of employees?	
	Does the report contain a review of principal activities?	
	Does the report give details of significant changes?	
	Does the report give details of right of members to resign?	
	Does the report give details of superannuation trustees?	
	Does the report give details of membership of the committee of management?	
<b>5</b>	<b>Concise report*</b>	
<b>6</b>	<b>Certificate of Secretary or other Authorised Officer</b>	
	Is the certificate signed and dated?	
	Is the signatory the secretary or another officer authorised to sign the certificate?	
	Is the date that the report was provided to members stated?	
	Is the date of the Second Meeting at which the report was presented stated?	
	Does the certificate state that the documents are copies of those provided to members?	
	Does the certificate state that the documents are copies of those presented to the Second Meeting?	

\* This is an optional way of providing documents to members (see RAO s265(3) and RAO Reg. 161).

**Committee Of Management Statement**

On \_\_\_\_/\_\_\_\_/\_\_\_\_ [date of meeting] the Committee of Management of \_\_\_\_\_ [name of reporting unit] passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended \_\_\_\_/\_\_\_\_/\_\_\_\_ [date]:

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 Industrial Registrar;
- (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 RAO Schedule and the RAO Regulations; and
  - #(iv) where the organisation consists of 2 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) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been\* furnished to the member or Registrar; and
  - #(vi) there has been\* compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.

*[Add the following if any recovery of wages activity has been undertaken during the financial year]*

- (f) in relation to recovery of wages activity:
  - (i) the financial report on recovery of wages activity has been fairly and accurately prepared in accordance with the requirements of the reporting guidelines of the Industrial Registrar; and
  - (ii) the committee of management caused the auditor to include in the scope of the audit required under subsection 257(1) of the RAO Schedule all recovery of wages activity by the reporting unit in which revenues had been derived for the financial year in respect of such activity; and
  - (iii) no fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from moneys recovered from employers on behalf of workers other than reported in the financial report on recovery of wages activity and the notes to the financial statements; and
  - (iv) that prior to engaging in any recovery of wages activity, the organization has disclosed to members by way of a written policy all fees to be charged or reimbursement of expenses required for recovery of wages activity, and any likely request for donations or other contributions in acting for a worker in recovery of wages activity; and

- (v) no fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from moneys recovered from employers on behalf of workers until distributions of recovered money were made to the workers.

For Committee of Management: \_\_\_\_\_ [*name of designated officer per section 243 of the RAO Schedule*]

Title of Office held:

Signature:

Date:

\* *Where compliance or full compliance has not been attained - set out details of non compliance instead.*

# *Where not relevant these may be modified accordingly (e.g. in (vi) "No orders have been made by the Commission under section 273 of the RAO Schedule during the period."*



**Certificate of Secretary or other Authorised Officer<sup>1</sup>**

s268 of Schedule 1B *Workplace Relations Act 1996*

I *[name]* being the *[title of office]* of the *[name of the organisation]* certify:

- that the documents lodged herewith are copies of the full report, *[and the concise report]<sup>2</sup>*, referred to in s268 of the RAO Schedule; and
- that the *[full report **OR** concise report]<sup>3</sup>*, was provided to members on *[insert date]*; and
- that the full report was presented to *[a general meeting of members **OR** the last of a series of general meetings of members **OR** a meeting of the committee of management]<sup>3</sup>* of the reporting unit on *[insert date]*; in accordance with section 266 of the RAO Schedule.

Signature

Date:

<sup>1</sup>*RAO regulation 162 prescribes the designated officer for the purpose of RAO schedule s268 as:*

(a) the secretary; or

(b) an officer of the organisation other than the secretary who is authorised by the organisation or by the rules of the organisation to sign the certificate mentioned in that paragraph.

<sup>2</sup>*Only applicable where a concise report is provided to members*

<sup>3</sup>*Insert whichever is applicable*