



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

Level 8, Terrace Towers  
80 William Street, East Sydney, NSW 2011  
Telephone: (02) 8374 6666  
Fax: (02) 9380 6990  
Email: [sydney@air.gov.au](mailto:sydney@air.gov.au)

Mr Michael O'Connor  
National Secretary  
Forestry & Furnishing Products Division  
Construction, Forestry, Mining and Energy Union  
148 -152 Miller St  
West Melbourne VIC 3003

Dear Mr O'Connor

**Re: Lodgement of Financial Statements and Accounts – Forestry & Furnishing  
Products Division, Queensland FFTS Branch – for year ending 31 December 2007  
(FR2007/536)**

I refer to the abovementioned financial statements and accounts, and in addition the financial documents of the CFMEU Industrial Union of Employees, Queensland, which were lodged in the Registry on 4 July 2008.

The legislative requirements in respect of the above financial report having been met, the documents have been filed.

Yours sincerely,

A handwritten signature in black ink that reads 'David Vale'.

Statutory Services Branch

21 July 2008

Cc Mr Vincent Breen



CONSTRUCTION  
FORESTRY  
MINING  
ENERGY  
UNION

FORESTRY &  
FURNISHING  
PRODUCTS  
DIVISION

23 June 2008

The Registrar  
Australian Industrial Registry  
Level 8 Terrace Towers  
80 William Street  
East Sydney NSW 2011

Dear Registrar,

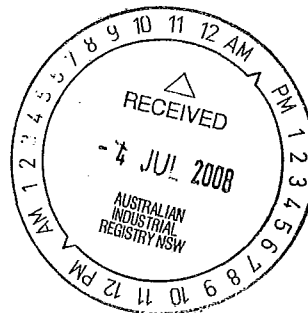
**Re: Financial Statements to 31 December 2007**

Attached please find:

- Audited CFMEU Queensland Financial Report for year ending 31 December 2007;
- The audited CFMEU FFTS Union Division, Queensland Branch Financial Report for year ending 31 December 2007; and
- A copy of Construction Worker Journal April 2008, containing notification to members advising access to the financial reports.

Yours sincerely

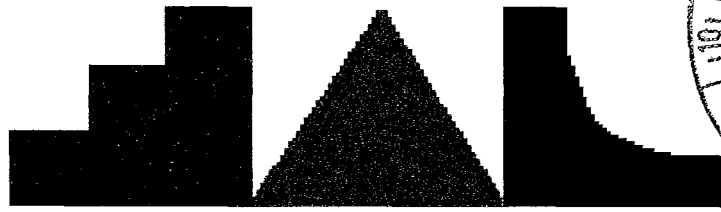
Michael O'Connor  
*National Secretary*  
*Forestry & Furnishing Products Division*  
CFMEU



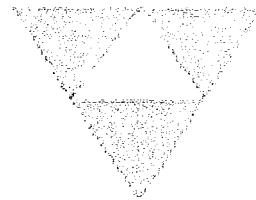
National Office  
148 - 152 Miller Street  
WEST MELBOURNE  
VICTORIA 3003

PH: (03) 9274 9215  
FAX: (03) 9274 9284  
Email: info@cfmeuforestry.org

ABN 91 691 430 210



**CFMEU**



**CONSTRUCTION, FORESTRY, MINING AND ENERGY UNION,  
FFPD QUEENSLAND FFTS BRANCH**

**Financial Report**

**For the year ended 31 December 2007**

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**Construction, Forestry, Mining and Energy Union,  
FFPD Queensland FFTS Branch**

*Income Statement for the year ended 31 December 2007*

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|  | Note | 2007<br>\$    | 2006<br>\$     |
|--|------|---------------|----------------|
| <b>REVENUE</b>                                 |      |               |                |
| <i>Operating activities</i>                    |      |               |                |
| Membership subscriptions                       |      | 86,035        | 105,313        |
| Compulsory levy - Defence Fund                 |      | 9,708         | 6,051          |
| Joining fees                                   |      | 2,000         | 3,591          |
| <b>Total revenue</b>                           |      | <b>97,743</b> | <b>114,955</b> |
| <b>EXPENDITURE</b>                             |      |               |                |
| Affiliation fees - CFMEU FFBPM National Office |      | 19,666        | 22,892         |
| Expenses as per CFMEU/FFTS agreement           | 3    | 78,077        | 92,063         |
| <b>Total expenses</b>                          |      | <b>97,743</b> | <b>114,955</b> |
| <b>Surplus before income tax</b>               |      | -             | -              |
| Income tax expense                             | 2    | -             | -              |
| <b>Surplus attributable to the Union</b>       |      | -             | -              |

*The accompanying notes form part of these financial statements.*

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Construction, Forestry, Mining and Energy Union,  
FFPD Queensland FFTS Branch

*Balance Sheet as at 31 December 2007*

---

|                                   | Note | 2007<br>\$ | 2006<br>\$ |
|-----------------------------------|------|------------|------------|
| <b><i>Current assets</i></b>      |      |            |            |
| Cash and cash equivalents         |      | -          | -          |
| Financial assets                  |      | -          | -          |
| Receivables                       |      | -          | -          |
| <b>Total current assets</b>       |      | -          | -          |
| <b>Total assets</b>               |      | -          | -          |
| <b><i>Current liabilities</i></b> |      |            |            |
| Trade and other payables          |      | -          | -          |
| <b>Total current liabilities</b>  |      | -          | -          |
| <b>Total liabilities</b>          |      | -          | -          |
| <b>Net assets</b>                 |      | -          | -          |
| <b><i>Equity</i></b>              |      |            |            |
| Retained earnings                 |      | -          | -          |
| <b>Total equity</b>               |      | -          | -          |

*The accompanying notes form part of these financial statements.*

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**Construction, Forestry, Mining and Energy Union,  
FFPD Queensland FFTS Branch**

*Statement of changes in equity for the year ended 31 December 2007*

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|                                    | <b>Retained<br/>earnings<br/>\$</b> |
|------------------------------------|-------------------------------------|
| <b>Balance at 1 January 2006</b>   | -                                   |
| Surplus attributable to the Union  | -                                   |
| <b>Balance at 31 December 2006</b> | -                                   |
| Surplus attributable to the Union  | -                                   |
| Revaluation increment              | -                                   |
| <b>Balance at 31 December 2007</b> | -                                   |

*The accompanying notes form part of these financial statements.*

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**Construction, Forestry, Mining and Energy Union,  
FFPD Queensland FFTS Branch**

*Cash Flow Statement for the year ended 31 December 2007*

---

|   | Note     | 2007<br>\$ | 2006<br>\$ |
|---|----------|------------|------------|
| <b><i>Cash flows from operating activities</i></b>      |          |            |            |
| Receipts from members                                   |          | -          | -          |
| Other sundry receipts                                   |          | -          | -          |
| Payments to suppliers and employees                     |          | -          | -          |
|   |          | <hr/>      | <hr/>      |
| <b>Net cash provided by operating activities</b>        | <b>6</b> | <b>-</b>   | <b>-</b>   |
|   |          | <hr/>      | <hr/>      |
| <b><i>Cash flow from investing activities</i></b>       |          |            |            |
| Purchase of fixed assets                                |          | -          | -          |
| Proceeds from sale of fixed assets                      |          | -          | -          |
|   |          | <hr/>      | <hr/>      |
| <b>Net cash provided (used) by investing activities</b> |          | <b>-</b>   | <b>-</b>   |
|   |          | <hr/>      | <hr/>      |
| <b>Net increase (decrease) in cash held</b>             |          | <b>-</b>   | <b>-</b>   |
| Cash at the beginning of the year                       |          | -          | -          |
|   |          | <hr/>      | <hr/>      |
| <b>Cash at the end of the year</b>                      |          | <b>-</b>   | <b>-</b>   |
|   |          | <hr/>      | <hr/>      |

*The accompanying notes form part of these financial statements.*

**Construction, Forestry, Mining and Energy Union,  
FFPD Queensland FFTS Branch**

*Recovery of Wages Activity Report (Cash Basis) for the year ended 31 December 2007*

|   | No of<br>Note Workers | 2007<br>\$ | No of<br>Workers | 2006<br>\$ |
|---|-----------------------|------------|------------------|------------|
| <b>Cash assets in respect of recovered money at the beginning of the year</b> |                       | -          |                  | -          |
| <b>Receipts</b>   |                       |            |                  |            |
| Amounts recovered from employers in respect of wages etc                      |                       | -          |                  | -          |
| Interest received on recovered money  |                       | -          |                  | -          |
| <b>Total receipts</b>   |                       | -          |                  | -          |
| <b>Payments</b>   |                       |            |                  |            |
| Deductions of amounts due in respect of membership for:                       |                       |            |                  |            |
| 12 months or less   |                       | -          |                  | -          |
| greater than 12 months  |                       | -          |                  | -          |
| Deductions of donations or other contributions to accounts or funds of:       |                       |            |                  |            |
| Other entities:   |                       |            |                  |            |
| BEWT  |                       | -          |                  | -          |
| CIPQ  |                       | -          |                  | -          |
| BERT  |                       | -          |                  | -          |
| BUSSQ   |                       | -          |                  | -          |
| Deductions of fees or reimbursement of expenses                               |                       | -          |                  | -          |
| Payments to workers in respect of recovered money                             |                       | -          |                  | -          |
| Bank charges  |                       | -          |                  | -          |
| <b>Total payments</b>   |                       | -          |                  | -          |
| <b>Cash assets in respect of recovered money at the end of the year</b>       |                       | -          |                  | -          |
| <b>Amounts recovered but not yet paid to workers</b>                          |                       | -          |                  | -          |

*The accompanying notes form part of these financial statements.*



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**Construction, Forestry, Mining and Energy Union,  
FFPD Queensland FFTS Branch**

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

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**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 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 and Energy Union, FFBPM Division, Qld 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.

**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.

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**Construction, Forestry, Mining and Energy Union,  
FFPD Queensland FFTS Branch**

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

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**Note 2: Statement of significant accounting policies (contd)**

**(b) 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.

**(c) 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.

**(d) Comparative Figures**

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

**Critical accounting estimates and judgements**

The Union 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.

*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.

**Note 3: CFMEU/FFTS administration agreement**

The attached financial statements reflect the entries as recorded whilst under the administration of the Construction, Forestry, Mining and Energy, Industrial Union of Employees, Queensland.

**Note 4: Contingent liabilities**

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

**Note 5: Events after the Balance Sheet date**

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

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Construction, Forestry, Mining and Energy Union,  
FFPD Queensland FFTS Branch

Notes to the Financial Statements for the year ended 31 December 2007

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|   | 2007  | 2006  |
|---|-------|-------|
|   | \$    | \$    |
| <b>Note 6: Cash flow information</b>  |       |       |
| <b>(a) Reconciliation of cash flow from operations with surplus from ordinary activities after income tax</b> |       |       |
| Surplus from ordinary activities after income tax   | -     | -     |
| Changes in assets and liabilities   |       |       |
| (Increase) decrease in receivables  | -     | -     |
| (Increase) decrease in prepayments  | -     | -     |
| Increase (decrease) in payables of an operating nature  | -     | -     |
| Increase (decrease) in other liabilities  | -     | -     |
| Increase (decrease) in provisions   | -     | -     |
|   | <hr/> | <hr/> |
|   | -     | -     |

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

(c) The Union has no credit stand-by or financing facilities in place.

**Note 7: Financial instruments**

**(a) Interest rate risk**

The Union has no 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.

**Financial liabilities**

Nil

**(b) 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.

**(c) 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 8: Union details**

The principal place of business of the Union is:

Construction, Forestry, Mining and Energy Union, FFBPM Division, Qld Branch  
366 Upper Roma Street  
Brisbane Qld 4000

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**Construction, Forestry, Mining and Energy Union,  
FFPD Queensland FFTS Branch**

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


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*(Workplace Relations Act 1996 Cwlth)*

In accordance with a resolution passed by the Committee of Management of the Construction, Forestry, Mining and Energy Union, FFBPM Division, Qld Branch on 29 February 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:

  
.....

**Vincent E. Breen**

State Secretary

**Construction, Forestry, Mining and Energy Union,  
FFPD Queensland FFTS Branch**

Date: ...29 February 2008...

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**Construction, Forestry, Mining and Energy Union,  
FFPD Queensland FFTS Branch**

*Independent Audit Report to the members*

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**Report on the Financial Report**

We have audited the accompanying financial report of the Construction, Forestry, Mining and Energy Union, FFBPM Division, Qld Branch which comprises the balance sheet as at 31 December 2007, income statement, statement of changes in equity, cash flow statement, 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 judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by 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 and Energy Union, FFBPM Division, Qld 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  
Date: 13 March 2008

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**Construction, Forestry, Mining and Energy Union,  
FFPD Queensland FFTS Branch**

*Certificate by State Secretary for the year ended 31 December 2007*

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In accordance with the requirements of the Workplace Relations Act 1996 Schedule 1B Section 268(c), I, Vincent E. Breen, certify that the attached copies of reports are copies of documents that were provided to members on <sup>15 April</sup>....., 2008 and presented to a meeting of the Committee of Management on <sup>29 Feb</sup>....., 2008 in accordance with Section 266 of the RAO Schedule.

*27th May*



.....  
**Vincent E. Breen**  
State Secretary

**Construction, Forestry, Mining and Energy Union,  
FFPD Queensland FFTS Branch**

Date: *27th May 2008*.....

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## Construction, Forestry, Mining and Energy Union, FFPD Queensland FFTS Branch

*Operating Report for the year ended 31 December 2007*

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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:

- Implementation of the decisions of the State Executive, State Management Committee and resolutions of the State Delegates' convention.
- The development and implementation of Union policy through effective communications with members at the workplace.
- The administration of State awards, the variation of awards following major test cases (ie State wage case) and making other variations to awards for other industrial matters.
- Industrial support including representation of members grievances and/or advice at their workplaces and/or through the various industrial tribunals (ie Industrial Relations Commission, Workers Compensation etc).
- Ongoing communication to members and the broader community through meetings, rallies, media releases, journals and flyers.
- Growing the organisation through good on the job organisation and strong links between the organisers and members.

The results of those activities were ongoing in providing effective leadership to officers, organisers, delegates and membership in the development, advancement and delivery of policy through a delegation of responsibilities and effective communication strategies in the areas of organising, policy/administration, and Industrial Relations/Training/Workcover.

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**

No officers or members were trustees, or directors of a trustee company, of a Superannuation Fund as a consequence of their position with the Union.

### **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 258.

### **Number of Employees**


There were no full-time equivalent employees of the Union at the end of the financial year.

### **Committee of Management**

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

- |                |                 |                     |
|----------------|-----------------|---------------------|
| ● David Begley | ● Vincent Breen | ● Garland Whitehall |
| ● Rodney Black | ● John Forrest  | ● Stephen Williams  |

Signed on behalf of the Committee of Management by:

  
.....  
**Vincent E. Breen**  
State Secretary

Date: ...29 February 2008...

**Construction, Forestry, Mining and Energy Union,  
FFPD Queensland FFTS Branch**



CONSTRUCTION  
FORESTRY  
MINING  
ENERGY  
UNION

FORESTRY &  
FURNISHING  
PRODUCTS  
DIVISION

23 June 2008

The Registrar  
Australian Industrial Registry  
Level 8 Terrace Towers  
80 William Street  
East Sydney NSW 2011

Dear Registrar,

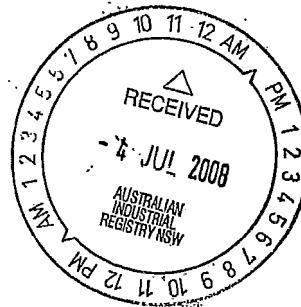
**Re: Financial Statements to 31 December 2007**

Attached please find:

- Audited CFMEU Queensland Financial Report for year ending 31 December 2007;
- The audited CFMEU FFTS Union Division, Queensland Branch Financial Report for year ending 31 December 2007; and
- A copy of Construction Worker Journal April 2008, containing notification to members advising access to the financial reports.

Yours sincerely

Michael O'Connor  
National Secretary  
Forestry & Furnishing Products Division  
CFMEU

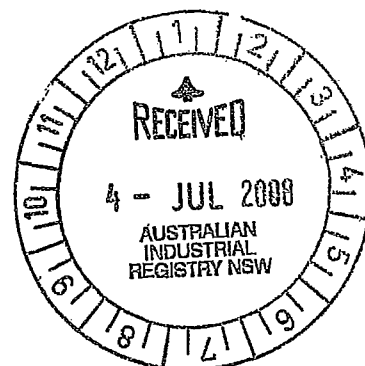


National Office  
148 - 152 Miller Street  
WEST MELBOURNE  
VICTORIA 3003

PH: (03) 9274 9215  
FAX: (03) 9274 9284  
Email: [Info@cfmeuforestry.org](mailto:Info@cfmeuforestry.org)

ABN 91 691 430 210





**THE CONSTRUCTION, FORESTRY, MINING AND ENERGY,  
INDUSTRIAL UNION OF EMPLOYEES, QUEENSLAND**

**Financial Report**

**For the year ended 31 December 2007**

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**The Construction, Forestry, Mining and Energy,  
Industrial Union of Employees, Queensland**  
*Income Statement for the year ended 31 December 2007*

|   | Note | 2007<br>\$       | 2006<br>\$       |
|---|------|------------------|------------------|
| <b>REVENUE</b>                                  |      |                  |                  |
| <i>Operating activities</i>                     |      |                  |                  |
| Revenue as per FEDFA administration agreement   | 3    | 1,333,101        | 1,366,197        |
| Membership subscriptions                        |      | 2,866,053        | 3,339,575        |
| Compulsory levy - Defence Fund                  |      | 243,605          | 257,919          |
| Voluntary Levy - Tool Scheme                    |      | 46,080           | 58,350           |
| Voluntary contributions - Defence Fund          |      | 5,858            | 9,242            |
| Grants Apprentice Scheme                        |      | 400,575          | 291,540          |
| Grants Other                                    |      | 34,600           | 9,750            |
| Joining fees                                    |      | 2,000            | 3,591            |
| <i>Non-operating activities</i>                 |      |                  |                  |
| Interest  |      | 323,595          | 328,110          |
| Rent received                                   |      | 3,500            | -                |
| Sundry income and reimbursement                 |      | 447,940          | 331,969          |
| <b>Total revenue</b>                            |      | <b>5,706,907</b> | <b>5,996,243</b> |
| <b>EXPENDITURE</b>                              |      |                  |                  |
| Affiliation Fees                                | 4    | 541,724          | 622,002          |
| Employee related costs                          | 5    | 2,836,360        | 3,167,738        |
| Grants Apprentice Scheme                        |      | 400,575          | 291,540          |
| Depreciation                                    | 6    | 211,991          | 236,231          |
| Loss on disposal of property, plant & equipment |      | 21,401           | 28,285           |
| Meeting costs                                   | 7    | 51,641           | 105,407          |
| Other   | 8    | 1,531,712        | 1,429,756        |
| <b>Total expenses</b>                           |      | <b>5,595,404</b> | <b>5,880,959</b> |
| <b>Surplus before income tax</b>                |      | <b>111,503</b>   | <b>115,284</b>   |
| Income tax expense                              | 2    | -                | -                |
| <b>Surplus attributable to the Union</b>        |      | <b>111,503</b>   | <b>115,284</b>   |
| Revaluation increment                           |      | -                | -                |
| <b>Total changes in equity</b>                  |      | <b>111,503</b>   | <b>115,284</b>   |

*The accompanying notes form part of these financial statements.*

**The Construction, Forestry, Mining and Energy,  
Industrial Union of Employees, Queensland**

*Balance Sheet as at 31 December 2007*

|                                      | Note | 2007<br>\$       | 2006<br>\$       |
|--------------------------------------|------|------------------|------------------|
| <b>Current assets</b>                |      |                  |                  |
| Cash and cash equivalents            | 9    | 2,445,880        | 2,551,300        |
| Receivables                          | 11   | 126,326          | 107,400          |
| Prepayments                          |      | 157,000          | 132,589          |
| <b>Total current assets</b>          |      | <b>2,729,206</b> | <b>2,791,289</b> |
| <b>Non-current assets</b>            |      |                  |                  |
| Financial assets                     | 10   | 2,701,828        | 2,642,317        |
| Property, Plant and Equipment        | 12   | 1,370,478        | 1,394,818        |
| <b>Total non-current assets</b>      |      | <b>4,072,306</b> | <b>4,037,135</b> |
| <b>Total assets</b>                  |      | <b>6,801,512</b> | <b>6,828,424</b> |
| <b>Current liabilities</b>           |      |                  |                  |
| Trade and other payables             | 13   | 460,851          | 558,299          |
| Short-term provisions                | 14   | 487,726          | 555,579          |
| Other                                | 15   | 354,536          | 255,023          |
| <b>Total current liabilities</b>     |      | <b>1,303,113</b> | <b>1,368,901</b> |
| <b>Non-current liabilities</b>       |      |                  |                  |
| Long-term provisions                 | 14   | 420,706          | 493,333          |
| <b>Total non-current liabilities</b> |      | <b>420,706</b>   | <b>493,333</b>   |
| <b>Total liabilities</b>             |      | <b>1,723,819</b> | <b>1,862,234</b> |
| <b>Net assets</b>                    |      | <b>5,077,693</b> | <b>4,966,190</b> |
| <b>Equity</b>                        |      |                  |                  |
| Asset revaluation reserve            | 16   | 304,091          | 304,091          |
| Retained earnings                    |      | 4,773,602        | 4,662,099        |
| <b>Total equity</b>                  |      | <b>5,077,693</b> | <b>4,966,190</b> |

*The accompanying notes form part of these financial statements.*

**The Construction, Forestry, Mining and Energy,  
Industrial Union of Employees, Queensland**  
*Statement of Changes in Equity for the year ended 31 December 2007*

|   | Retained earnings |              |           | Asset<br>revaluation<br>reserve |
|---|-------------------|--------------|-----------|---------------------------------|
|   | General Fund      | Defence Fund | Total     |                                 |
|   | \$                | \$           | \$        | \$                              |
| <b>Balance at 1 January 2006</b>            | 4,063,129         | 483,686      | 4,546,815 | 304,091                         |
| Surplus attributable to the Union           | (156,282)         | 271,566      | 115,284   |                                 |
| Revaluation increment                       |                   |              |           | -                               |
| <b>Balance at 31 December 2006</b>          | 3,906,847         | 755,252      | 4,662,099 | 304,091                         |
| Surplus (deficit) attributable to the Union | (221,110)         | 332,613      | 111,503   |                                 |
| Revaluation increment                       |                   |              |           | -                               |
| <b>Balance at 31 December 2007</b>          | 3,685,737         | 1,087,865    | 4,773,602 | 304,091                         |

*The accompanying notes form part of these financial statements.*

**The Construction, Forestry, Mining and Energy,  
Industrial Union of Employees, Queensland**  
*Cash Flow Statement for the year ended 31 December 2007*

|  | Note | 2007<br>\$  | 2006<br>\$  |
|--|------|-------------|-------------|
| <b><i>Cash flows from operating activities</i></b> |      |             |             |
| Receipts from members                              |      | 3,473,512   | 4,025,379   |
| Receipts from FEDFA administration agreement       |      | 1,466,411   | 1,502,817   |
| Receipts from CFMEU C&G National Office            |      | 153,712     | 37,109      |
| Receipts from BLF                                  |      | 31,719      | 20,195      |
| Donations received                                 |      | 5,858       | 9,242       |
| Grant receipts                                     |      | 423,157     | 425,308     |
| Interest received                                  |      | 328,186     | 331,761     |
| Wage claim receipts                                |      | 282,287     | 99,337      |
| Royal Children's Hospital donations collected      |      | 25,770      | 65,015      |
| Youngcare donations collected                      |      | 24,590      | -           |
| Rent received                                      |      | 3,850       | -           |
| Other sundry receipts                              |      | 446,434     | 250,027     |
| Payments to CFMEU C&G Federal Office               |      | (585,510)   | (454,426)   |
| Payments to CFMEU FFBPM National Office            |      | (22,807)    | (23,230)    |
| Payments to CFMEU Mining Qld Division              |      | (1,825)     | -           |
| Payments to CFMEU Mining Tasmanian Division        |      | (682)       | -           |
| Payments to CFMEU Mining National Office           |      | (2,200)     | (4,590)     |
| Payments to CFMEU C&G NSW Division                 |      | (1,903)     | (1,382)     |
| Payments to CFMEU C&G Tasmanian Division           |      | (10,000)    | -           |
| Payments to CFMEU C&G SA Division                  |      | -           | (479)       |
| Payments to BLF                                    |      | (114,876)   | (22,841)    |
| Payment of donations to Royal Childrens Hospital   |      | (124,958)   | -           |
| Payments to other suppliers and employees          |      | (5,323,162) | (5,649,593) |
| Wage claim payments                                |      | (282,496)   | (80,069)    |
| <b>Net cash provided by operating activities</b>   | 20   | 195,067     | 529,580     |
| <b><i>Cash flow from investing activities</i></b>  |      |             |             |
| Purchase of fixed assets                           |      | (436,982)   | (315,888)   |
| Proceeds from sale of fixed assets                 |      | 197,395     | 120,346     |
| Purchase of investments                            |      | (100,000)   | (619,441)   |
| Proceeds from investments                          |      | 39,100      | -           |
| <b>Net cash (used) by investing activities</b>     |      | (300,487)   | (814,983)   |
| <b>Net increase (decrease) in cash held</b>        |      | (105,420)   | (285,403)   |
| Cash at the beginning of the year                  |      | 2,551,300   | 2,836,703   |
| <b>Cash at the end of the year</b>                 | 9    | 2,445,880   | 2,551,300   |

*The accompanying notes form part of these financial statements.*

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**The Construction, Forestry, Mining and Energy,  
Industrial Union of Employees, Queensland**

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

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**Note 1: Information to be provided to members**

In accordance with the requirements of the *Industrial Relations Act 1999*, the attention of members is drawn to the provisions of section 556, which reads as follows:

- (1) A member of an organisation may apply to the organisation for information that it must, under a regulation, give its members.
- (2) An application may be made by the registrar for a member.
- (3) The organisation must give the member or, if the registrar applied for a member, the registrar, the information applied for in the way prescribed under a regulation.
- (4) If the information is given to the registrar, the registrar must give the information to the member for whom the registrar made the application.

**Note 2: Statement of significant accounting policies**

The financial report is a special purpose financial report prepared in order to satisfy the financial report requirements of the *Industrial Relations Act 1999*. The Committee of Management has determined that the Union is not a reporting entity.

**Basis of Preparation**

The report has been prepared in accordance with the requirements of the *Industrial Relations Act 1999* and the following applicable Australian Accounting Standards and Australian Accounting Interpretations.

AASB 110 Events After the Balance Sheet Date  
AASB 1031 Materiality

No other applicable Accounting Standards, Accounting Interpretations or other mandatory professional reporting requirements have been applied.

**Reporting Basis and Conventions**

The report has been prepared on a modified accruals basis of accounting where membership subscriptions are accounted for on a cash receipt basis. The 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.

**Accounting Policies**

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

**(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*.

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**The Construction, Forestry, Mining and Energy,  
Industrial Union of Employees, Queensland**

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

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**Note 2: Statement of significant accounting policies (contd)**

**(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. Property held for investment purposes is 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 those 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 assets is held ready for use. Motor vehicles are depreciated on a diminishing value basis.

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

| <i>Fixed asset</i>     | <i>Rate</i> |
|------------------------|-------------|
| Buildings              | 4%          |
| Motor vehicles         | 25%         |
| Air conditioning plant | 10.0%       |
| Computer equipment     | 20%         |
| Office equipment       | 20%         |
| Office furniture       | 12.5%       |

**(c) 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.

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**The Construction, Forestry, Mining and Energy,  
Industrial Union of Employees, Queensland**  
*Notes to the Financial Statements for the year ended 31 December 2007*

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**Note 2: Statement of significant accounting policies (contd)**

**(c) Financial Instruments (contd)**

**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.

**(d) 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.

**(e) 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.

Contributions are made by the Union to an employee superannuation fund and are charged as expenses when incurred.



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**The Construction, Forestry, Mining and Energy,  
Industrial Union of Employees, Queensland**

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

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**Note 2: Statement of significant accounting policies (contd)**

**(f) 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.

**(g) 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.

**(h) 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.

**(i) Comparative Figures**

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

**Critical accounting estimates and judgements**

The Union 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.

*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.

**(j) 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.

**The Construction, Forestry, Mining and Energy,  
Industrial Union of Employees, Queensland**

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

|   | 2007<br>\$ | 2006<br>\$ |
|---|------------|------------|
| <b>Note 3: FEDFA membership subscriptions</b>   |            |            |
| Membership subscriptions  | 1,215,897  | 1,272,348  |
| Compulsory levy - Defence Fund  | 117,204    | 93,849     |
|   | 1,333,101  | 1,366,197  |
| <p>These amounts reflect the entries as recorded in accordance with the FEDFA/ASCJBPP&amp;D administration agreement.</p> |            |            |
| <b>Note 4: Affiliation fees</b>   |            |            |
| Political   | 45,410     | 50,472     |
| CFMEU C&G National Office   | 411,096    | 427,098    |
| CFMEU FFBPM National Office   | 19,666     | 22,892     |
| Other   | 65,552     | 121,540    |
|   | 541,724    | 622,002    |
| <b>Note 5: Employee related costs</b>   |            |            |
| Employee remuneration - officials   | 969,525    | 1,171,851  |
| Employee remuneration - staff   | 879,244    | 833,825    |
| External agencies   | 9,998      | 15,226     |
| BERT contributions  | 76,668     | 91,755     |
| CIPQ Insurance  | 18,058     | 21,601     |
| Annual leave entitlements   | 42,725     | 107,000    |
| Long service leave entitlements   | 36,528     | (21,293)   |
| Fringe benefits tax   | 61,363     | 49,797     |
| Payroll tax   | 128,167    | 140,661    |
| Superannuation  | 607,507    | 750,401    |
| Workcover insurance   | 6,577      | 6,914      |
|   | 2,836,360  | 3,167,738  |
| <b>Note 6: Depreciation</b>   |            |            |
| Building  | 22,404     | 22,400     |
| Motor vehicles  | 141,041    | 163,629    |
| Plant and equipment   | 48,546     | 50,202     |
|   | 211,991    | 236,231    |

**The Construction, Forestry, Mining and Energy,  
Industrial Union of Employees, Queensland**

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

|  | 2007<br>\$ | 2006<br>\$ |
|--|------------|------------|
| <b>Note 7: Meetings costs</b>          |            |            |
| Attendance fees                        | 17,216     | 21,072     |
| Convention expenses                    | 2,467      | 59,104     |
| SMC & state executive expenses         | 20,590     | 11,679     |
| Sub-branch expenses                    | 6,837      | 8,021      |
| Other meeting expenses                 | 4,531      | 5,531      |
|  | 51,641     | 105,407    |
| <b>Note 8: Other operating costs</b>   |            |            |
| Accounting service                     | 125,173    | 117,102    |
| Administration expenditure             | 49,776     | 51,659     |
| Advertising & marketing                | 120,592    | 168,605    |
| Aged auxiliary                         | 15,864     | 14,177     |
| Auditors remuneration - audit services | 15,765     | 16,080     |
| Computer expenses                      | 12,519     | 8,997      |
| Communications                         | 77,317     | 82,220     |
| Conference expenses                    | 15,212     | 14,525     |
| Donations - political                  | 36,364     | 20,000     |
| Donations - other                      | 15,520     | 42,631     |
| Interest paid                          | -          | 488        |
| International delegates                | 513        | 64,017     |
| Journal expenses                       | 78,736     | 60,903     |
| Labour Day expenses                    | 13,303     | 22,009     |
| Legal fees                             | 282,506    | 128,750    |
| Miscellaneous expenses                 | 2,795      | 3,352      |
| Motor vehicle expenses                 | 210,938    | 225,259    |
| Organising expenses                    | 301,634    | 255,173    |
| Postage                                | 35,255     | 35,240     |
| Printing and stationery                | 70,287     | 44,251     |
| Rent and cleaning                      | 26,080     | 28,408     |
| Subscriptions                          | 6,427      | 6,189      |
| Tool claims paid                       | 1,510      | 3,035      |
| Training                               | 17,626     | 16,686     |
|  | 1,531,712  | 1,429,756  |

**The Construction, Forestry, Mining and Energy,  
Industrial Union of Employees, Queensland**

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

|   | 2007<br>\$ | 2006<br>\$ |
|---|------------|------------|
| <b>Note 9: Cash and cash equivalents</b>        |            |            |
| Petty cash on hand                              | 4,300      | 4,300      |
| Bank - general account                          | 321,930    | 119,378    |
| Bank - recovery of wages account                | 20,326     | 20,535     |
| Short-term bank deposits                        | 265,445    | 645,349    |
| Term deposits maturing in less than 3 months    | 1,125,759  | 1,261,738  |
| Debentures maturing in less than 3 months       | 708,120    | 500,000    |
|   | 2,445,880  | 2,551,300  |
| <b>Note 10: Financial assets</b>                |            |            |
| <i>Non-current</i>                              |            |            |
| <i>Available for sale financial assets:</i>     |            |            |
| Unlisted investments                            |            |            |
| Units in Trade Union Centre Rockhampton at cost | -          | 38,869     |
| Union House Partnership at fair value           | 1,828      | 3,448      |
|   | 1,828      | 42,317     |
| <i>Held to maturity investments:</i>            |            |            |
| Notes   |            |            |
|   | 2,700,000  | 2,600,000  |
|   | 2,700,000  | 2,600,000  |
| <b>Total non-current financial assets</b>       | 2,701,828  | 2,642,317  |
| <b>Note 11: Receivables</b>                     |            |            |
| Interest  | 43,388     | 47,979     |
| FEDFA   | 16,850     | 16,850     |
| BLF   | 20,345     | 14,074     |
| CFMEU National office                           | 24,442     | 27,228     |
| Other   | 26,301     | 6,269      |
|   | 131,326    | 112,400    |
| Less: Provision for impairment of receivables   | (5,000)    | (5,000)    |
|   | 126,326    | 107,400    |

**The Construction, Forestry, Mining and Energy,  
Industrial Union of Employees, Queensland**

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

|   | 2007<br>\$ | 2006<br>\$ |
|---|------------|------------|
| <b>Note 12: Property, Plant and Equipment</b> |            |            |
| Land and buildings - 1/6 share Union House    |            |            |
| Land at independent valuation 2005            | 140,000    | 140,000    |
| Building at independent valuation 2005        | 560,000    | 560,000    |
| Less: accumulated depreciation                | (44,804)   | (22,400)   |
|   | 655,196    | 677,600    |
| Motor vehicles - at cost                      | 734,650    | 798,857    |
| Less: accumulated depreciation                | (200,465)  | (218,564)  |
|   | 534,185    | 580,293    |
| Plant and equipment - at cost                 | 482,691    | 414,544    |
| Less: accumulated depreciation                | (301,594)  | (277,619)  |
|   | 181,097    | 136,925    |
|   | 1,370,478  | 1,394,818  |

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

**Movements in carrying amounts**

|                                  | Land and<br>Buildings<br>\$ | Motor<br>vehicles<br>\$ | Plant and<br>equipment<br>\$ | Total<br>\$ |
|----------------------------------|-----------------------------|-------------------------|------------------------------|-------------|
| Balance at start of year         | 677,600                     | 580,293                 | 136,925                      | 1,394,818   |
| Additions                        | -                           | 304,195                 | 93,062                       | 397,257     |
| Disposals                        | -                           | (203,846)               | (344)                        | (204,190)   |
| Revaluation increments           | -                           |                         |                              | -           |
| Depreciation expense - Note 6    | (22,404)                    | (141,041)               | (48,546)                     | (211,991)   |
| Depreciation - Apprentice Scheme | -                           | (5,416)                 | -                            | (5,416)     |
| Carrying amount at end of year   | 655,196                     | 534,185                 | 181,097                      | 1,370,478   |

**The Construction, Forestry, Mining and Energy,  
Industrial Union of Employees, Queensland**

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

|  | 2007<br>\$ | 2006<br>\$ |
|--|------------|------------|
| <b>Note 13: Trade and other payables</b> |            |            |
| Trade                                    |            |            |
| CFMEU C&G National Office                | 27,402     | 684        |
| BLF                                      | 47,626     | -          |
| Legal                                    | 1,375      | 6,585      |
| Other                                    | 106,508    | 48,258     |
| GST                                      | 63,972     | 81,646     |
| Appeals                                  | 24,590     | 99,188     |
| Sundry Creditors                         |            |            |
| CFMEU C&G National Office                | 76,079     | 182,825    |
| CFMEU FFBPM National Office              | 2,405      | 3,474      |
| Legal                                    | -          | 4,482      |
| Other                                    | 90,568     | 110,622    |
| Wages collected on behalf of members     | 20,326     | 20,535     |
|  | 460,851    | 558,299    |

**Note 14: Provisions**

*Employee entitlements:*

|  |           |           |
|--|-----------|-----------|
| <b>Balance at 1 January</b>              | 1,048,912 | 1,035,833 |
| Additional provisions raised during year |           |           |
| General operations - note 5              | 79,253    | 85,707    |
| Apprentice Scheme                        | 2,612     | 7,875     |
| Amounts used                             | (222,345) | (80,503)  |
| <b>Balance at 31 December</b>            | 908,432   | 1,048,912 |

*Analysis of employee entitlements*

|                              |         |           |
|------------------------------|---------|-----------|
| Current                      |         |           |
| Officials                    | 292,859 | 336,742   |
| Staff                        | 194,867 | 218,837   |
| Total current provisions     | 487,726 | 555,579   |
| Non-current                  |         |           |
| Officials                    | 291,032 | 326,830   |
| Staff                        | 129,674 | 166,503   |
| Total non-current provisions | 420,706 | 493,333   |
|                              | 908,432 | 1,048,912 |

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**The Construction, Forestry, Mining and Energy,  
Industrial Union of Employees, Queensland**

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

---

|   | 2007    | 2006    |
|---|---------|---------|
|   | \$      | \$      |
| <b>Note 14: Provisions contd</b>  |         |         |
| 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. |         |         |
| <b>Note 15: Other current liabilities</b>   |         |         |
| <i>Revenue received in advance</i>  |         |         |
| Apprentice Scheme Funding   | 198,936 | 249,423 |
| Other   | 155,600 | 5,600   |
|   | <hr/>   | <hr/>   |
|   | 354,536 | 255,023 |

**Note 16: Reserves**

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

**Note 17: Defence Fund**

|  |           |           |
|--|-----------|-----------|
| Compulsory levy - Defence Fund   | 360,808   | 351,768   |
| Voluntary contributions - Defence Fund                                 | 5,858     | 9,242     |
| Union contribution from general fund                                   | 73,886    | 134,821   |
| Less: expenditure  | (107,939) | (224,265) |
|  | <hr/>     | <hr/>     |
| <b>Balance of Fund at 31 December transferred to Retained earnings</b> | 332,613   | 271,566   |

The Defence Fund is being maintained to provide the additional resources needed to defend our members against continuing attacks from employers and Federal Government agencies.

**Note 18: Contingent liabilities**

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

**Note 19: Events after the Balance Sheet date**

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

**The Construction, Forestry, Mining and Energy,  
Industrial Union of Employees, Queensland**  
*Notes to the Financial Statements for the year ended 31 December 2007*

|   | 2007<br>\$ | 2006<br>\$ |
|---|------------|------------|
| <b>Note 20: Cash flow information</b>   |            |            |
| <b>(a) Reconciliation of cash flow from operations with surplus from ordinary activities after income tax</b> |            |            |
| Surplus from ordinary activities after income tax   | 111,503    | 115,284    |
| Non-cash flows in ordinary activities   |            |            |
| Depreciation expense - Note 6   | 211,991    | 236,231    |
| Depreciation - Apprentice Scheme  | 5,416      | 5,495      |
| Net loss on disposal of fixed assets  | 24,508     | 28,285     |
| Union House partnership loss  | 1,620      | 1,480      |
| Changes in assets and liabilities   |            |            |
| (Increase) in receivables   | (18,926)   | (26,726)   |
| (Increase) in prepayments   | (24,411)   | (1,975)    |
| Increase (decrease) in payables of an operating nature  | (75,667)   | 95,273     |
| Increase in other liabilities   | 99,513     | 63,154     |
| Increase (decrease) in provisions   | (140,480)  | 13,079     |
|   | 195,067    | 529,580    |

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

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

**Note 21: 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 at bank and on hand | 346,556   | 144,213   |
| Deposits at call         | 265,445   | 645,349   |
| Term deposits            | 1,125,759 | 1,261,738 |
| Notes and debentures     | 3,408,120 | 3,100,000 |
|                          | 5,145,880 | 5,151,300 |

**Financial liabilities**

Nil



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**The Construction, Forestry, Mining and Energy,  
Industrial Union of Employees, Queensland**

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

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**Note 21: Financial instruments (contd)**

**(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 22: Union details**

The principal place of business of the Union is:

Construction, Forestry, Mining and Energy, Industrial Union of Employees, Queensland  
366 Upper Roma Street  
Brisbane Qld 4000

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**The Construction, Forestry, Mining and Energy,  
Industrial Union of Employees, Queensland**  
*Accounting Officer's Certificate for the year ended 31 December 2007*

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*(Industrial Relations Act 1999)*

I, Michael John Ravbar, being the officer responsible for keeping the accounting records of the Construction, Forestry, Mining and Energy, Industrial Union of Employees, Queensland, certify that as at 31 December 2007 the number of members of the organisation was as follows:

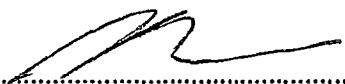
|                                 |       |
|---------------------------------|-------|
| number of financial members     | 4,658 |
| number of non-financial members | 2,509 |

and, in my opinion:

- (i) the financial statements show a true and fair view of the financial affairs of the organisation as at the end of the financial year;
- (ii) a record has been kept of all monies paid by, or collected from, members of the organisation, and all monies so paid or collected have been credited to the bank account or accounts to which those monies are to be credited, in accordance with the rules of the organisation;
- (iii) before any expenditure was incurred by the organisation, approval of the incurring of the expenditure was obtained in accordance with the rules of the organisation;
- (iv) no payment was made from any fund or special account for a purpose other than the purpose for which the fund or account was established. Any payments made were approved under the rules of the organisation.
- (v) any loans or other financial benefits given to employees or officers of the organisation were allowed under the organisation's rules; and
- (vi) the register of members of the organisation was maintained in accordance with the Act.

Signed at Brisbane,

Dated this.....29th.....day of February 2008.

  
.....  
**Michael John Ravbar**  
State Secretary

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**The Construction, Forestry, Mining and Energy,  
Industrial Union of Employees, Queensland**

*Management Committee Certificate for the year ended 31 December 2007*

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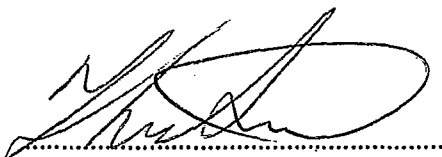
*(Industrial Relations Act 1999)*

We, Thomas Smith and Bradley Daniel being two members of the Committee of Management of the Construction, Forestry, Mining and Energy, Industrial Union of Employees, Queensland do state on behalf of the Committee and in accordance with a resolution passed by the Committee that:

- (i) in our opinion, the financial statements show a true and fair view of the financial affairs of the organisation as at the end of the financial year to which the statements relate;
- (ii) in our opinion, the organisation was solvent during the whole of the year and at the date of this statement the organisation is able to pay its debts as and when they fall due;
- (iii) in our opinion, during the financial period to which the statements relate, meetings of the Committee of Management were held in accordance with the rules of the organisation;
- (iv) to the knowledge of any member of the Committee, there have been, during the financial period to which the statements relate, no instances where records or rules of the organisation or other documents (not being documents containing information made available to a member of the organisation under section 556 of the Act), or copies of those records, rules or other documents, have not been given to members of the organisation in accordance with the Act, the Regulations made under the Act, or the rules of the organisation;
- (v) the audit report and financial statements of the organisation for the financial year immediately before the year to which these financial statements relate have been:
  - (a) presented to a meeting of the organisation in accordance with section 565 of the Act; and
  - (b) given to the members of the organisation in accordance with section 566 of the Act.

Signed at Brisbane,

Dated this.....29th.....day of February 2008.



*Thomas Smith*



*Bradley Daniel*

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**The Construction, Forestry, Mining and Energy,  
Industrial Union of Employees, Queensland**  
*Independent Audit Report to the members*

---

**Report on the Financial Report**

We have audited the accompanying financial report being a special purpose financial report of the Construction, Forestry, Mining and Energy, Industrial Union of Employees, Queensland, which comprises the balance sheet as at 31 December 2007, income statement, statement of changes in equity, cash flow statement, 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 and have determined that the accounting policies described in Note 2 to the financial statements, which form part of the financial report, are consistent with the financial reporting requirements of the Industrial Relations Act 1999 and the Union's rules and are appropriate to meet the needs of the members. The committee's responsibilities also include 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. No opinion is expressed as to whether the accounting policies used, as described in Note 2, are appropriate to meet the needs of members. 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 judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

The financial report has been prepared for distribution to members for the purpose of fulfilling the committee's financial reporting under the Industrial Relations Act 1999. We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

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

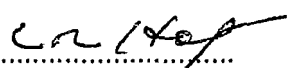
*Independence*

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

*Auditor's Opinion*

In our opinion:

- (a) the organisation kept satisfactory accounting records for the financial year, including records of:
  - (i) the sources and nature of the organisation's income, including income from members, and
  - (ii) the nature and reasons for the organisation's expenditure; and
- (b) the accounts and statements for the year were properly drawn to give a true and fair view of the organisation's:
  - (i) financial affairs at the end of the year, and
  - (ii) income and expenditure, and any surplus or deficit, for the year; and
- (c) the accounts and statements for the year were prepared in accordance with the Industrial Relations Act 1999; and
- (d) all the information and explanations that we required from the organisation's officers or employees were given.

  
.....  
**Colin Hopkins**  
Registered Company Auditor  
Hopkins Henderson Accountants

Brisbane

  
.....  
26 March 2008

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**The Construction, Forestry, Mining and Energy,  
Industrial Union of Employees, Queensland**  
*Secretary's Certificate*

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*(Industrial Relations Act 1999)*

I certify that the attached Financial Statements, including the Audit Report, for the year ended 31 December 2007 are those that were presented to a general meeting or Management Committee meeting of the Construction, Forestry, Mining and Energy, Industrial Union of Employees, Queensland held on ..... 2008.

~~29<sup>th</sup> February~~  
27<sup>th</sup> May

Signed at Brisbane,

Dated this 27<sup>th</sup> ..... day of May ..... 2008.



.....  
**Michael John Ravbar**  
State Secretary



**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: FR2007/536-[105N-FFTQ]**

Mr Vincent Breen  
Secretary  
Construction, Forestry, Mining and Energy Union-  
FFPD- Queensland Branch  
2nd Floor, 366 Upper Roma Street  
Brisbane Qld 4000

Dear Mr Breen

**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".

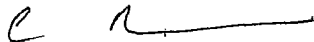
## **Extensions of Time**

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 in black ink, appearing to be 'e n', written over a 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