



FAIR WORK  
COMMISSION

5 March 2013

Mr Sam Roberts  
General Branch Secretary, General Branch  
National Union of Workers  
PO Box 343  
NORTH MELBOURNE VIC 3051

Dear Mr Roberts,

**Re: Lodgement of Financial Statements and Accounts - National Union of Workers,  
General Branch - for year ended 30 June 2012 (FR2012/434)**

I refer to the above financial statements and accounts which were lodged with Fair Work Australia (now known as the Fair Work Commission) on 21 December 2012. An amended Secretary's Certificate was lodged on 28 February 2013.

I have filed the documents but wish to draw your attention to the following detail where future reports should reflect more closely the relevant provision of the *Fair Work (Registered Organisations) Act 2009* ('the RO Act'). I acknowledge that this does not appear to have been identified in previous years.

**Operating Report - Meaning of "results"**

Sub-section 254(2)(a) of the RO Act requires, in part, that the Operating Report should include a review of the principal activities during the year, and "the results of those activities". The Operating Report lodged simply declared that there had been no significant change in the nature of its activities.

The kind of results contemplated by sub-section 254(2)(a) is a description of non-financial outcomes of the principal activities. These were broadly described as "*the protection and improvement of employment conditions for its members*". These activities will have had various results and though the way in which these results may be described is not prescribed by the legislation, the Branch might consider how and in what ways its members' interests have been protected and improved over the year and include a brief description along those lines.

**Secretary's Certificate**

I also wish, for the avoidance of all doubt, to take this opportunity to confirm the correct understanding that the reporting unit should have of the meaning of "presentation" to a meeting for the purposes of section 266. My review of the Certificates and financial statements for previous years and past correspondence from FWC shows that there appears to have been some misunderstanding about what needs to be certified on the Secretary's Certificate required by section 268.

It will be helpful to keep in mind that the Act has always contemplated that the reporting process will involve two meetings. The first meeting is the meeting at which the Committee of Management Statement is signed along with other documents such as the Operating Report and often the Auditor's Report. The financial statements are placed before the committee for the first

time at that first meeting. Once the auditor's report is signed, at or soon after that first meeting, the financial statements may be provided to the members.

The second meeting is the meeting referred to in section 266 at which the signed auditor's report and full financial report is said to be formally "presented". In the case of the National Union of Workers, the rules allow, and it appears to have been the practice, that the second meeting is a meeting of the committee of management. It is this second meeting that must be referred to, on the Secretary's Certificate, as the meeting held in accordance with section 266.

As far as I can ascertain, the General Branch has from 2007 held a second meeting of the committee after providing the reports to the members, but has generally lodged Secretary's Certificates that incorrectly refer to the date of the first meeting of the committee.

The question is therefore primarily one of the correct reference to appear on the Secretary's Certificate. The Secretary's Certificate is the document that informs FWC that the reporting has complied with sections 265 and 266 within the prescribed periods, so the reference must be correct to avoid a query from FWC.

Please do not hesitate to contact me at any time on (02) 6723 7237 if you have any queries regarding the financial reporting requirements in the future.

Yours sincerely

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

Stephen Kellett  
Senior Adviser  
Regulatory Compliance Branch

cc. Mr Paul Richardson, Assistant General Secretary

**From:** [Paul Richardson](#)  
**To:** [KELLETT, Stephen](#)  
**Subject:** FR2012/434 - NUW General Branch - Financial Statement YE 30 June 2012  
**Date:** Thursday, 28 February 2013 11:55:20 AM  
**Attachments:** [Letter FWA - Gen Branch Fin Statements Yr End 30.6.12.PDF](#)

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Dear Stephen

Please find attached an amended declaration in relation to the above matter

The original has been forwarded by mail to you today

Regards

**Paul Richardson | Assistant National Secretary | National Union of Workers**

**P: (03) 9287 1850 | M: 0417 330 825 | F : (03) 9287 1818 | E: [prichardson@nuw.org.au](mailto:prichardson@nuw.org.au)**

PR:PR

G13A-095

28 February, 2013

Mr S. Kellett  
Senior Adviser – Regulatory Compliance Branch  
Fair Work Australia  
80 William Street  
East Sydney NSW 2011

Dear Mr Kellett,

Re: **FR 2012/434 – Financial Statements and Accounts Year Ended 30 June 2012 - National Union of Workers, General Branch**

I refer to the above and your correspondence dated 18 February, 2013.

As requested, please find attached an amended declaration as required under section 268 (c) of the Act.

Should you require any further information please do not hesitate to contact this office.

Yours sincerely,

  
**SAM ROBERTS**  
**GENERAL BRANCH SECRETARY**

**nuwassist**

**1300 275 689**

**nuw.org.au**

FOR WORKPLACE SUPPORT

National PO Box 343, North Melbourne VIC 3051  
VIC PO Box 343, North Melbourne VIC 3051  
NSW 3-5 Bridge Street, Granville NSW 2142  
QLD 1st Floor, 17 Cribb Street, Milton QLD 4064  
SA 46 Greenhill Rd, Wayville SA 5034  
WA 63 Railway Pde, Mount Lawley WA 6050

**FAIR WORK COMMISSION**

**s268 Fair Work (Registered Organisations) Act 2009**

I, Samuel Franklin Roberts being the Branch Secretary of the National Union of Workers – General Branch certify:

1. That the documents lodged with Fair Work Australia (as it was then named) on 18 December 2012 are copies of the full report of the National Union of Workers – General Branch referred to in s268 of the Fair Work (Registered Organisations) Act 2009.
2. That the full report was presented to a first meeting of the committee of management on 13 November 2012 and was provided to members on the same date.
3. That the full report was presented to a second meeting of the committee of management on 6 December 2012.



**SAMUEL FRANKLIN ROBERTS  
GENERAL BRANCH SECRETARY**

**DATED: 22 February 2013**



FAIR WORK  
COMMISSION

18 February 2013

Mr Sam Roberts  
General Branch Secretary, General Branch  
National Union of Workers  
PO Box 343  
NORTH MELBOURNE VIC 3051

Dear Mr Roberts,

**Re: Lodgement of Financial Statements and Accounts - National Union of Workers,  
General Branch - for year ended 30 June 2012 (FR2012/434)**

I refer to the above financial statements and accounts which were lodged with Fair Work Australia (now known as the Fair Work Commission) on 21 December 2012.

The documents are presently being examined. I have requested amended documentation and Mr Paul Richardson is assisting me. You will receive further correspondence in relation to the documents when the process has been completed. If you have any queries I may be contacted at any time on (02) 6723 7237.

Yours sincerely

Stephen Kellett  
Senior Adviser  
Regulatory Compliance Branch

cc. Mr Paul Richardson, Assistant General Secretary

PR:RB

G12D-127

18 December, 2012

Ms B O'Neill  
General Manager  
Fair Work Australia  
GPO Box 1994  
Melbourne VIC 3001

Dear Ms O'Neill,

Re: **s 268 – Fair Work (Registered Organisations) Act 2009**

I refer to the above and enclose the financial report for the National Union of Workers – General Branch for the period ending 30 June 2012.

Should you require any further information please contact Assistant General Secretary Paul Richardson on 03 9287 1856.

Yours faithfully,



**SAM ROBERTS**  
**GENERAL BRANCH SECRETARY**



**nuwassist**

**1300 275 689**

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SA 46 Greenhill Rd, Wayville SA 5034  
WA 5/896 Beaufort Street, Inglewood WA 6052

**FAIR WORK AUSTRALIA**

**s268 Fair Work (Registered Organisations) Act 2009**

I, Samuel Franklin Roberts being the Branch Secretary of the National Union of Workers – General Branch certify:

1. That the documents lodged herewith are copies of the full report of the National Union of Workers – General Branch referred to in s268 of the Fair Work (Registered Organisations) Act 2009.
2. That the full report was provided to members on 13 November 2012
3. That the full report was presented to a meeting of the committee of management on 13 November 2012.



**SAMUEL FRANKLIN ROBERTS**

**DATED: 7 December 2012**





**UNITY IS  
STRENGTH.**

**NATIONAL UNION OF WORKERS - GENERAL BRANCH  
ABN 76 490 325 232**

**ANNUAL FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2012**

**nuwassist**

**1300 275 689**

**nuw.org.au**

**FOR WORKPLACE SUPPORT**

**National** PO Box 343, North Melbourne VIC 3051  
**VIC** PO Box 343, North Melbourne VIC 3051  
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**QLD** 1st Floor, 17 Cribb Street, Milton QLD 4064  
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**NATIONAL UNION OF WORKERS - GENERAL BRANCH**  
**ABN 76 490 325 232**

**TABLE OF CONTENTS**

Operating Report	1
Financial Report	
Statement of Comprehensive Income	3
Balance Sheet	4
Statement of Changes in Equity	5
Statement of Cash Flows	6
Notes to the Financial Statements	7 – 18
Statement by Committee of Management	19
Independent Auditor's Report	20

This financial report covers the National Union of Workers - General Branch as an individual entity. The financial report is presented in the Australian currency.

In terms of the rules of the National Union of Workers (a registered body under the Fair Work (Registered Organisations) Act 2009), the General Branch forms part of the National Fund. A financial report has been prepared for the National fund which incorporates this report of the General Branch.

*The principal place of business is:*  
National Union of Workers - General Branch  
833 Bourke Street  
DOCKLANDS VIC 3008

The financial report was authorised for issue by the Committee of Management on <sup>13</sup>~~14~~ November 2012. *SR.*

**NATIONAL UNION OF WORKERS - GENERAL BRANCH**  
**ABN 76 490 325 232**

**OPERATING REPORT**

Your Branch committee of Management present their report on the union for the financial year ended 30 June 2012.

**Members of branch committee**

The names of the members of Committee of Managements in office at any time during or since the end of the financial year are:

<i>Office</i>	<i>Name</i>
President	Doug Stevens (resigned on 27 June 2012)
President	Dani Shanahan (appointed on 27 June 2012)
Secretary	Sam Roberts
Vice President	Alan Warne
Committee of Management Member	Walter Matthews
Committee of Management Member	Quan Chuc (appointed on 27 June 2012)
Committee of Management Member	Richard O'Connell
Committee of Management Member	Dani Shanahan (vacated on 27 June 2012)
Committee of Management Member	Mayumi Tartaglia
Committee of Management Member	Michael Barton
Committee of Management Member	Helmut Wiese
Committee of Management Member	George Helsham
Committee of Management Member	Keith Mann
Committee of Management Member	Godfrey Moase (from 3 November)
Committee of Management Member	Solomon Deng
Committee of Management Member	Marc Burns (resigned on 16 December 2011)
Committee of Management Member	Tim Gunstone (appointed on 27 June 2012)
Committee of Management Member	Alex McIntosh
Committee of Management Member	Jill Batt
Committee of Management Member	Rod Wigg (resigned on 11 October 2011)

The members of Branch Committee of Management have been in office since the start of the financial year to the date of this report unless otherwise stated.

**Review of principal activities and results of operation**

National Union of Workers – General Branch is a member based, federally registered trade union. The principal activity of the union during the financial year was the protection and improvement of employment conditions for its members.

No significant change in the nature of these activities occurred during the year.

**NATIONAL UNION OF WORKERS - GENERAL BRANCH**  
**ABN 76 490 325 232**

**OPERATING REPORT (Continued)**

**Significant changes in state of financial affairs**

No significant changes in the state of financial affairs of The Branch occurred during the financial year.

**After balance date events**

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the union, the results of those operations, or the state of affairs of the union in future financial years.

**Membership and employee numbers**

As at 30 June 2012, the total number of members was 11,704 (2011: 9,911) members and 24 full time equivalent (2011: 24) employees.

**Right of members to resign**

The rules of the union provide at Rule 59 - Resignation from Membership, that a member of the union may resign from the union in accordance with the Rule.

**Directorships of Superannuation Fund**

To the best of our knowledge and belief, no officer or member of the organisation, by virtue of their office or membership of the National Union of Workers - General Branch is:

- (i) a trustee of a superannuation entity or exempt public sector superannuation scheme; or
- (ii) a director of a company that is the trustee of a superannuation entity or an exempt public sector superannuation scheme; and
- (iii) where a criterion for the officer or member being the trustee or director is that the officer or member is an officer or member of a registered organisation.

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

Designated Officer



Sam Roberts

Dated this

14 November 2012

**NATIONAL UNION OF WORKERS - GENERAL BRANCH**  
**ABN 76 490 325 232**

**STATEMENT OF COMPREHENSIVE INCOME**  
**FOR THE YEAR ENDED 30 JUNE 2012**

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	<b>Notes</b>	<b>2012</b>	<b>2011</b>
		<b>\$</b>	<b>\$</b>
<b>Revenue from continuing operations</b>	5	<b>3,513,721</b>	3,503,171
<b>Expenses</b>			
Administration expenses		(191,877)	(258,668)
Employee benefits expenses	8	(2,482,690)	(2,376,183)
Industrial expenses		(406,504)	(470,965)
Legal and professional fees		(139,693)	(113,571)
Motor vehicles expenses		(122,613)	(109,792)
Building expenses		(170,344)	(173,992)
		<u>(3,513,721)</u>	<u>(3,503,171)</u>
<b>Surplus for the year</b>	4, 6	-	-
<b>Surplus attributable to members of the entity</b>		-	-
<b>Other comprehensive income</b>		-	-
<b>Total comprehensive income for the year attributable to the members</b>		<u>-</u>	<u>-</u>

The above statement of comprehensive income should be read in conjunction with the accompanying notes.

**NATIONAL UNION OF WORKERS - GENERAL BRANCH**  
**ABN 76 490 325 232**

**BALANCE SHEET**  
**AS AT 30 JUNE 2012**

	Notes	2012 \$	2011 \$
<b>ASSETS</b>			
<b>Current assets</b>			
Cash and cash equivalents	10	288,501	126,510
Trade and other receivables	11	500,028	569,738
<b>Total current assets</b>		<u>788,529</u>	<u>696,248</u>
<b>Total assets</b>		<u>788,529</u>	<u>696,248</u>
<b>LIABILITIES</b>			
<b>Current liabilities</b>			
Trade and other payables	12	363,331	365,378
Provisions	13	425,198	330,870
<b>Total current liabilities</b>		<u>788,529</u>	<u>696,248</u>
<b>Total liabilities</b>		<u>788,529</u>	<u>696,248</u>
<b>Net assets</b>		<u>-</u>	<u>-</u>
<b>MEMBERS' FUND</b>			
Accumulated surplus	14	-	-
<b>Total members' fund</b>		<u>-</u>	<u>-</u>

The above balance sheet should be read in conjunction with the accompanying notes.

**NATIONAL UNION OF WORKERS - GENERAL BRANCH**  
**ABN 76 490 325 232**

**STATEMENT OF CHANGES IN EQUITY**  
**FOR THE YEAR ENDED 30 JUNE 2012**

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	<b>Accumulated surplus \$</b>	<b>Total \$</b>
Balance at 1 July 2010	-	-
Total comprehensive income for the year	-	-
Transfer to the NUW – National Office	-	-
Balance at 30 June 2011	<u>-</u>	<u>-</u>
<b>Balance at 1 July 2011</b>	-	-
Total comprehensive income for the year	-	-
Transfer to the NUW – National Office	-	-
<b>Balance at 30 June 2012</b>	<u>-</u>	<u>-</u>

The above statement of changes in equity should be read in conjunction with the accompanying notes.

**NATIONAL UNION OF WORKERS - GENERAL BRANCH**  
**ABN 76 490 325 232**

**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 30 JUNE 2012**

	Notes	2012 \$	2011 \$
<b>Cash flows from operating activities</b>			
Funding from NUW National Office		3,793,000	3,307,736
Grant/project income		209,861	-
Sundry receipts		51,291	19,118
Payments to suppliers and employees		(3,893,125)	(3,595,018)
Interest received		19	176
<b>Net cash inflow (outflow) from operating activities</b>	18	<u>161,046</u>	<u>(267,988)</u>
<b>Cash flows from financing activities</b>			
Loan received		945	150,475
Loan to a related party		-	(3,850)
<b>Net cash inflow from financing activities</b>		<u>945</u>	<u>146,625</u>
<b>Net increase (decrease) in cash and cash equivalents</b>		<b>161,991</b>	<b>(121,363)</b>
Cash and cash equivalents at beginning of financial year		<u>126,510</u>	<u>247,873</u>
<b>Cash and cash equivalents at end of financial year</b>	10	<u><u>288,501</u></u>	<u><u>126,510</u></u>

The above statement of cash flows should be read in conjunction with the accompanying notes.



**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2012**

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**1: Summary of significant accounting policies**

The principal accounting policies adopted in the preparation of the financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

The financial statements include the financial statements for the National Union of Workers - General Branch (The Branch) as an individual entity.

**(a) Basis of preparation**

These general purpose financial statements have been prepared in accordance with Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board and the requirements of the Fair Work (Registered Organisations) Act 2009. The National Union of Workers - General Branch (The Branch) is a not-for-profit entity for the purpose of preparing the financial statements.

*Compliance with Australian Accounting Standards – Reduced Disclosure Requirements*

The financial statements of the Branch comply with the Australian Accounting Standards – Reduced Disclosure Requirements as issued by the Australian Accounting Standards Board (AASB).

*New and amended standards adopted by the Branch*

None of the new standards and amendments to standards that are mandatory for the first time for the financial year beginning 1 July 2011 affected any of the amounts recognised in the current period or any prior period and are not likely to affect future periods. However, the adoption of the revised AASB 124 *Related Party Disclosures* resulted in the disclosure of additional related party transactions and required the restatement of some comparative information in note 19, and the adoption of AASB 1054 *Australian Additional Disclosures* and AASB 2011-1 *Amendments to Australian Accounting Standards arising from the Trans-Tasman Convergence Project* enabled the removal of certain disclosures in relation to commitments and the franking of dividends.

*Early adoption of standards*

The Branch has not elected to apply any pronouncements before their operative date in the annual reporting period beginning 1 July 2011.

*Historical cost convention*

These financial statements have been prepared under the historical cost convention, as modified by the revaluation of available-for-sale financial assets, financial assets and liabilities (including derivative instruments) at fair value through profit or loss, certain classes of property, plant and equipment and investment property.

*Critical accounting estimates*

The preparation of financial statements requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the Branch's accounting policies. The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements, are disclosed in note 2.

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2012**

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**1: Summary of significant accounting policies (Continued)**

**(b) Revenue recognition**

Revenue is measured at the fair value of the consideration received or receivable. Amounts disclosed as revenue are net of returns, trade allowances, rebates and amounts collected on behalf of third parties.

The Branch recognises revenue when the amount of revenue can be reliably measured, it is probable that future economic benefits will flow to the entity and specific criteria have been met for each of the Branch's activities as described below. The Branch bases its estimates on historical results, taking into consideration the type of member, the type of transaction and the specifics of each arrangement.

Revenue is recognised for the major operating activities as follows:

*Funding from the NUW National Office*

Funding is recognised when the right to receive the revenue has been established.

*Interest income*

Interest income is recognised using the effective interest method. When a receivable is impaired, the Branch reduces the carrying amount to its recoverable amount, being the estimated future cash flow discounted at the original effective interest rate of the instrument, and continues unwinding the discount as interest income.

*Other revenue*

Other revenue is recognised when the right to receive the revenue has been established.

All revenue is stated net of the amount of Goods and Services Tax (GST).

**(c) Income tax**

In accordance with section 50-15 of the Income Tax Assessment Act, the Branch is exempt from income tax.

**(d) Cash and cash equivalents**

For the Statement of Cash Flows presentation purposes, cash and cash equivalents include cash on hand, deposits held at call with financial institutions, other short-term, highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value, and bank overdrafts. Bank overdrafts are shown within short-term borrowings in current liabilities on the balance sheet.

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2012**

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**1: Summary of significant accounting policies (Continued)**

**(e) Investment in other financial assets**

***Classification***

The Branch classifies its financial assets in the following categories: financial assets at fair value through profit or loss, loans and receivables, held-to-maturity investments, and available-for-sale financial assets. The classification depends on the purpose for which the investments were acquired. Management determines the classification of its investments at initial recognition and re-evaluates this designation at each reporting date.

The Branch does not hold any investments in the following categories: financial assets at fair value through profit or loss, available-for-sale financial assets and held-to-maturity investments.

***i) Loans and receivables***

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. They are included in current assets, except for those with maturities greater than 12 months after the balance sheet date which are classified as non-current assets. Loans and receivables are included in trade and other receivables in the balance sheet.

***Recognition and derecognition***

Regular purchases and sales of investments are recognised on trade-date - the date on which The Branch commits to purchase or sell the asset. Financial assets are derecognised when the rights to receive cash flows from the financial assets have expired or have been transferred and The Branch has transferred substantially all the risks and rewards of ownership. Available-for-sale financial assets and financial assets at fair value through profit and loss are subsequently carried at fair value. Loans and receivables and held-to-maturity investments are carried at amortised cost using the effective interest method. Unrealised gains and losses arising from changes in the fair value of non monetary securities classified as available-for-sale are recognised in equity in the available-for-sale investments revaluation reserve. When securities classified as available-for-sale are sold or impaired, the accumulated fair value adjustments are included in the Statement of Comprehensive Income as gains and losses from investment securities.

***Fair value***

The fair values of quoted investments are based on current bid prices. If the market for a financial asset is not active (and for unlisted securities), The Branch establishes fair value by using valuation techniques. These include reference to the fair values of recent arm's length transactions, involving the same instruments or other instruments that are substantially the same, discounted cash flow analysis, and option pricing models refined to reflect the issuer's specific circumstances.

***Impairment***

The Branch assesses at each balance date whether there is objective evidence that a financial asset is impaired. In the case of equity securities classified as available-for-sale, a significant or prolonged decline in the fair value of a security below its cost is considered in determining whether the security is impaired. If any such evidence exists for available-for-sale financial assets, the cumulative loss - measured as the difference between the acquisition cost and the current fair value, less any impairment loss on that financial asset previously recognised in profit and loss - is removed from equity and recognised in the Statement of Comprehensive Income. Impairment losses recognised in the Statement of Comprehensive Income on equity instruments are not reversed through the Statement of Comprehensive Income.

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2012**

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**1: Summary of significant accounting policies (Continued)**

**(f) Fair value measurements**

The fair value of financial instruments traded in active markets (such as publicly traded derivatives, and trading and available-for-sale securities) is based on quoted market prices at the end of the reporting period. The quoted market price used for financial assets held by the entity is the current bid price.

The fair value of financial instruments that are not traded in an active market (for example, over-the-counter derivatives) is determined using valuation techniques. These valuation techniques maximise the use of observable market data where it is available and rely as little as possible on entity specific estimates.

Specific valuation techniques used to value financial instruments include:

- The use of quoted market prices or dealer quotes for similar instruments.
- The fair value of interest rate swaps is calculated as the present value of the estimated future cash flows based on observable yield curves.
- The fair value of forward foreign exchange contracts is determined using forward exchange rates at the balance sheet date.
- Other techniques, such as discounted cash flow analysis, are used to determine fair value for the remaining financial instruments

**(g) Trade and other payables**

These amounts represent liabilities for goods and services provided to the Branch prior to the end of the financial year and which are unpaid. These amounts are unsecured and are usually paid within 30 days of recognition. Trade and other payables are presented as current liabilities unless payment is not due within 12 months from the reporting date.

**(h) Goods and Service Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of associated GST, unless the GST incurred is not recoverable from the Australian Taxation Office (ATO). In this case, the GST is recognised as part of the cost of acquisition of the asset or as part of an item of expense.

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the balance sheet.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities, which are recoverable from, or payable to the ATO as classified as operating cash flow.

**(i) Employee benefits**

*(i) Short-term obligations*

Liabilities for wages and salaries, including non-monetary benefits, annual leave and accumulating sick leave expected to be settled within 12 months after the end of the period in which the employees render the related service are recognised in respect of employees' services up to the end of the reporting period and are measured at the amounts expected to be paid when the liabilities are settled. The liability for annual leave and accumulating sick leave is recognised in the provision for employee benefits. All other short-term employee benefit obligations are presented as payables.

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2012**

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**1: Summary of significant accounting policies (Continued)**

**(i) Employee benefits (continued)**

*(ii) Other long-term employee benefit obligations*

The liability for long service leave and annual leave which is not expected to be settled within 12 months after the end of the period in which the employees render the related service is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the end of the reporting period using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the end of the reporting period on national government bonds with terms to maturity and currency that match, as closely as possible, the estimated future cash outflows.

The obligations are presented as current liabilities in the balance sheet if the entity does not have an unconditional right to defer settlement for at least twelve months after the reporting date, regardless of when the actual settlement is expected to occur.

**(j) Functional and presentation currency**

Items included in the financial report are measured using the currency of the primary economic environment in which the entity operates ('the functional currency'). The financial report is presented in Australian dollars, which is the Branch's functional and presentation currency.

**(k) Comparative figures**

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

**(l) Impairment of assets**

Other assets are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use. For the purposes of assessing impairment, assets are grouped at the lowest levels for which there are separately identifiable cash inflows which are largely independent of the cash inflows from other assets or groups of assets (cash-generating units). Non-financial assets that suffered impairment are reviewed for possible reversal of the impairment at each reporting date.

**(m) Leases**

Leases in which a significant portion of the risks and rewards of ownership are not transferred to the Branch as lessee are classified as operating leases (note 16). Payments made under operating leases (net of any incentives received from the lessor) are charged to profit or loss on a straight-line basis over the period of the lease

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2012**

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**2: Critical Accounting Estimates and Judgements**

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that may have a financial impact on the Branch and that are believed to be reasonable under the circumstances.

**(a) Critical accounting estimates and assumptions**

The Branch makes estimates and assumptions concerning the future. The resulting accounting estimates will, by definition, seldom equal the related actual results. None of the estimates and assumptions are expected to have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

**(b) Critical judgments in applying the branch's accounting policies**

*Employee entitlements*

Management judgement is applied in determining the following key assumptions used in the calculation of long service leave at balance date:

- future increases in wages and salaries
- future on-cost rates; and
- experience of employee departures and period of service

**3: Information to be provided to members or Manager of Fair Work Australia**

In accordance with the requirements of the Fair Work (Registered Organisations) Act 2009, the attention of members is drawn to the provisions of subsection (1), (2) and (3) of section 272 which read as follows:

(1) a member of a reporting unit, or the manager of FWA, 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 made 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).

**4: Operation of General Branch**

**(a) Funding**

The General Branch is funded by the National Council (Rule 32 (f)). Entrance fees, subscriptions, fines and fees and levies received from the members of the General Branch form part of the National Fund (Rule 32(b) (iii)). The National Fund finances the General Branch in carrying out its activities. As a result, the General Branch has no operating surplus or deficit as all expenditure is funded by the National Fund.

**(b) Assets and liabilities**

All assets and liabilities belong to the National Council (Rule 32(b)). However all assets (with the exception of property, plant and equipment) used in the operations of the Branch and all liabilities associated with these operations have been included in the financial reports for clarity purposes.

**NATIONAL UNION OF WORKERS - GENERAL BRANCH**  
**ABN 76 490 325 232**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2012**

**5: Revenue**

	2012	2011
	\$	\$
<b>From continuing operations</b>		
<i>Service revenue</i>		
- Funding from NUW National Office (refer to Note 4)	3,273,369	3,492,297
<i>Other revenue</i>		
- interest	19	176
- donation	5,000	-
- projects and grants	190,783	-
- administration reimbursement	24,470	7,213
- other revenue	20,080	3,485
	<u>3,513,721</u>	<u>3,503,171</u>

**6: Expenses**

	2012	2011
	\$	\$
The surplus for the year includes the following specific expenses:		
<i>Employee benefits expenses</i>		
- Defined contribution superannuation expense	308,113	262,394
<i>Conference allowances</i>	32,375	14,090
<i>Conference and meeting expenses</i>	10,414	19,129
<i>Legal fees</i>	121,323	65,632
<i>Donations (&gt;\$1000 each)</i>	1,000	1,000
<i>Donations (&lt;\$1000 each)</i>	545	450

**7. Auditor's remuneration**

During the year the following fees were paid or payable for services provided by the auditor and non-related audit firms:

	2012	2011
	\$	\$
<b>(a) Audit and other assurance services</b>		
Audit of the financial report	16,000	15,000
Other services	1,600	15,179
	<u>17,600</u>	<u>30,179</u>
<b>(b) Non-related audit firms</b>		
Audit of the membership or financial report	150	13,700

**NATIONAL UNION OF WORKERS - GENERAL BRANCH**  
**ABN 76 490 325 232**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2012**

**8: Staff costs**

	2012	2011
	\$	\$
Employee benefits - employees	1,606,812	1,445,635
Employee benefits – official	638,177	658,530
Other staff costs	<u>237,701</u>	<u>272,018</u>
	<u><b>2,482,690</b></u>	<u><b>2,376,183</b></u>

**9: Affiliation fees**

	2012	2011
	\$	\$
Qld Council of Trade Unions	21,477	19,984
ALP	44,239	39,155
SA Unions	2,916	24,058
Others	<u>6,757</u>	<u>7,735</u>
	<u><b>75,389</b></u>	<u><b>90,932</b></u>

**10: Current assets – Cash and cash equivalents**

	2012	2011
	\$	\$
Cash at bank	287,449	125,508
Cash on hand	<u>1,052</u>	<u>1,002</u>
	<u><b>288,501</b></u>	<u><b>126,510</b></u>

**(a) Reconciliation to cash at the end of the year**

The above figures are reconciled to cash at the end of the financial year as shown in the Statement of Cash Flows as follows:

Balances as above	<u>288,501</u>	<u>126,510</u>
Balances per Statement of Cash Flows	<u><b>288,501</b></u>	<u><b>126,510</b></u>

**11: Current assets – Trade and other receivables**

	2012	2011
	\$	\$
Other receivables	117,577	10,297
Prepayments	43,713	48,796
Other debtors – NUW- National Office	<u>338,738</u>	<u>510,645</u>
	<u><b>500,028</b></u>	<u><b>569,738</b></u>

**(a) Other receivables**

These amounts generally arise from transactions outside the usual operating activities of the Branch. Interest may be charged at commercial rates where the terms of repayment exceed six months. Collateral is not normally obtained.



**NATIONAL UNION OF WORKERS - GENERAL BRANCH**  
**ABN 76 490 325 232**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2012**

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**12: Current liabilities – Trade and other payables**

	2012	2011
	\$	\$
<i>Unsecured</i>		
Other payables	362,407	336,675
Legal fee payables	924	28,703
	<u>363,331</u>	<u>365,378</u>

**13: Current liabilities – Provisions**

	2012	2011
	\$	\$
Employee benefits – official	172,242	132,656
Employee benefits - employees	252,956	198,214
	<u>425,198</u>	<u>330,870</u>

**14: Accumulated surplus**

	2012	2011
	\$	\$
Movements in the accumulated surplus were as follows:		
Balance 1 July	-	-
Net (deficit) surplus for the year	-	-
Balance 30 June	<u>-</u>	<u>-</u>

**15: Contingencies**

There are no known contingent assets or liabilities at 30 June 2012.

**NATIONAL UNION OF WORKERS - GENERAL BRANCH**  
**ABN 76 490 325 232**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2012**

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**16: Commitments**

	2012	2011
	\$	\$
Operating lease commitments		
Non-cancellable operating leases contracted for but not capitalised in the financial statements		
Payables		
- not later than one year	-	18,104
- later than one year but not later than five years	-	-
	<u>-</u>	<u>18,104</u>

General description of leasing arrangement:

The leases are related to the rental of office premises.

**17: Events occurring after the reporting period**

No other matter or circumstance has arisen since the end of the financial year to the date of this report, that has or may significantly affect the activities of the Branch, the results of those activities or the state of affairs of the Branch in the ensuing or any subsequent financial year.

**18: Cash flow information**

	2012	2011
	\$	\$
<b>Reconciliation of cash flow from operations with (deficit) surplus for the year</b>		
(Deficit) surplus for the year	-	-
<i>Changes in assets and liabilities</i>		
Decrease (Increase) in receivables	68,765	(444,366)
Increase (Decrease) in payables	(2,047)	146,295
Increase in provisions	94,328	30,083
Cash flows from operations	<u>161,046</u>	<u>(267,988)</u>

**NATIONAL UNION OF WORKERS - GENERAL BRANCH**  
**ABN 76 490 325 232**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2012**

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**19: Related party transactions**

(a) The members of the Branch Committee of Management during the year were:

<i>Office</i>	<i>Name</i>
President	Doug Stevens (resigned on 27 June 2012)
President	Dani Shanahan (appointed on 27 June 2012)
Secretary	Sam Roberts
Vice President	Alan Warne
Committee of Management Member	Walter Matthews
Committee of Management Member	Quan Chuc (appointed on 27 June 2012)
Committee of Management Member	Richard O'Connell
Committee of Management Member	Dani Shanahan (vacated on 27 June 2012)
Committee of Management Member	Mayumi Tartaglia
Committee of Management Member	Michael Barton
Committee of Management Member	Helmut Wiese
Committee of Management Member	George Helsham
Committee of Management Member	Keith Mann
Committee of Management Member	Godfrey Moase (from 3 November)
Committee of Management Member	Solomon Deng
Committee of Management Member	Marc Burns (resigned on 16 December 2011)
Committee of Management Member	Tim Gunstone (appointed on 27 June 2012)
Committee of Management Member	Alex McIntosh
Committee of Management Member	Jill Batt
Committee of Management Member	Rod Wigg (resigned on 11 October 2011)

	<b>2012</b>	<b>2011</b>
	<b>\$</b>	<b>\$</b>
(b) Key management personnel compensation		
Short-term benefits	<b>638,177</b>	658,530

(c) Other transactions

There were no transactions between the officers of the union other than those relating to reimbursement by the branch in respect of expenses incurred by them in the performance of their duties. Such transactions have been on conditions no more favourable than those which is reasonable to expect would have been adopted by parties at arm's length.

(d) Loans to key management personnel

There are no loans between key management personnel and the Branch.

**NATIONAL UNION OF WORKERS - GENERAL BRANCH**  
**ABN 76 490 325 232**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2012**

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**19: Related party transactions (Continued)**

	<b>2012</b>	2011
	\$	\$
(e) Transactions with related parties		
Funding received from the NUW National Office	<b>3,273,369</b>	3,492,297
Loan to members	<b>3,015</b>	3,015
Distress fund transfer to National Office	<b>23,203</b>	21,068
Contribution to National Office Federal Election	<b>15,545</b>	-

**NATIONAL UNION OF WORKERS - GENERAL BRANCH**  
**ABN 76 490 325 232**

**STATEMENT BY COMMITTEE OF MANAGEMENT**

On *13* November 2012 the Committee of Management of the National Union of Workers – General Branch passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the year ended 30 June 2012:

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

1. the financial statements and notes, as set out on pages 4 to 18 comply with Australian Accounting Standards and other mandatory professional reporting requirements
2. the financial statements and notes, as set out on pages 4 to 18 comply with the reporting guidelines of the General Manager of FWA;
3. the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the National Union of Workers – General Branch for the financial year to which they relate;
4. there are reasonable grounds to believe that the Branch will be able to pay its debts as and when they become due and payable; and
5. during the financial year to which the general purpose financial report relates and since the end of 30 June 2012
  - a. meetings of the Committee of Management were held in accordance with the rules of the organisation including the rules of branches concerned; and
  - b. the financial affairs of the National Union of Workers – General Branch have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
  - c. the financial records of the National Union of Workers – General Branch have been kept and maintained in accordance with the Fair Work (Registered Organisations) Act 2009 and the Fair Work (Registered Organisations) Regulations 2009;
  - d. the financial records of the National Union of Workers – General Branch have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the union; and
  - e. the information sought in any request of a member of the National Union of Workers – General Branch or the General Manager of FWA under section 272 of the Fair Work (Registered Organisations) Act 2009 has been furnished to the member or the General Manager of FWA; and
  - f. No orders have been made by the FWA under section 273 of the Fair Work (Registered Organisations) Act 2009 during the period.
6. There were no wage recovery activities undertaken during the year.

For the Committee of Management



Designated officer – Sam Roberts

Dated this *14* day of *November* 2012



## **B.G.L. & Associates Pty. Ltd.**

A.B.N. 96 006 935 459

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Incorporating BGL & Associates

*Liability limited by a scheme approved under  
Professional Standards Legislation*

## **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF NATIONAL UNION OF WORKERS - GENERAL BRANCH**

### **Report on the financial report**

We have audited the accompanying general purpose financial report of National Union of Workers - General Branch, which comprises the balance sheet as at 30 June 2012, the Statement of Comprehensive Income, Statement of Changes in Equity and Statement of Cash Flows for the year ended on that date, notes comprising a summary of significant accounting policies and other explanatory information, and the Statement by the Committee of Management.

### **Committee of Management 's responsibility for the financial report**

The Committee of Management is responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards – Reduced Disclosure Requirements and the Fair Work (Registered Organisations) Act 2009 and for such internal control as the Committee of Management determine is necessary to enable the preparation of the financial report that is free from material misstatement. whether due to fraud or error.

### **Auditor's responsibility**

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. Those Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the financial report that gives a true and fair view 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 of Management, as well as evaluating the overall presentation of the financial report.

Our audit did not involve an analysis of the prudence of business decisions made by the Committee of Management.

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





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Incorporating BGL & Associates

### INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF NATIONAL UNION OF WORKERS - GENERAL BRANCH (Continued)

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Professional Standards Legislation*

#### Independence

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements.

#### Opinion

In our opinion, the general purpose financial reports of National Union of Workers - General Branch present fairly the financial position of National Union of Workers - General Branch as at 30 June 2012 and the results of its operations, its changes in equity and cash flows for the financial year then ended, in accordance with any of the following that apply to the entity:

- a) the Australian Accounting Standards – Reduced Disclosure Requirements; and
- b) the requirements imposed by Fair Work (Registered Organisations) Act 2009.

*BGL + Associates*

BGL & Associates  
Chartered Accountants

*I. A. Hinds*

I. A. Hinds - A.C.A. - Partner

Member of The Institute of Chartered Accountants in Australia and  
holder of current Public Practice Certificate

14 November 2012  
Melbourne





FAIR WORK  
AUSTRALIA

15 August 2012

Mr Sam Roberts  
Secretary  
National Union of Workers-General Branch  
PO Box 343  
NORTH MELBOURNE VIC 3051

Dear Mr Roberts,

**Lodgement of Financial Documents for year ended 30 June 2012 [FR2012/434]  
Fair Work (Registered Organisations) Act 2009 (the RO Act)**

The financial year of the National Union of Workers-General Branch (the “reporting unit”) has recently ended. This is a courtesy letter to remind you of the obligation to prepare and process the reporting unit’s financial documents. The full financial report must be lodged with Fair Work Australia within a period of 6 months and 14 days of the end of the financial year.

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

In addition, financial reporting fact sheets and sample documents can be found on our Fair Work Australia website. The information can be viewed at [www.fwa.gov.au](http://www.fwa.gov.au) – under *Registered Organisations – Overview – Fact sheets*. This site also contains the Financial Reporting Guidelines.

This office encourages you to lodge all financial reports electronically (e.g. as pdf files) at [orgs@fwa.gov.au](mailto:orgs@fwa.gov.au). Alternatively, you can forward the documents by fax to (03) 9655 0410.

Please do not hesitate to contact me on (03) 8661 7817 or by email at [robert.pfeiffer@fwa.gov.au](mailto:robert.pfeiffer@fwa.gov.au) if you wish to discuss the requirements outlined in this correspondence.

Yours sincerely,

Robert Pfeiffer  
Organisations, Research & Advice  
Fair Work Australia



**TIMELINE/ PLANNER**

Financial reporting period ending:	/ /
------------------------------------	-----

Prepare financial statements and Operating Report.
--

(a) A Committee of Management Meeting must consider the financial statements, and if satisfied, pass a resolution declaring the various matters required to be included in the Committee of Management Statement.	/ /
(b) A #designated officer must sign the Statement which must then be forwarded to the auditor for consideration as part of the General Purpose Financial Report (GPFR).	

*As soon as practicable after end of financial year*

Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /
---	-----

*Within a reasonable time of having received the GPFR  
(NB: Auditor's report must be dated on or after date of Committee of Management Statement*

Provide full report free of charge to members – s265 The full report includes:	/ /
<ul style="list-style-type: none"> <li>the General Purpose Financial Report (which includes the Committee of Management Statement);</li> <li>the Auditor's Report; and</li> <li>the Operating Report.</li> </ul>	

*(a) if the report is to be presented to a General Meeting (which must be held within 6 months after the end of the financial year), the report must be provided to members 21 days before the General Meeting,*  
*or*  
*(b) in any other case including where the report is presented to a Committee of Management meeting\*, the report must be provided to members within 5 months of end of financial year.*

Present full report to:	/ /
(a) General Meeting of Members - s266 (1),(2); OR	
(b) where the rules of organisation or branch allow* - a Committee of Management meeting - s266 (3)	/ /

*Within 6 months of end of financial year*

*Within 6 months of end of financial year*

Lodge full report with Fair Work Australia, together with the #Designated Officer's certificate** – s268	/ /
--	-----

*Within 14 days of meeting*

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

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

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



FAIR WORK  
AUSTRALIA

2 August 2012

Mr Sam Roberts  
Secretary  
National Union of Workers-General Branch  
PO Box 343  
North Melbourne VIC 3051

Dear Mr Roberts,

**Lodgement of Financial Documents for year ended 30 June 2012 [FR2012/434]  
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The RO Act sets out a particular chronological order in which financial documents and statements must be prepared, audited, provided to members and presented to a meeting. The attached *Timeline/Planner* summarises these requirements.

Failure to comply with these obligations is subject to a civil penalty provision - see s305 of the RO Act.

In addition, financial reporting fact sheets and sample documents can be found on our Fair Work Australia website. The information can be viewed at [www.fwa.gov.au](http://www.fwa.gov.au) – under *Registered Organisations – Overview – Fact sheets*. This site also contains the Financial Reporting Guidelines.

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Yours sincerely,

Andrea O'Halloran  
Organisations, Research & Advice  
Fair Work Australia

**TIMELINE/ PLANNER**

Financial reporting period ending:	/ /
------------------------------------	-----

Prepare financial statements and Operating Report.
--

(a) A Committee of Management Meeting must consider the financial statements, and if satisfied, pass a resolution declaring the various matters required to be included in the Committee of Management Statement.	/ /
(b) A #designated officer must sign the Statement which must then be forwarded to the auditor for consideration as part of the General Purpose Financial Report (GPFR).	

*As soon as practicable after end of financial year*

Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /
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*or*  
*(b) in any other case including where the report is presented to a Committee of Management meeting\*, the report must be provided to members within 5 months of end of financial year.*

Present full report to:	/ /
(a) General Meeting of Members - s266 (1),(2); OR	
(b) where the rules of organisation or branch allow* - a Committee of Management meeting - s266 (3)	/ /

*Within 6 months of end of financial year*

*Within 6 months of end of financial year*

Lodge full report with Fair Work Australia, together with the #Designated Officer's certificate <sup>++</sup> – s268	/ /
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*Within 14 days of meeting*

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