



FAIR WORK  
COMMISSION

1 May 2014

Mr Timothy Kennedy  
Secretary, Victorian Branch  
National Union of Workers  
PO Box 343  
NORTH MELBOURNE VIC 3051

Dear Mr Kennedy,

**Re: Lodgement of Financial Statements and Accounts - National Union of Workers,  
Victorian Branch - for year ended 30 June 2013 (FR2013/376)**

I refer to the financial report of the National Union of Workers, Victorian Branch (the reporting unit). The documents were lodged with the Fair Work Commission on 19 November 2013. An amended Designated Officer Certificate was lodged today.

The financial report has now been filed.

The financial report was filed based on a primary review. This involved confirming that the financial reporting timelines required under s.253, s.265, s.266 and s.268 of the *Fair Work (Registered Organisations) Act 2009* (RO Act) have been satisfied, all documents required under s.268 of the RO Act were lodged and that various disclosure requirements under the Australian Accounting Standards, RO Act and reporting guidelines have been complied with. A primary review does not examine all disclosure requirements.

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

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

Auditor's report: declaration regarding going concern

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

Disclosure of employee expenses/benefits to office holders and other employees

The financial statements have disclosed wages, superannuation, annual leave, long service leave and other employee expenses and provisions separately for officers and employees, but do not separately disclose separation/redundancy expenses or provisions. The Reporting Guidelines requires that all prescribed employee and officer benefits are reported separately (refer items 17(f) and 17(g), and 21(c) and 21(d)).

Items 18 and 22 of the Reporting Guidelines state that if any activities identified in items 17(f), 17(g), 21(c) and 21(d) have not occurred in the reporting period, a statement to this effect must

be included in the notes to the GPFR<sup>1</sup>. I note that for separation/redundancy expenses or separation/redundancy provisions for officers and other employees no such statement has been made.

Item 16 of the Reporting Guidelines likewise states that if any activities identified in item 15 have not occurred in the reporting period, a statement to this effect must be included in the notes to the GPFR. I note that for capitation fee receipts (item 15(b)) from other reporting units no statement has been made, and that for financial support from (item 15(e)) or to (item 17(b)) other reporting units the names of each such reporting unit is not identified.

Should you wish to discuss the matters raised in this letter, or if you require further information on the financial reporting requirements of the Act, I may be contacted on (02) 6723 7237 or by email at [stephen.kellett@fwc.gov.au](mailto:stephen.kellett@fwc.gov.au).

Yours sincerely

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

Stephen Kellett  
Senior Adviser, Regulatory Compliance Branch

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<sup>1</sup> A nil/zero balance for each non-occurring category may be set out; see model financial statements at [https://www.fwc.gov.au/documents/documents/organisations/reporting\\_guidelines/Model-financial-statements.pdf](https://www.fwc.gov.au/documents/documents/organisations/reporting_guidelines/Model-financial-statements.pdf)

**From:** KELLETT, Stephen  
**To:** ["Laura Bieniak"](#)  
**Subject:** Attention Mr Tim Kennedy - Financial report for y/e 30 June 203 - filing  
**Date:** Thursday, 1 May 2014 6:16:00 PM  
**Attachments:** [NUW\\_VIC\\_FR2013\\_376 \(primary final\).pdf](#)

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Dear Ms Bieniak,

Please see attached my letter to the Secretary in relation to the above.

Yours sincerely

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

80 William Street  
EAST SYDNEY NSW 2011

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

TK:GM  
14B-064

1 May 2014

Mr Stephen Kellett  
Regulatory Compliance Branch  
Fair Work Commission  
80 William Street  
East Sydney 2011

By email: [stephen.kellett@fwc.gov.au](mailto:stephen.kellett@fwc.gov.au)

Dear Stephen,

**Re: FR 2013/376 – Financial Report Year Ending 30 June 2103 and Statement of Loans, Grants and Donations – Victorian Branch**

We refer to the matters and previous email/mail communications dated 2 April 2014 and 23 April 2014 respectively.

In relation to the presentation of the financial report your observation is correct; namely that the Union has omitted, in error, the reference to the second meeting.

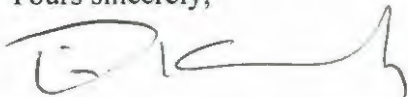
Please find attached a replacement certificate that clarifies the presentation of the report.

In respect of the statement required to be filed under section 237 of the Act the Branch seeks pursuant to section 237(1) and Extension of Time in relation to the late lodgement of the statement

As you will note the statement was lodged together with the audited Financial Report. We do this to so that there is consistency between the audited figures is those that are included in the Statement. On this occasion this did not occur within the 90 days referred to at section 237(1).

Please contact me if there is any further information that we may be able to provide.

Yours sincerely,



**TIM KENNEDY**  
**BRANCH SECRETARY**

**nuwassist**

1300 275 689

[nuw.org.au](http://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** 5/896 Beaufort Street, Inglewood WA 6052

**NATIONAL UNION OF WORKERS – VICTORIAN BRANCH**

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

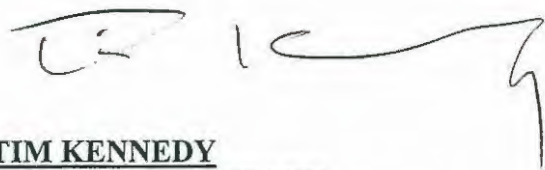
**Fair Work (Registered Organisations) Regulations 2009**

**CERTIFICATE**

I, Tim Kennedy, being the Branch Secretary of the National Union of Workers – Victorian Branch certify:

1. That the documents lodged herewith are copies of the full report referred to in s268 of the *Fair Work (Registered Organisations) Act 2009*;
2. That the full report was made available to members on 18 September 2013; and
3. That the full report was presented to a meeting of the Committee of Management of the reporting unit on 13 November 2013 in accordance with section 266 of the *Fair Work (Registered Organisations) Act 2009*.

DATED: 1/5/2014



**TIM KENNEDY**  
**BRANCH SECRETARY**

**nuwassist**

**1300 275 689**

**nuw.org.au**

**FOR WORKPLACE SUPPORT**

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**WA** 5/896 Beaufort Street, Inglewood WA 6052

**From:** KELLETT, Stephen  
**To:** ["tkennedy@nuw.org.au"](mailto:tkennedy@nuw.org.au)  
**Subject:** Attention Mr Tim Kennedy - Financial report y/e 30 June 2013 - presentation under s266 - query  
**Date:** Wednesday, 2 April 2014 1:22:00 AM  
**Attachments:** [NUW VIC FR2013 376 certificate.pdf](#)

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Dear Mr Kennedy,

I have a query about the date of formal presentation of the above report to a meeting in accordance with section 266 of the Act.

I attach your Certificate which states it was to the Committee meeting on 18<sup>th</sup> September 2013. Upon reviewing previous Certificates, they appear to generally certify a meeting held, after providing members the report, often in December.

I suspect that the reference to the meeting on 18/9 is an inadvertent reference to the first committee meeting and that presentation occurred at a subsequent meeting.

Can you confirm whether this is the case? If the full report was presented to a later, second committee meeting or a general meeting, I will ask you to lodge an amended Certificate identifying the relevant date (and type of meeting). Please don't hesitate to telephone me on the number below if you wish to discuss or clarify the above.

Yours sincerely

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

80 William Street  
EAST SYDNEY NSW 2011

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

**NATIONAL UNION OF WORKERS**

**VICTORIAN BRANCH**

**DESIGNATED OFFICER'S CERTIFICATE**

I, **Tim Kennedy** being the Secretary of the National Union of Workers – Victorian Branch certify:

- that the documents lodged herewith are copies of the full report, referred to in section 268 of the Fair Work (Registered Organisations) Act 2009; and
- that the full report was provided to members on the ninth day of October 2013;
- that the full report was presented to a meeting of the Committee of Management of the reporting unit on the eighteenth day of September 2013 in accordance with section 266 of the Fair Work (Registered Organisations) Act 2009.

Signature:



Date:

14/11/2013

**nuwassist**

1300 275 689

[nuw.org.au](http://nuw.org.au)

FOR WORKPLACE SUPPORT

**National** PO Box 343, North Melbourne VIC 3051  
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**NATIONAL UNION OF WORKERS  
VICTORIAN BRANCH**

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
30<sup>TH</sup> JUNE 2013**

**Registered Address:**

833 BOURKE STREET  
DOCKLANDS, VICTORIA, 3008

**Tel:** (03) 9287 1777

**Fax:** (03) 9287 1717

**Contents:**

Statement of Comprehensive Income  
Statement of Financial Position  
Statement of Changes in Equity  
Cash Flow Statement  
Notes to and Forming Part of the Financial Statements  
Operating Report  
Committee of Management Statement  
Independent Audit Report



**NATIONAL UNION OF WORKERS  
VICTORIAN BRANCH**

**STATEMENT OF COMPREHENSIVE INCOME  
FOR THE YEAR ENDED 30TH JUNE 2013**

	Year Ended 30/6/13 \$	Year Ended 30/6/12 \$
<b><u>INCOME</u></b>		
Membership Contributions	\$11,535,106	\$10,345,516
Interest Received	\$272,181	\$278,822
Directors Fees Received	\$20,144	\$20,000
Rent Received	\$26,408	\$45,270
Donations Received	\$47,471	-
Grant Monies Received	-	\$32,992
Staff Secondment Income	-	\$22,160
OHS Course Fees Received	\$61,699	\$61,794
Profit on Disposal of Investments	\$1,153	-
Distributions Received	\$798,025	\$847,047
Doubtful Debt Recovered	\$264,742	\$52,120
Appreciation in Value of Investments	\$878,075	-
Dividends Received	\$205,728	\$145,889
Sundry Income	\$29,568	\$25,789
<b><i>Total Income</i></b>	<b><u>\$14,140,300</u></b>	<b><u>\$11,877,399</u></b>
<b><u>LESS EXPENDITURE</u></b>		
Accountancy Fees	\$17,130	\$16,480
Administration Costs re Investments	\$19,389	\$17,885
Advertising	\$33,826	\$12,819
Affiliation Fees - Australian Labor Party	\$136,360	\$133,569
Affiliation Fees - Victorian Trades Hall Council & Others	\$74,860	\$72,273
Ambulance Payments for Members	\$2,196	\$91,865
Audit Fees	\$20,000	\$20,000
Bank Charges	\$32,763	\$18,341
Commission Paid	\$57,008	\$57,420
Computer Expenses	\$23,740	\$20,818
Conference Expenses	\$93,501	\$119,905
Consultancy Fees	\$18,064	\$5,310
Delegates Expenses	\$160,210	\$134,864
Depreciation	\$256,626	\$333,565
Diminution in Value of Investments	\$38,666	\$375,469
Dispute Expenses	\$36,839	\$35,150
Distress Payments to Members	\$73,800	\$96,789
Donations	\$10,170	\$27,471
Electricity	\$10,476	\$7,945
Fringe Benefits Tax - Officials	\$55,877	\$48,108
Fringe Benefits Tax - Staff	\$49,765	\$27,833
General Expenses	\$38,090	\$31,563
Insurance	\$87,019	\$78,520
Legal Costs	\$53,878	\$42,289
Loss on Disposal of Investments	\$15	-
Loss on Disposal of Fixed Assets	\$8,884	-

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

**NATIONAL UNION OF WORKERS  
VICTORIAN BRANCH**

**STATEMENT OF COMPREHENSIVE INCOME  
FOR THE YEAR ENDED 30TH JUNE 2013**

	Year Ended 30/6/13 \$	Year Ended 30/6/12 \$
Merchandise Expense	\$10,596	\$42,198
Motor Vehicle Expenses	\$312,499	\$299,912
NUW Assist Fund	\$156,079	\$267,564
Organisers Expenses	\$184,448	\$194,179
Payroll Tax	\$236,130	\$238,704
Photocopier - Rental & Copy Charges	\$43,472	\$43,181
Postage, Printing & Stationery	\$86,237	\$86,403
Provision for Accrued Annual Leave - Officials	(\$14,022)	(\$23,408)
Provision for Accrued Annual Leave - Staff	(\$13,343)	\$20,734
Provision for Long Service Leave - Officials	\$43,956	(\$14,546)
Provision for Long Service Leave - Staff	\$59,960	(\$52,503)
Provision for Rostered Days Off - Officials	\$5,614	(\$15,021)
Provision for Rostered Days Off - Staff	(\$5,401)	(\$18,433)
Publications,Subscriptions & Media Services	\$102,916	\$77,382
Rent & Building Outgoings	\$632,931	\$675,214
Repairs & Maintenance	\$7,215	\$7,257
Salaries, Allowances & Honorariums - Officials	\$1,190,300	\$1,080,757
Salaries, Allowances & Honorariums - Staff	\$2,709,836	\$2,881,460
Salary Packaging - Officials	-	\$1,968
Staff Amenities	\$3,604	\$3,799
Superannuation Contributions - Officials	\$209,577	\$242,253
Superannuation Contributions - Staff	\$483,875	\$593,793
Sustentation Fees	\$1,864,214	\$1,637,698
Telephone	\$88,873	\$106,612
Training & Staff Education	\$69,350	\$76,517
Travelling Expenses	\$31,613	\$32,225
Transfer of Leave Entitlements	\$344	\$82,131
Union Picnic Expenses	\$72,104	\$68,774
Workcover Levy	\$40,431	\$38,034
<b>Total Expenditure</b>	<b>\$10,022,560</b>	<b>\$10,501,089</b>
<b>SURPLUS/(DEFICIT) FOR YEAR</b>	<b>\$4,117,740</b>	<b>\$1,376,310</b>
<b>OTHER COMPREHENSIVE INCOME</b>		
Other Comprehensive Income	-	-

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

**NATIONAL UNION OF WORKERS  
VICTORIAN BRANCH**

**STATEMENT OF COMPREHENSIVE INCOME  
FOR THE YEAR ENDED 30TH JUNE 2013**

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	<b>Year Ended 30/6/13 \$</b>	<b>Year Ended 30/6/12 \$</b>
<b><u>TOTAL COMPREHENSIVE INCOME FOR THE YEAR</u></b>	<b><u>\$4,117,740</u></b>	<b><u>\$1,376,310</u></b>

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

**NATIONAL UNION OF WORKERS  
VICTORIAN BRANCH**

**STATEMENT OF FINANCIAL POSITION  
AS AT 30TH JUNE 2013**

	<b>2013</b>	<b>2012</b>
	<b>\$</b>	<b>\$</b>
<b><u>MEMBERS' FUNDS</u></b>		
Accumulated Funds	<u>\$23,166,973</u>	<u>\$19,049,233</u>
<i>represented by:</i>		
<b><u>CURRENT ASSETS</u></b>		
Cash on Hand	\$1,669	\$832
Movie Tickets on Hand	\$3,483	\$2,959
Cash at Bank - General Account	\$928,099	\$739,016
Cash at Bank - Distress Cheque Account	\$665,645	\$244,391
Cash at Bank - Salary Packaging Account	\$95,807	\$95,797
Cash at Bank - Bell Potter Cash Management Australian	\$11,730	\$132,845
Cash at Bank - Bell Potter Cash Management International	\$24,002	\$28,016
Cash at Bank - Organising Fund	\$356,237	\$161,665
Cash at Bank - IWD Fund	\$8,585	\$131
Cash at Bank - Members Equity	\$772,405	\$1,961,508
Sundry Debtors	\$830,015	\$32,833
Other Debtor - National Office	\$49,686	\$4,958
ANZ Bank Credit Card Account	\$51,210	\$24,884
Loan - Newskills Ltd	\$24,074	\$264,742
Less: Provision for Doubtful Debt	-	(\$264,742)
	<u>\$24,074</u>	<u>-</u>
Interest Receivable	\$98,968	\$30,037
Prepayments	\$58,284	\$47,734
	<u>\$3,979,899</u>	<u>\$3,507,606</u>
<b><i>Total Current Assets</i></b>	<b>\$3,979,899</b>	<b>\$3,507,606</b>
<b><u>FIXED ASSETS</u></b>		
Motor Vehicles	\$1,146,381	\$1,180,264
Less: Accumulated Depreciation	\$697,542	\$563,874
	<u>\$448,839</u>	<u>\$616,390</u>
Office Furniture & Equipment	\$380,095	\$361,386
Less: Accumulated Depreciation	\$255,461	\$257,317
	<u>\$124,634</u>	<u>\$104,069</u>
Fixtures & Fittings	\$1,308,200	\$1,308,200
Less: Accumulated Depreciation	\$564,665	\$495,089
	<u>\$743,535</u>	<u>\$813,111</u>
<b><i>Total Fixed Assets</i></b>	<b>\$1,317,008</b>	<b>\$1,533,570</b>

The accompanying notes form part of these financial statements.

**NATIONAL UNION OF WORKERS  
VICTORIAN BRANCH**

**STATEMENT OF FINANCIAL POSITION  
AS AT 30TH JUNE 2013**

	<b>2013</b>	<b>2012</b>
	<b>\$</b>	<b>\$</b>
<b><u>INVESTMENTS</u></b>		
Term Deposits	\$4,829,676	\$2,515,277
Units in 833 Bourke Street Unit Trust - At Fair Value	\$6,016,826	\$5,846,301
Shares in 833 Bourke Street Pty Limited - At Cost	\$34	\$34
Ord. Shares - Industrial Printing & Publishing P/L (At Cost)	\$244,125	\$244,125
Units in I.P.P. Property Trust (At Cost)	\$155,875	\$155,875
	<u>\$400,000</u>	<u>\$400,000</u>
Shares in A.C.N. 090 706 942 Pty. Ltd. (At Cost)	-	\$15
Equity Trustees Limited - Managed Funds (At Market Value)	-	\$21,736
Australian Equities - At Market Value	\$7,466,832	\$6,389,558
International Equities - At Market Value	\$1,264,275	\$810,302
	<u>\$19,977,643</u>	<u>\$15,983,223</u>
<b><i>Total Investments</i></b>		
	<u>\$25,274,550</u>	<u>\$21,024,399</u>
<b>TOTAL ASSETS</b>		
<b><u>CURRENT LIABILITIES</u></b>		
Sundry Creditors & Accruals	\$189,345	\$221,861
Other Creditor - National Office	\$222,931	\$204,263
Legal Fees Payable	\$1,641	-
Input Tax Credits	(\$160,061)	(\$136,223)
GST Payable	\$382,279	\$290,588
Provision for Accrued Annual Leave - Officials	\$308,453	\$322,475
Provision for Accrued Annual Leave - Staff	\$359,680	\$373,024
Provision for Long Service Leave - Officials	\$404,628	\$360,672
Provision for Long Service Leave - Staff	\$370,468	\$310,507
Provision for Rostered Days Off - Officials	\$9,681	\$4,066
Provision for Rostered Days Off - Staff	\$18,532	\$23,933
	<u>\$2,107,577</u>	<u>\$1,975,166</u>
<b><i>Total Current Liabilities</i></b>		
	<u>\$2,107,577</u>	<u>\$1,975,166</u>
<b>TOTAL LIABILITIES</b>		
	<u>\$23,166,973</u>	<u>\$19,049,233</u>
<b><u>NET ASSETS</u></b>		

The accompanying notes form part of these financial statements.

**NATIONAL UNION OF WORKERS  
VICTORIAN BRANCH**

**STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2013**

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	<b>Retained Profits \$</b>	<b>Total \$</b>
<b>Balance at 1 July 2011</b>	17,672,923	17,672,923
Surplus/(Deficit) for year	1,376,310	1,376,310
	<hr/>	<hr/>
<b>Balance at 30 June 2012</b>	<b>19,049,233</b>	<b>19,049,233</b>
	<hr/>	<hr/>
<b>Balance at 1 July 2012</b>	19,049,233	19,049,233
Surplus/(Deficit) for year	4,117,740	4,117,740
	<hr/>	<hr/>
<b>Balance at 30 June 2013</b>	<b>23,166,973</b>	<b>23,166,973</b>
	<hr/>	<hr/>

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

**NATIONAL UNION OF WORKERS  
VICTORIAN BRANCH**

**CASH FLOW STATEMENT  
FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2013**

	NOTE	Year Ended 30/6/13 \$	Year Ended 30/6/12 \$
<b>CASH INFLOW/(OUTFLOW) FROM OPERATING ACTIVITIES</b>	<b>9</b>		
<b>Receipts:</b>			
Membership Fees		10,833,171	10,345,516
Interest Received		203,250	288,642
GST Collected		187,517	671,729
Receipts from other Branches		86,796	118,813
Other Receipts		915,465	1,083,523
		<u>12,226,199</u>	<u>12,508,223</u>
<b>Payments:</b>			
Commission Payments		(57,008)	(57,420)
Salaries & Related Payments		(4,596,710)	(4,742,692)
Sustentation Payments		(1,837,374)	(1,631,666)
Other Payments		(2,752,073)	(2,876,423)
Payments to other Branches		(529,912)	(766,048)
GST Paid		(197,257)	(656,433)
		<u>Net Cash Provided By/(Used In) Operating Activities</u>	<u>1,777,541</u>
		<b>2,255,865</b>	
<b>CASH INFLOW/(OUTFLOW) FROM NON-OPERATING ACTIVITIES</b>			
<b>Proceeds:</b>			
Sale of Fixed Assets		15,091	-
Proceeds from Investments		22,889	163,541
Repayment of Loans		240,668	52,120
		<u>278,648</u>	<u>215,661</u>
<b>Payments:</b>			
Purchase of Fixed Assets		(100,538)	(28,451)
Purchase of Term Deposits, Shares & Units		(2,907,671)	(630,839)
		<u>Net Cash Provided By/(Used In) Non-Operating Activities</u>	<u>(443,629)</u>
		<b>(2,729,561)</b>	

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

**NATIONAL UNION OF WORKERS  
VICTORIAN BRANCH**

**CASH FLOW STATEMENT  
FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2013**

	NOTE	Year Ended 30/6/13 \$	Year Ended 30/6/12 \$
	9		
Net Increase/(Decrease) In Cash Held		(473,696)	1,333,912
Add: Cash held 1 <sup>st</sup> July 2012		3,389,085	2,055,173
<b>CASH HELD 30<sup>TH</sup> JUNE 2013</b>		<u>2,915,389</u>	<u>3,389,085</u>

**REPRESENTED BY:**

Cash on Hand	1,669	832
Cash at Bank:		
- General Account	928,099	739,016
- Distress Cheque Account	665,645	244,391
- Organising Fund	356,237	161,665
- IWD Fund	8,585	131
- Members Equity Account	772,405	1,961,508
- Salary Packaging Account	95,807	95,797
- Bell Potter Cash Management Australian	11,730	132,845
- Bell Potter Cash Management International	24,002	28,016
- ANZ Credit Card Account	51,210	24,884
	<u>2,915,389</u>	<u>3,389,085</u>

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



**NATIONAL UNION OF WORKERS  
VICTORIAN BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2013**

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**1. STATEMENT OF ACCOUNTING POLICIES**

The financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards including Australian Accounting Interpretations and the reporting and disclosure requirements of the Fair Work (Registered Organisations) Act 2009. The financial statements are presented in Australian dollars.

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

**(a) Basis of Accounting**

The financial report has been prepared on the basis of historical costs and does not take into account changing money values or, except where otherwise stated, current valuations of fixed assets.

Change of Accounting Policy

All income and expenditure of the Union has been brought to account on an accruals basis of accounting so as to match income for the period with the expenditure incurred in earning that income. This is a change in accounting policy as membership subscriptions were previously brought to account on the cash basis of accounting. This has resulted in an additional \$701,935 of membership subscriptions for the current financial year.

Distress Fund

The Union maintains a "Distress Fund" for the benefit of members of the Union.

**(b) Employee Leave Entitlements**

Provision has been made in the financial report for the Union's liability for accrued annual leave, long service leave and rostered days off in respect of all employees determined by reference to their respective period of service and terms of employment.

**(c) Income Tax**

No provision has been made in the financial report for income tax on the basis that the Union is exempt under Section 50-15 of the Income Tax Assessment Act 1997.

**NATIONAL UNION OF WORKERS  
VICTORIAN BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2013 (CONT'D)**

---

**(d) Fixed Assets**

Fixed assets are stated in the financial report at historical cost less, where applicable, any accumulated depreciation.

Fixed assets are depreciated on a straight line or diminishing value basis over the period of their estimated effective lives.

**(e) Comparatives**

Where necessary, comparative information has been reclassified to achieve consistency in disclosure with current financial year information and other disclosures.

**(f) Goods & 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 Taxation Office. In these circumstances the GST is recognised as part of the cost of acquisition of the assets or as part of the expense. Receivables and payables in the statement of financial position are shown inclusive of GST.

**(g) Other Disclosure Requirements under Sec 253**

There were no penalties imposed on the reporting unit under the Act or Regulations during the reporting period.

**2. FAIR WORK (REGISTERED ORGANISATIONS) ACT 2009**

In accordance with the requirements of the Fair Work (Registered Organisations) Act 2009, the attention of members is drawn to the provisions of sub-sections (1), (2) and (3) of section 272, which reads –

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

**NATIONAL UNION OF WORKERS  
VICTORIAN BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2013 (CONT'D)**

---

**3. INVESTMENT IN UNLISTED COMPANY AND TRUST**

The National Office of the National Union of Workers holds shares in trust in Industrial Printing and Publishing Pty Ltd and units in IPP Property Trust on behalf of the National Union of Workers – Victorian Branch.

The National Union of Workers – Victorian Branch’s share of the total investment made by the National Office is as follows:-

	<b>2013</b>	2012
	\$	\$
Ordinary Shares in Industrial Printing and Publishing Pty Ltd (At Cost)	<b>244,125</b>	244,125
Units in IPP Property Trust (At Cost)	<b>155,875</b>	155,875
	<u><b>400,000</b></u>	<u>400,000</u>

No provision in Diminution in the value of Investments has been raised as the Committee of Management consider that the net assets of the Company and the Trust are sufficient to discharge known liabilities.

**4. INVESTMENT IN 833 BOURKE STREET COMPANY AND TRUST**

The National Union of Workers holds shares in 833 Bourke Street Pty Limited and units in 833 Bourke Street Unit Trust on behalf of the National Union of Workers – Victorian Branch.

The National Union of Workers – Victorian Branch’s share of the total investment made is as follows:-

	<b>2013</b>	2012
	\$	\$
Ordinary Shares in 833 Bourke Street Pty Limited (At Cost)	<b>34</b>	34
Units in 833 Bourke Street Unit Trust (At Fair Value)	<b>6,016,826</b>	5,846,301
	<u><b>6,016,860</b></u>	<u>5,846,335</u>

**5. CONTINGENT LIABILITIES**

The members of the Committee of Management are unaware of any other contingent liability, the effect of which may be material in relation to the financial report.

**NATIONAL UNION OF WORKERS  
VICTORIAN BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2013 (CONT'D)**

---

**6. EVENTS SUBSEQUENT TO BALANCE DATE**

No event has arisen subsequent to balance date, the effect of which may be material in relation to the financial report.

**7. AFFILIATION FEES**

Affiliation fees were paid to the following organisations –

	<b>30/6/13</b>	<b>30/6/12</b>
	<b>\$</b>	<b>\$</b>
Australian Labor Party	136,360	133,569
Victorian Trades Hall Council	54,109	51,600
Ballarat Trades & Labour Council	450	450
Bendigo Trades & Labour Council	2,075	1,037
Geelong Trades & Labour Council	2,704	3,452
Gippsland Trades & Labour Council	1,273	1,182
Goulburn Valley Trades & Labour Council	2,589	2,650
North East Border Trades & Labour Council	7,784	7,784
South West Trades & Labour Council	900	1,200
Community Radio Federation Ltd	2,976	2,918
	<b>211,220</b>	<b>205,842</b>

**8. AUDITORS' REMUNERATION**

	<b>30/6/13</b>	<b>30/6/12</b>
	<b>\$</b>	<b>\$</b>
Auditing of the Accounts	20,000	20,000
Accountancy Services	17,130	16,480
	<b>37,130</b>	<b>36,480</b>

**NATIONAL UNION OF WORKERS  
VICTORIAN BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2013 (CONT'D)**

**9. RECONCILIATION OF CASH INFLOW/(OUTFLOW) FROM OPERATING  
ACTIVITIES WITH OPERATING SURPLUS/(DEFICIT) FOR YEAR**

	Year Ended 30/6/13 \$	Year Ended 30/6/12 \$
<b>Operating Surplus/(Deficit) for Year</b>	<b>4,117,740</b>	1,376,310
<b>ADD: Back Non Cash Flow Items:</b>		
Depreciation	256,626	333,565
Accrued Annual Leave, Long Service Leave & Rostered Days Off	76,764	(103,177)
Profit on Disposal of Investments	(1,153)	-
Loss on Disposal of Investments	15	-
Loss on Sale of Fixed Assets	8,884	-
Appreciation in Value of Investments	(878,075)	-
Doubtful Debt Recovered	(264,742)	(52,120)
Diminution in Value of Investments	38,666	375,469
Distributions Reinvested	(262,088)	(133,602)
Management Fees Rebated & Reinvested	(7,003)	-
	<u>3,085,634</u>	<u>1,796,445</u>
<b>Change in Assets &amp; Liabilities</b>		
(Increase)/Decrease in Movie Tickets on Hand	(524)	(1,343)
(Increase)/Decrease in Sundry Debtors	(797,182)	78,132
(Increase)/Decrease in Sundry Debtors – National Office	(8,228)	28,790
(Increase)/Decrease in Interest Receivable	(68,931)	9,820
(Increase)/Decrease in Prepayments	(10,550)	13,603
(Increase)/Decrease in GST Input Tax Credits	(23,838)	14,373
Increase/(Decrease) in Sundry Creditors & Accruals	(32,516)	(8,179)
Increase/(Decrease) in Other Creditor – National Office	18,668	(122,680)
Increase/(Decrease) in Legal Fees Payable	1,641	-
Increase/(Decrease) in Unexpended Grant Monies	-	(21,492)
Increase/(Decrease) in GST Payable	91,691	(9,928)
	<u>Net Cash Provided By/(Used In)</u>	<u>Operating Activities</u>
	<u>2,255,865</u>	<u>1,777,541</u>

**NATIONAL UNION OF WORKERS  
VICTORIAN BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2013 (CONT'D)**

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**10. RELATED PARTY DISCLOSURES**

(i) The following persons have held office in the Union during the year ended 30<sup>th</sup> June 2013:

Julie Warren	-	Branch President	
Tim Kennedy	-	Branch Secretary	
Gary Maas	-	Assistant Branch Secretary	
Susie Allison	-	Senior Vice President	
John Glover	-	Senior Vice President	
Brad Dobson	-	Junior Vice President	
Gayle Burmeister	-	Organiser	
Christopher Calvert	-	Organiser	
Belinda Jacobi	-	Organiser	
Chris Kalomiris	-	Organiser	
Heath Lamaro	-	Organiser	
Patrick Byrne	-	Committee Member	
Craig Chapman	-	Committee Member	
Les Claudius	-	Committee Member	
Gary Coghlan	-	Committee Member	
Pamela Cupples	-	Committee Member	
Brendan Finnigan	-	Committee Member	
Tracey Jacobson	-	Committee Member	(Resigned 15/8/2012)
Clifford Redgwell	-	Committee Member	
John Rouel	-	Committee Member	(Resigned 21/7/2012)
Michael Veljanovski	-	Committee Member	
Danial Wilson	-	Committee Member	
Andreas Wittmann	-	Committee Member	(Elected 13/2/2013)
Calvin Andrews	-	Committee Member	(Elected 13/2/2013)
Sharyn Cook	-	Committee Member	(Elected 13/2/2013)

(ii) The aggregate amount of remuneration paid to elected persons during the financial year is disclosed in the Statement of Comprehensive Income under Salaries, Allowances & Honorariums – Officials and Salary Packaging – Officials.

The aggregate amount paid during the financial year to a superannuation plan in connection with the retirement of elected persons is disclosed in the Statement of Comprehensive Income under Superannuation – Officials.

(iii) There were no other transactions between the officers of the Union other than those relating to their membership of the Union and the reimbursement by the Union 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 it is reasonable to expect would have been adopted by parties at arm's length.

**NATIONAL UNION OF WORKERS  
VICTORIAN BRANCH**

**OPERATING REPORT  
FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2013**

---

In accordance with sec 254 of the Fair Work (Registered Organisations) Act 2009, your Committee of Management report as follows:

**Principal Activities**

The principal activities of the Union were to improve the wages and working conditions of its members. This was undertaken through bargaining with employers, maintaining the content of modern awards and by appearing before industrial tribunals, principally the Fair Work Commission.

During the reporting period the Union made submissions to a number of public enquiries and either launched or fostered campaigns around issues of importance to its members and working men and women generally.

Decisions of the Branch Committee of Management were implemented in furtherance of the above during the reporting period.

**Operating Result**

The operating result of the Branch for the year ended 30<sup>th</sup> June 2013 was a surplus of \$4,117,740. No provision for tax was necessary as the Branch is considered exempt.

The main reasons for the operating result are –

- Membership fees have increased due to the change in accounting policy which means membership fees are now accounted for on an accruals basis rather than cash basis
- Appreciation in the value of investments
- Recovery of a previous doubtful debt

**Significant Changes**

There was no significant change in the financial affairs of the Branch during the year.

**Rights of Members**

All members of the Union have the right to resign from the Union in accordance with Rule 59 of the Union Rules, (and Section 174 of the Fair Work (Registered Organisations) Act 2009); namely, by providing written notice addressed and delivered to the Secretary of the Branch, including via email.

**NATIONAL UNION OF WORKERS  
VICTORIAN BRANCH**

**OPERATING REPORT  
FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2013 (CONTINUED)**

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**Superannuation Office-holders**

The following officers and/or employees of the Branch are directors of companies that are trustees of superannuation funds which require one or more of their directors to be a member of a registered organisation –

<u>Officer/Employee:</u>	<u>Trustee Company:</u>	<u>Name of Entity / Scheme:</u>	<u>Position:</u>
Tim Kennedy	LUCRF Pty Ltd	LUCRF	Director
Gary Maas	LUCRF Pty Ltd	LUCRF	Director

**Company Directors and Members of Boards**

The following officers and/or employees of the Branch are directors of companies or members of boards -

<u>Officer/Employee:</u>	<u>Company/Board:</u>	<u>Principal Activity:</u>	<u>Criteria:</u>
Tim Kennedy	Newskills Ltd	Registered Training Organisation	Due to being an officer of the Branch
	IFS Insurance Solutions Pty Ltd	Insurance Broking	Nominated by Branch
	Labour Union Investment and Property Services Pty Ltd	Real Estate and Investments	Due to being an officer of the Branch
	ARIS Pty Ltd	Dormant Entity	Due to being an officer of the Branch
	APHEDA – Union Aid Abroad	Overseas Aid Agency	Nominated by peak council (ACTU)
	NUW Education Fund Limited	Not for Profit Training Provider	Due to being an officer of the Branch
Julie Warren	Manufacturing Skills Australia	Industry Skills Council	Nominated by Branch
Eleanor Masters	Agri Foods Skills Council	Industry Skills Council	Nominated by peak council (ACTU)
Gary Maas	Seamless Pictures Pty Ltd	Film Production	Private company



**NATIONAL UNION OF WORKERS  
VICTORIAN BRANCH**

**OPERATING REPORT  
FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2013 (CONTINUED)**

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**Other Prescribed Information**

In accordance with Regulation 159 of the Fair Work (Registered Organisations) Regulations 2009

- (a) the number of persons that were at the end of the financial year recorded in the register of members for sec. 230 of the Fair Work (Registered Organisations) Act 2009 and who are taken to be members of the Branch under sec. 244 of the Fair Work (Registered Organisations) Act 2009 was 28,223.
- (b) the number of persons who were at the end of the financial year employees of the Branch including both full-time and part-time employees measured on a full-time equivalent basis was 44.6;
- (c) the names of those who have been members of the Committee of Management of the Branch at any time during the financial year and the periods for which he or she held office were -

<b>Name:</b>	<b>Period:</b>
Julie Warren	1/7/12 to 30/6/13
Tim Kennedy	1/7/12 to 30/6/13
Gary Maas	1/7/12 to 30/6/13
Susie Allison	1/7/12 to 30/6/13
John Glover	1/7/12 to 30/6/13
Brad Dobson	1/7/12 to 30/6/13
Gayle Burmeister	1/7/12 to 30/6/13
Christopher Calvert	1/7/12 to 30/6/13
Belinda Jacobi	1/7/12 to 30/6/13
Chris Kalomiris	1/7/12 to 30/6/13
Heath Lamaro	1/7/12 to 30/6/13
Patrick Byrne	1/7/12 to 30/6/13
Craig Chapman	1/7/12 to 30/6/13
Les Claudius	1/7/12 to 30/6/13
Gary Coghlan	1/7/12 to 30/6/13
Pamela Cupples	1/7/12 to 30/6/13
Brendan Finnigan	1/7/12 to 30/6/13
Tracey Jacobson	1/7/12 to 15/8/12
Clifford Redgwell	1/7/12 to 30/6/13
John Rouel	1/7/12 to 21/7/12
Michael Veljanovski	1/7/12 to 30/6/13
Danial Wilson	1/7/12 to 30/6/13
Andreas Wittmann	13/2/13 to 30/6/13
Calvin Andrews	13/2/13 to 30/6/13
Sharyn Cook	13/2/13 to 30/6/13

**NATIONAL UNION OF WORKERS  
VICTORIAN BRANCH**

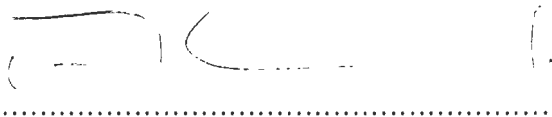
**OPERATING REPORT  
FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2013 (CONTINUED)**

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**Other Relevant Information**

Nil

Signed for and on behalf of the Committee of Management -  
Date: 18<sup>th</sup> September 2013



**Branch Secretary**

**NATIONAL UNION OF WORKERS  
VICTORIAN BRANCH**

**COMMITTEE OF MANAGEMENT STATEMENT**

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On 18<sup>th</sup> September 2013 the Committee of Management of the National Union of Workers – Victorian Branch passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30<sup>th</sup> June 2013:

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

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of the General Manager of Fair Work Australia (FWA);
- (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 related and since the end of that year:
  - (i) meetings of the committee of management were held in accordance with the rules of the organisation including the rules of a branch concerned; and
  - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
  - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the Fair Work (Registered Organisations) Act 2009 and the Fair Work (Registered Organisations) Regulations 2009; and
  - (iv) 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 the general manager of FWA duly made under section 272 of the Fair Work (Registered Organisations) Act 2009 has been furnished to the member or general manager of FWA; and
  - (vi) there has been compliance with any order for inspection of financial records made by Fair Work Australia under section 273 of the Fair Work (Registered Organisations) Act 2009.

**NATIONAL UNION OF WORKERS  
VICTORIAN BRANCH**

**COMMITTEE OF MANAGEMENT STATEMENT (CONT'D)**

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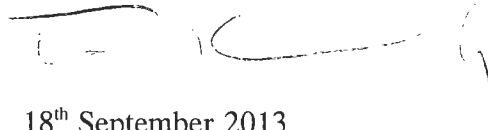
(f) in relation to recovery of wages activity:

(i) there has been no such activity undertaken by the reporting unit.

**For Committee of Management:** Tim Kennedy

**Title of Office held:** Branch Secretary

**Signature:**

A handwritten signature in black ink, appearing to read 'Tim Kennedy', written over a horizontal line.

**Date:** 18<sup>th</sup> September 2013

**INDEPENDENT AUDIT REPORT  
TO THE MEMBERS OF NATIONAL UNION OF WORKERS  
VICTORIAN BRANCH**

---

We have audited the accompanying general purpose financial report of the National Union of Workers – Victorian Branch for the year ended 30<sup>th</sup> June 2013 comprising Statement of Comprehensive Income, Statement of Financial Position, Statement of Changes in Equity, Cash Flow Statement, Notes to and Forming Part of the Financial Statements and Committee of Management Statement.

**Committee of Management’s Responsibility for the Financial Report**

The Union’s Committee of Management is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the Fair Work (Registered Organisations) Act 2009 and for such internal control as the Committee 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 about whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor’s judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity’s preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity’s internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by 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 the Australian professional accounting bodies.

**INDEPENDENT AUDIT REPORT  
TO THE MEMBERS OF NATIONAL UNION OF WORKERS  
VICTORIAN BRANCH**

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**Audit Opinion**

In our opinion the financial report presents fairly, in all material respects, the financial position as at 30 June 2013 and of its financial performance and cash flows for the year then ended in accordance with Australian Accounting Standards and the Fair Work (Registered Organisations) Act 2009.

Signed at Melbourne, this 18<sup>th</sup> day of September 2013.

**Eddy Partners  
8<sup>th</sup> Floor,  
501 Latrobe Street  
MELBOURNE, VIC., 3000  
Tel: (03) 9602 5177  
Fax: (03) 9602 5766**

**EDDY PARTNERS,**  
Certified Practising Accountants.



**David James Eddy, CPA**  
Registered Company Auditor.  
Holder of a Current Public Practice Certificate



18 July 2013

Mr Tim Kennedy  
Victorian Branch Secretary  
National Union of Workers-Victorian Branch

Sent by email: [tkennedy@nuw.org.au](mailto:tkennedy@nuw.org.au)

Dear Mr Kennedy,

**Re: Lodgement of Financial Report - [FR2013/376]**  
**Fair Work (Registered Organisations) Act 2009 (the RO Act)**

The financial year of the Victorian Branch of the National Union of Workers (the reporting unit) ended on 30 June 2013.

This is a courtesy letter to remind you of the obligation to prepare and lodge the financial report for the reporting unit by the due date, namely 15 January 2014 (that is the period within 6 months and 14 days of the end of the financial year) under s.268 of the RO Act.

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

Fact sheets regarding financial reporting under the RO Act are provided on the Fair Work Commission website at: [Financial Reporting Fact Sheets](#).

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

**It should be noted that s.268 is a civil penalty provision.** Failure to lodge a financial report may result in legal proceedings being issued with the possibility of a pecuniary penalty (up to \$33,000 for a body corporate and \$6,600 for an individual per contravention) being imposed upon an officer whose conduct led to the contravention and/or your organisation.

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

Yours sincerely,

Robert Pfeiffer  
Senior Adviser  
Regulatory Compliance Branch

## TIMELINE/ PLANNER

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

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

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

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