



FAIR WORK  
COMMISSION

29 April 2013

Mr Hayden Creek  
Executive Officer,  
Real Estate Employers' Federation of South Australia and the Northern Territory  
PO Box 72  
MITCHAM SHOPPING CENTRE SA 5062

Dear Mr Creek,

**Re: Lodgement of Financial Statements and Accounts - Real Estate Employers' Federation of South Australia and the Northern Territory - for year ended 30 June 2012 (FR2012/503)**

I refer to the above financial statements and accounts which were lodged with the Fair Work Commission ('FWC') on 16 January 2013 and to your email confirming the provision of the audit report to members, which was received today, 29 April 2013.

I confirm my advice in our discussion today that the Committee of Management Statement and Auditor's Report must be signed and dated before providing them and the other statements to the members. The same applies to the Operating Report. These are normally signed at a first meeting of the committee. Presentation of the financial report at the Annual General Meeting in accordance with section 266 is a separate and final event, and the Certificate of Designated Officer should reflect clearly this sequence.

The documents have been filed and there is no further action required in respect of this report.

However one of FWC's aims is to encourage and achieve a wide consistency across reporting units and a high standard of reporting that will be reflected in compliance with the letter, as well as the intent, of the legislation. Accordingly, I have identified the following matters in which future reports will more correctly comply with relevant requirements and standards.

**Operating Report - Meaning of 'Results of principal activities'**

Sub-section 254(2)(a) requires an operating report to include, in its review of the reporting unit's principal activities, the results of those activities.

The 2012 operating report has described the principal activity as "*maintain proper industrial relation practices within the Real Estate Industry*". It then states, under the heading "Result of Principle Activities", that the principal activities resulted in a deficit.

FWC's interpretation of "results of activities" for the purposes of s254(2)(a) is that they are to be understood as results which follow directly from the principal activities, rather than as financial results derived from the financial activities.

The activity of "industrial relation practices" will seek diverse results such as protecting/improving members' industrial interests, achieving effective negotiations and representations, promoting coverage and membership etc, and accordingly the results that may be described will be of a similar nature, for example, any significant industrial successes or developments the organisation

considers relevant. The detail or particulars are not prescribed by the Act. The organization might consider how best to briefly characterize or describe industrial results of this kind for the purposes of the operating report.

**Time frame for lodgement**

Section 268 requires that reports be lodged ordinarily "within 14 days after the general meeting referred to in section 266". This means that ordinarily the report should be lodged within 14 days after the Annual General Meeting. In this case, the 14th day fell on 26 December 2012 and the report was not lodged until 16 January 2013. The Act makes provision for longer periods for lodgement to be allowed by the General Manager but every effort should be made to lodge within the ordinary prescribed period.

Please do not hesitate to contact me at if you have any queries at any time on (02) 6723 7237.

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

**From:** KELLETT, Stephen  
**To:** ["Hayden Creek"](#)  
**Subject:** RE: letter advising filing  
**Date:** Monday, 29 April 2013 3:45:00 PM  
**Attachments:** [REEFSANT FR2012\\_503 \(final\)\\_29042013.pdf](#)

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Dear Hayden

Please see a copy of my letter attached confirming my advice and explaining a couple of other matters. The financial report has been filed. I have posted a hard copy in the mail for your records.

Thank you for your assistance this morning.

Yours sincerely

**STEPHEN KELLETT**

Senior Adviser,

Regulatory Compliance Branch

**Fair Work Commission**

Tel: (02) 6723 7237

Mob: 0429 462 979

Fax: +61 2 9380 6990

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

80 William Street, East Sydney NSW 2011

[www.fwc.gov.au](http://www.fwc.gov.au)

**From:** LO-BOOTH, Cynthia  
**Sent:** Wednesday, 16 January 2013 1:51 PM  
**To:** 'Hayden Creek'  
**Subject:** RE: REEFSANT Financials & Annual Report

Dear Hayden

I acknowledge receipt of the REEFSANT's financial report and annual information. The matters will be allocated to the appropriate FWC officer and he/she will be in touch with you in due course.

Also I thank you for bringing to my attention that the [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au) email address was inoperative. That issue has now been rectified and the generic email address is now operative. If you have any further queries please do not hesitate to contact our principal adviser, Eve Anderson at [eve.anderson@fwc.gov.au](mailto:eve.anderson@fwc.gov.au) or her direct line is (03) 8661 7929 or myself.

Regards,

**CYNTHIA LO-BOOTH**  
Senior Adviser  
Regulatory Compliance Branch

**Fair Work Commission**  
Tel: 03 8661 7915  
Fax: 03 9655 0410  
[cynthia.lobooth@fwc.gov.au](mailto:cynthia.lobooth@fwc.gov.au)

*Please be aware that my email address has changed to [cynthia.lobooth@fwc.gov.au](mailto:cynthia.lobooth@fwc.gov.au), effective 1 January 2013. Please update your records accordingly.*

**From:** Hayden Creek [<mailto:hayden@reefsant.org.au>]  
]

**Sent:** Wednesday, 16 January 2013 1:26 PM

**To:** LO-BOOTH, Cynthia

**Subject:** REEFSANT Financials & Annual Report

Dear Eve Anderson (Manager)

Please find attached the Real Estate Employer's Federation of South Australia and the Northern Territory

Financial Report for the year ending 30 September 2012 and the Annual Information Report.

A hard copy has been posted to FWC.

Should you require further information please do not hesitate to contact me on 08 83664310.

Kind Regards

Hayden Creek

Executive Officer

15 January 2013

General Manager  
Fair Work Commission  
Regulatory Compliance Branch  
GPO Box 1994  
MELBOURNE VIC 3001

**Re:Lodgement of Financial Documents**  
**Fair Work (Registered Organisation) Act 2009 (the RO Act)**

The Real Estate Employers' Federation of South Australia and the Northern Territory (REEFSANT) is obliged under the Act to provide the Fair Work Commission (FWC) with a financial report 6 months after the end of our financial year.

I am pleased to advise that REEFSANT is now in a position to provide the FWC with a financial report for the year ending 30 September 2012.

Please find enclosed a copy of the:

- Notice of AGM to members
- Designated Officer's Certificate
- Committee of Management Statement
- Financial Statements for the year ending 30 June 2012
- Executive Committee Minutes – 12 December 2012.

An electronic copy has also been sent.

I trust the report covers your entire requirement under the Act. However should you require further information please do not hesitate to contact me on 08 83664310 or email [hayden@reefsant.org.au](mailto:hayden@reefsant.org.au).

Kind Regards



Hayden Creek  
Executive Officer

## Hayden Creek

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**From:** REEF ALERT [don@reefsant.org.au]  
**Sent:** Friday, 16 November 2012 10:56 AM  
**To:** hayden@reefsant.org.au  
**Subject:** NOTICE OF AGM - 12 DECEMBER 2012 - REPLY REQUIRED

If you're having any difficulty seeing the contents of this email, please view the [online version](#).  
Your email program or Internet Service Provider may prevent successful delivery of our emails.  
If you wish to unsubscribe from our newsletters, [click here](#)



FRIDAY 16 NOVEMBER 2012

### NOTICE OF AGM - 12 DECEMBER 2012 - REPLY REQUIRED

#### URGENT

1. Please find attached the NOTICE OF ANNUAL GENERAL MEETING TO REEFSA/NT MEMBERS - **Please scan and email [hayden@reefsant.org.au](mailto:hayden@reefsant.org.au) the registration form, advising whether or not you are attending.**
2. Also attached FINANCIAL STATEMENTS FOR YEAR ENDING 30 SEPTEMBER 2012
3. Don Tepper will give a 15 minute update on the employer's historic victory on the debit/credit court case and what it means for the future. He will also field any questions on industrial relations and human resources management issues.
4. Please support REEFSA/NT with your attendance.



[Notice Letter of AGM 2012.pdf](#)



[REEFSANT Financial Statement 30 Sept 12.pdf](#)

Kind Regards

Hayden Creek

Executive Officer

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**Real Estate Employers' Federation of South Australia and the Northern  
Territory  
ABN 25 834 475 718**

**Designated Officer's Certificate  
For the year ended 30 September 2012**

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I Derek Lynch being the President of the Real Estate Employer's Federation of South Australia and the Northern Territory (REEFSANT) certify:

- That the documents lodged herewith are copies of the full report, referred to in section 268 of Fair Work (Registered Organisation) Act 2009; and
- That the full report, was provided to members on 16 November 2012; and
- That the full report, was provided to the REEFSANT Board on the 12 December 2012 and the 'Committee of Management Statement' was approved and signed; and
- That the full report was presented to a meeting of members (Annual General Meeting) of the reporting unit on 12 December 2012, in accordance with section 266 of the Fair Work (Registered Organisation) Act 2009.

Signature

Derek Lynch (President)

Date: 15 January 2013

REAL ESTATE EMPLOYERS' FEDERATION OF SOUTH AUSTRALIA AND THE  
NORTHERN TERRITORY

ABN 25 834 475 718

OPERATING REPORT

For the year ended 30 September 2012

Committee Of Management Statement

On 12 December 2012 the Real Estate Employers' Federation of South Australia and the Northern Territory passed the following resolution in relation to the general purpose financial report (GPFR) of the association for the year ended 30 September 2012.

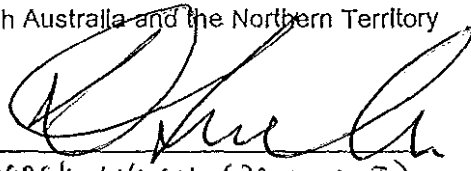
The Real Estate Employers' Federation of South Australia and the Northern Territory declares in relation to the GPFR that in its opinion:

- (a) the financial report and notes comply with the Australian Accounting Standards Reduced Disclosure Requirements;
- (b) the financial report and notes comply with the reporting guidelines of the General Manager of Fair Work Australia;
- (c) the financial report and notes give a true and fair view of the financial performance, financial position and cash flows of the Real Estate Employers' Federation of South Australia and the Northern Territory for the financial year ended 30 September 2012;
- (d) there are reasonable grounds to believe that the Real Estate Employers' Federation of South Australia and the Northern Territory will be able to pay its debts as and when they become due and payable;
- (e) during the financial year ended 30 September 2012 and since the end of the financial year;
  - (i) meetings of the Real Estate Employers' Federation of South Australia and the Northern Territory were held in accordance with the rules of the organisation; and
  - (ii) the financial affairs of the Real Estate Employers' Federation of South Australia and the Northern Territory have been managed in accordance with the rules of the association; and
  - (iii) the Real Estate Employers' Federation of South Australia and the Northern Territory have been kept and maintained in accordance with the Fair Work (Registered Organisations) Act 2009 and the Fair Work (Registered Organisations) Regulations 2009; and
  - (iv) the Real Estate Employers' Federation of South Australia and the Northern Territory have been kept, as far as practicable, in a consistent manner; and
  - (iv) no information has been sought in any request of a member of the Real Estate Employers' Federation of South Australia and the Northern Territory or the General Manager of Fair Work Australia under section 272 of the Fair Work (Registered Organisations) Act 2009; and
  - (v) no orders for inspection of the financial records have been made by Fair Work Australia under section 273 of the Fair Work (Registered Organisations) Act 2009;
- (f) during the financial year ended 30 September 2012 the Real Estate Employers' Federation of South Australia and the Northern Territory did not participate in any recovery of wages activity.

For the South Australian Real Estate Employers' Federation of South Australia and the Northern Territory

  
Hayden Creek – Executive Officer

12 December 2012

  
DEREK LYNCH (PRESIDENT)

12 DECEMBER 2012



**REAL ESTATE EMPLOYERS' FEDERATION OF SOUTH  
AUSTRALIA AND THE NORTHERN TERRITORY  
ABN 25 834 475 718**

**Financial Statements  
For the year ended 30 June 2012**

**NKM Accounting**

Suite 17, 116-120 Melbourne Street  
NORTH ADELAIDE SA 5006

Phone: 08 8267 4800 Fax: 08 8239 0728

Email: [nat@rugari.com.au](mailto:nat@rugari.com.au)

**REAL ESTATE EMPLOYERS' FEDERATION OF SOUTH AUSTRALIA AND THE  
NORTHERN TERRITORY**  
**ABN 25 834 475 718**  
**OPERATING REPORT**  
**For the year ended 30 September 2012**

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This Operating Report covers the activities of the Real Estate Employers' Federation of South Australia and the Northern Territory, for the financial year ended 30 September 2012, the results of those activities and any significant changes in the nature of those activities during the year.

**1. Principal Activities of the Association**

The principal activities of the Association during the financial year were: Maintain proper industrial relation practices within the Real Estate Industry.

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

**2. Right of Members to Resign**

All members of the Association have the right to resign from the Association in accordance with Rule 4A "Resignation" of the Association Rules and Section 174(1) of the Fair Work( Registered Organisations) Act 2009).

In accordance with section 174(1) of the Fair Work (Registered Organisations) Act 2009 a member of an organisation may resign from membership by written notice addressed and delivered to a person designated for the purpose in the rules of the organisation or a branch of the organisation.

**3. Membership of the Association**

There were 283 members of the Association as at 30<sup>th</sup> September 2012.

**4. Employees of the Association**

As at the 30th of September 2012 the Association employed 2 part time contractors. (No employee's).

**5. Superannuation Trustee's**

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

**6. Association Committee of Management (REEFSA/NT Board)**

The following persons were members of the Association Committee of Management (REEFSA/NT Board), during the year ended 30th September 2012:

POSITION	NAME	PERIOD
President	Derek Lynch	1 October 2011 – 30 September 2012
Deputy President	Nella Kikianis	1 October 2011 – 30 September 2012
Member	Mark Burns	1 October 2011 – 30 September 2012
Member	Grant Comley	1 October 2011 – 30 September 2012
Member	John Druitt	1 October 2011 – 30 September 2012
Member	Theo Kaldis	1 October 2011 – 30 September 2012
Member	Paul Stanton	1 October 2011 – 30 September 2012
Member	Samantha Ireland	19 October 2011 – 30 September 2012

**Executive Officer**  
Hayden Creek

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**REAL ESTATE EMPLOYERS' FEDERATION OF SOUTH AUSTRALIA AND THE  
NORTHERN TERRITORY  
ABN 25 834 475 718  
OPERATING REPORT  
For the year ended 30 September 2012**

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**7. Significant Changes in Financial Affairs**

There were no significant changes in the financial affairs of the branch during the financial year.

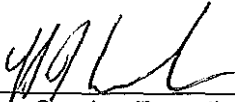
**8. Result of Principle Activities**

The Associations principal activities resulted in a deficit for the financial year of -\$11,891.00



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Derek Lynch – President



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Hayden Creek – Executive Officer

Date: 12 December 2012

**REAL ESTATE EMPLOYERS' FEDERATION OF SOUTH AUSTRALIA AND THE  
NORTHERN TERRITORY**  
**ABN 25 834 475 718**  
**OPERATING REPORT**  
**For the year ended 30 September 2012**

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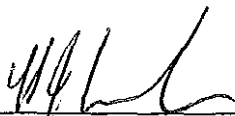
**Committee Of Management Statement**

On 12 December 2012 the Real Estate Employers' Federation of South Australia and the Northern Territory passed the following resolution in relation to the general purpose financial report (GPFR) of the association for the year ended 30 September 2012.

The Real Estate Employers' Federation of South Australia and the Northern Territory declares in relation to the GPFR that in its opinion:

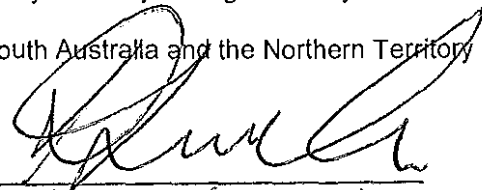
- (a) the financial report and notes comply with the Australian Accounting Standards Reduced Disclosure Requirements;
- (b) the financial report and notes comply with the reporting guidelines of the General Manager of Fair Work Australia;
- (c) the financial report and notes give a true and fair view of the financial performance, financial position and cash flows of the Real Estate Employers' Federation of South Australia and the Northern Territory for the financial year ended 30 September 2012;
- (d) there are reasonable grounds to believe that the Real Estate Employers' Federation of South Australia and the Northern Territory will be able to pay its debts as and when they become due and payable;
- (e) during the financial year ended 30 September 2012 and since the end of the financial year;
  - (i) meetings of the Real Estate Employers' Federation of South Australia and the Northern Territory were held in accordance with the rules of the organisation; and
  - (ii) the financial affairs of the Real Estate Employers' Federation of South Australia and the Northern Territory have been managed in accordance with the rules of the association; and
  - (iii) the Real Estate Employers' Federation of South Australia and the Northern Territory have been kept and maintained in accordance with the Fair Work (Registered Organisations) Act 2009 and the Fair Work (Registered Organisations) Regulations 2009; and
  - (iv) the Real Estate Employers' Federation of South Australia and the Northern Territory have been kept, as far as practicable, in a consistent manner; and
  - (iv) no information has been sought in any request of a member of the Real Estate Employers' Federation of South Australia and the Northern Territory or the General Manager of Fair Work Australia under section 272 of the Fair Work (Registered Organisations) Act 2009; and
  - (v) no orders for inspection of the financial records have been made by Fair Work Australia under section 273 of the Fair Work (Registered Organisations) Act 2009;
- (f) during the financial year ended 30 September 2012 the Real Estate Employers' Federation of South Australia and the Northern Territory did not participate in any recovery of wages activity.

For the South Australian Real Estate Employers' Federation of South Australia and the Northern Territory



Hayden Creek – Executive Officer

12 December 2012



DEREK LYNCH (PRESIDENT)

12 DECEMBER 2012

**REAL ESTATE EMPLOYERS' FEDERATION OF SOUTH AUSTRALIA AND THE  
NORTHERN TERRITORY ABN 25 834 475 718  
Detailed Balance Sheet As At 30 June 2012**

	2012 \$	2011 \$
<b>Current Assets</b>		
<b>Cash Assets</b>		
Cash At Bank S A	26,885	34,236
Undeposited fund	435	0
Cash float	189	52
	27,509	34,288
<b>Current Tax Assets</b>		
GST clearing	3,466	4,265
	3,466	4,265
<b>Other</b>		
Bank SA term deposit	93,780	88,347
	93,780	88,347
<b>Total Current Assets</b>	<b>124,755</b>	<b>126,900</b>
<b>Non-Current Assets</b>		
<b>Property, Plant and Equipment</b>		
Office equipment	8,147	5,888
Less accumulated depreciation	(3,409)	(2,304)
	4,738	3,584
<b>Total Non-Current Assets</b>	<b>4,738</b>	<b>3,584</b>
<b>Total Assets</b>	<b>129,493</b>	<b>130,484</b>

The accompanying notes form part of these financial statements.

REAL ESTATE EMPLOYERS' FEDERATION OF SOUTH AUSTRALIA AND THE  
NORTHERN TERRITORY ABN 25 834 475 718

Detailed Balance Sheet As At 30 June 2012

	2012	2011
	\$	\$
<b>Current Liabilities</b>		
<b>Payables</b>		
Unsecured:		
Trade creditors	10,700	0
	<u>10,700</u>	<u>0</u>
<b>Other</b>		
Money held in Trust	200	0
	<u>200</u>	<u>0</u>
<b>Total Current Liabilities</b>	<u>10,900</u>	<u>0</u>
<b>Total Liabilities</b>	<u>10,900</u>	<u>0</u>
<b>Net Assets</b>	<u>118,593</u>	<u>130,484</u>
<b>Members' Funds</b>		
Accumulated surplus (deficit)	118,593	130,484
<b>Total Members' Funds</b>	<u>118,593</u>	<u>130,484</u>

The accompanying notes form part of these financial statements.

REAL ESTATE EMPLOYERS' FEDERATION OF SOUTH AUSTRALIA AND THE NORTHERN TERRITORY ABN 25 834 475 718

Statement of Changes in Equity

	Retained Profits	Total
<b>Balance at 01/07/2010</b>	114,439	114,439
Profit attributable to the members	16,045	16,045
Subtotal	130,484	130,484
<b>Balance at 30/09/2011</b>	130,484	130,484
Profit attributable to the members	(11,891)	(11,891)
Subtotal	118,593	118,593
<b>Balance at 30/09/2012</b>	118,593	118,593

**REAL ESTATE EMPLOYERS' FEDERATION OF SOUTH AUSTRALIA AND THE  
NORTHERN TERRITORY ABN 25 834 475 718**

**Detailed Income Statement**

For the year ended 30 June 2012

	2012 \$	2011 \$
<b>Income</b>		
Interest received	6,251	3,812
New Memberships	8,682	11,647
Membership Renewals	137,569	140,140
Training Income	5,687	2,500
Employment Reg Agreement Fee	8,895	12,632
OH & S Manuals	4,100	2,810
H R Manuals	2,600	2,150
Total income	<u>173,784</u>	<u>175,691</u>
<b>Expenses</b>		
Audit fees	660	600
Bank Fees And Charges	132	140
Book Keeper	2,050	0
Depreciation	1,105	1,581
H R & O H & S Manuals	4,000	1,270
Industrial Costs ( Non-Office holder )	84,000	77,908
Insurance	3,321	3,168
Internet Web Site	16,577	11,508
Legal fees	11,968	9,069
Meeting Expenses	1,197	1,308
Office Equipment	869	531
Photocopying	1,200	1,100
Postage & courier	1,560	899
Printing & stationery	6,408	1,762
Rent	6,000	5,500
Secretarial ( Office-holder )	36,000	34,873
Subscriptions	3,144	3,218
Sundry	182	3,116
Superannuation	900	0
Telephone	3,119	2,095
Travel, accom & conference	1,283	0
Total expenses	<u>185,675</u>	<u>159,646</u>
Profit (loss) from ordinary activities	<u>(11,891)</u>	<u>16,045</u>
Net profit (loss) attributable to the association	<u>(11,891)</u>	<u>16,045</u>
Total changes in equity of the association	<u>(11,891)</u>	<u>16,045</u>

The accompanying notes form part of these financial statements.



REAL ESTATE EMPLOYERS' FEDERATION OF SOUTH AUSTRALIA AND THE  
NORTHERN TERRITORY ABN 25 834 475 718

Detailed Income Statement

For the year ended 30 June 2012

	2012	2011
	\$	\$
Opening retained profits	130,484	114,439
Net profit (loss) attributable to the association	<u>(11,891)</u>	<u>16,045</u>
Closing retained profits	<u>118,593</u>	<u>130,484</u>

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The accompanying notes form part of these financial statements.

**REAL ESTATE EMPLOYERS' FEDERATION OF SOUTH AUSTRALIA AND THE  
NORTHERN TERRITORY ABN 25 834 475 718**

**Statement of Cash Flows**

For the year ended 30 June 2012

	2012	2011
	\$	\$
<hr/>		
<b>Cash Flow From Operating Activities</b>		
Receipts from Members	167,533	171,879
Payments to Suppliers and Contractors	(172,871)	(178,313)
Interest received	6,251	3,812
Net cash provided by (used in) operating activities (note 2)	913	(2,622)
 <b>Cash Flow From Investing Activities</b>		
<b>Payment for:</b>		
Payments for property, plant and equipment	(2,259)	0
Net cash provided by (used in) investing activities	(2,259)	0
Net increase (decrease) in cash held	(1,346)	(2,622)
Cash at the beginning of the year	122,635	125,257
Cash at the end of the year (note 1)	121,289	122,635

The accompanying notes form part of these financial statements.

**REAL ESTATE EMPLOYERS' FEDERATION OF SOUTH AUSTRALIA AND THE  
NORTHERN TERRITORY ABN 25 834 475 718**

**Statement of Cash Flows**

**For the year ended 30 June 2012**

2012

2011

**Note 1. Reconciliation Of Cash**

For the purposes of the statement of cash flows, cash includes cash on hand and in banks and investments in money market instruments, net of outstanding bank overdrafts.

Cash at the end of the year as shown in the statement of cash flows is reconciled to the related items in the balance sheet as follows:

Cash At Bank S A	26,885	34,236
Undeposited fund	435	0
Cash float	189	52
Bank SA term deposit	93,780	88,347
	<u>121,289</u>	<u>122,635</u>

**Note 2. Reconciliation Of Net Cash Provided By/Used In Operating Activities To Operating Profit**

Operating profit/loss	(11,891)	16,045
Depreciation	1,105	1,581
Changes in assets and liabilities net of effects of purchases and disposals of controlled entities:		
Increase (decrease) in trade creditors and accruals	10,700	(13,147)
Increase (decrease) in other creditors	200	(4,484)
Increase (decrease) in sundry provisions	799	(2,617)
Net cash provided by operating activities	<u>913</u>	<u>(2,622)</u>

The accompanying notes form part of these financial statements.

**REAL ESTATE EMPLOYERS' FEDERATION OF SOUTH AUSTRALIA AND THE  
NORTHERN TERRITORY**

**ABN: 25 834 475 715**

**Notes to the Accounts**

**For the year ended 30 September 2012**

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**1. Summary of Significant Accounting Policies**

**a) Basis of Preparation of Financial Reports**

The financial report is a general purpose financial report that has been prepared in accordance with Accounting Standards and other authoritative pronouncements of the Australian Accounting Standards Board and the requirements of the Fair Work (Registered Organisation) Act 2009.

The financial report has been prepared in accordance with the following applicable Accounting Standards and Urgent Issues Group Consensus Views.

AASB 1031	Materiality
AASB 110	Events after the Balance Sheet date
AASB 108	Accounting Policies, changes in Accounting Estimates and Errors
AASB 114	Segment Reporting
AASB 136	Impairment of Assets

The financial report is prepared in accordance with the historical convention. Unless otherwise stated, the accounting policies adopted are consistent with those of the previous year. Comparative information is reclassified where appropriate to enhance comparability.

**b) Income Tax**

The association is exempt from income tax pursuant to the Income Tax Assessment Act. Accordingly, Australian Accounting Standard AASB 112 has not been applied and no provision for income tax has been included in the Accounts.

**c) Goods and Services Tax**

The Association is registered for Goods and Services Tax.

**d) Non Current Assets – Office Equipment**

Depreciation, using the diminishing value method, has been provided for in the Accounts on all Non-Current Assets, so as to allocate their cost over their estimated remaining useful life.

**e) Employee Entitlements**

Provision is made for the association's liability for employee entitlements arising from services rendered by employees to balance date – the association has no employees.

**f) Subscriptions**

Members Subscription income has been brought to account on an accrual basis during the course of the year.

**g) Going Concern Basis of Accounting**

The financial report has been prepared on the basis that the association is a going concern, which assumes continuity of normal business activities and the realisation of assets and the settlement of liabilities in the ordinary course of business.

**h) Fair Work (Registered Organisation) Act 2009**

On 19 April 2010 the association was granted federal registration as an association effective from 3 May 2010.

**REAL ESTATE EMPLOYERS' FEDERATION OF SOUTH AUSTRALIA AND THE  
NORTHERN TERRITORY**

**ABN: 25 834 475 715**

**Notes to the Accounts**

**For the year ended 30 September 2012**

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**2. Notice required under 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 Section 272 of Fair Work (Registered Organisations) Act 2009, which reads as follows:-

- (1) A member of the association, or the General Manager of Fair Work Australia, 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) The association must comply with an application made under subsection (1).

**3. Property Plant & Equipment**

All fixed assets are recorded at cost and the depreciation rate used is as per the Australian Taxation Office.

**4. Accounting Estimates and Judgements**

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

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

The South Australian and Northern Territory Real Estate Employers' Federation makes estimates and assumptions concerning the future. The resulting accounting estimates by definition seldom equal the related actual results. There are no estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities.

**(b) Critical judgements in applying the South Australian Real Estate Employers' Federation accounting principles**

There are no critical judgements that have significant risk of causing a material adjustment to the carrying amounts of assets and liabilities

**5. Related Parties**

There have been no transactions between related parties.

**6. Financial Risk Management**

General objectives, policies and processes

The association is exposed to risks that arise from its use of financial instruments. This note describes the association's objectives, policies and processes for managing those risks and the methods used to measure them.

There have been no substantive changes in the association's exposure to financial instrument risk, its objectives, policies and processes for managing those risks or the methods used to measure them from previous periods unless otherwise stated in this note.

The association's financial instruments consist mainly of deposits with banks and receivables.

**REAL ESTATE EMPLOYERS' FEDERATION OF SOUTH AUSTRALIA AND THE  
NORTHERN TERRITORY**

**ABN: 25 834 475 715**

**Notes to the Accounts**

**For the year ended 30 September 2012**

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**Credit Risk**

Credit risk is the risk that the other party to a financial instrument will fail to discharge their obligation resulting in the association incurring in a financial loss. This usually occurs when debtors fail to settle their obligations owing to the association.

The maximum exposure to credit risk, excluding the value of any collateral or other security, at balance date to recognised financial assets is the carrying amount of those assets, net of any provision for doubtful debts.

**Liquidity Risk**

Liquidity risk is the risk that the association may encounter difficulties raising funds to meet commitments associated with financial instruments. The association is not significantly exposed to this risk; at 30 September 2012 it had \$124,755.00 of cash and cash equivalents to meet these obligations as the fall due. Financial liabilities at 30 September 2012 totalled \$10,900.00.

The association manages liquidity risk by monitoring cash flows.

**Market Risk**

Market risk arises from the use of interest bearing, tradable financial instruments. It is the risk that the fair value or future cash flows of a financial instrument will fluctuate because the changes in interest rates (interest rate risk) or other market factors (other price risk).

**Interest Rate Risk**

The association's exposure to interest rate risk, which is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates and the effective weighted average interest rates on those financial assets and liabilities are summarised as per the financials.

**7. Subsequent Events**

There are no subsequent events that have occurred or are likely to occur that require disclosure.

**8. Contingent Liabilities**

None to report.

**REAL ESTATE EMPLOYERS' FEDERATION OF SOUTH AUSTRALIA AND  
THE NORTHERN TERRITORY**  
**ABN: 25 834 475 718**  
**INDEPENDENT AUDIT REPORT**  
**For the year ended 30 September 2012**

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**INDEPENDENT AUDIT REPORT**

To the members of the Real Estate Employers' Federation of South Australia and the Northern Territory.

We have audited the general purpose financial report of Real Estate Employers' Federation of South Australia and the Northern Territory, which comprises the statement of financial position as at 30 September 2012, and the statement of comprehensive income, statement of changes in accumulated funds (losses) and statement of cash flows for the year then ended, a summary of significant accounting policies and other explanatory notes and branch committee of management's statement for the year then ended.

*Committee of Management and the Financial Report*

The committee of management and the financial officer are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the Fair Work (Registered Organisations) Act 2009. This responsibility also includes establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

*Auditor's Responsibility*

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

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

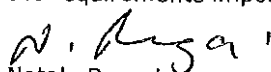
We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

*Independence*

In conducting our audit, we have complied with the independence requirements of the Australian professional accounting bodies and the Fair Work (Registered Organisations) Act 2009.

*Auditor's Opinion*

In our opinion the general purpose financial report of Real Estate Employers' Federation of South Australia and the Northern Territory, is presented fairly in accordance with applicable Australian Accounting Standards and the requirements imposed by Part 3 of Chapter 8 of the Fair Work (Registered Organisations) Act 2009.

  
Natale Rugari  
Director/Partner  
Member of CPA, AUSTRALIA  
And Holder of Current Public Practice Certificate  
Registered Company Auditor  
17/116 Melbourne Street  
NORTH ADELAIDE SA 5006

12 December 2012

**REAL ESTATE EMPLOYERS' FEDERATION OF SOUTH AUSTRALIA AND THE NORTHERN TERRITORY ABN 25 834 475 718**  
**Depreciation Schedule for the year ended 30 June, 2012**

	Total	Priv	OWDV	DISPOSAL		ADDITION		DEPRECIATION			Priv	CWDV	PROFIT		LOSS	
				Date	Consid	Date	Cost	Value	T	Rate			Deprec	Upto	+	Above
<b>Real Estate Employers' Federation of South Australia</b>																
MILE END OFFICE FURNITURE	2,854.00	0.00	1,941	06/01/10	0	0	1,941	D	20.00	388	0	1,553	0	0	0	0
DELL COMPUTER	2,935.00	0.00	1,644	09/08/10	0	0	1,644	D	40.00	658	0	986	0	0	0	0
OFFICEWORKS	100.00	0.00	0	01/02/10	0	0	0	D	100.00	0	0	0	0	0	0	0
COMPUTER	2,259.00	0.00	0	08/06/12	0	2,259	2,259	D	30.00	59	0	2,200	0	0	0	0
	<u>8,148</u>		<u>3,585</u>		<u>0</u>	<u>2,259</u>	<u>5,844</u>			<u>1,105</u>	<u>0</u>	<u>4,739</u>				
										Deduct Private Portion						
										<u>0</u>						
										Net Depreciation						
										<u>1,105</u>						

The accompanying notes form part of these financial statements.



REAL ESTATE EMPLOYERS FEDERATION SA/NT

Executive Committee

Minutes of Meeting held 9.30am 12 Dccember 2012

Held at

REI House 249 Greenhill Road, Dulwich

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<b>Present:</b>	Derek Lynch (President)	Professionals Modbury
	Nella Kikianis (D/President)	Ray White Semaphore/ Pt Adelaide
	Sam Ireland	Harcourts South Coast
	Grant Comley	Remax Results
	Paul Stanton	Smallacombe (Kingswood)
	John Druitt	Century 21 (Southern)
	Theo Kaldis	Commercial SA Property Group
<b>In Attendance:</b>	Don Tepper Industrial Relations	Chief Executive Officer (CEO)
<b>Apologies:</b>	Hayden Creek	Executive Officer (EO)
	Mark Burns	L J Hooker Blackwood

Welcome

The President Derek Lynch welcomed all attending today and opened the meeting.

2. Competition and Consumer Act

The "Competition and Consumer Act 2011" taken as read.

Competition and Consumer Act.

*It is a criminal offence under the Competition and Consumer Act 2011 for us to discuss or agree on any matter that in any way restricts or reduces competition between real estate agents. Such discussions and or agreements are not limited to Board Meetings as a whole but also to discussions and or agreements between any two or more persons attending this meeting.*

3. Confirmation of Minutes

Theo Kaldis *moved* and John Druitt *seconded* that the minutes of the meeting held on 1 November 2012 is accepted. *Carried.*

*Chairperson confirmed and signed minutes.*

4. Business Arising from Minutes

- Member resignation and rejoin policy (Ongoing)
- NT board representative (Ongoing)
- Election Up Date

The AEC Election result for the President and Deputy President was tabled.  
Derek Lynch was appointed as President for 2 years.

Nella Kikianis was appointed as Deputy President for 2 years.  
Both positions were declared uncontested.

#### 5. Correspondence (November 2012)

1. Email from Grant Winkley Real Estate – 1 Nov 12 – Resignation
2. Email from Don to members – 1 Nov 12 – Alert: Christmas break
3. FWA decision – 1 Nov 12 – Board Election decision
4. Email from Don to members – 1 Nov 12 – Alert: Independent contractor
5. Real Service – 5 Nov 12 – Promotion
6. NSCA – 5 Nov 12 – Magazine
7. Email from Don to EO – 5 Nov 12 – Policy interpretation
8. NSCA – 7 Nov 12 – Magazine
9. Email to Board from Don – 7 Nov 12 – Clarke v Playford decision date
10. Email from Don to members – 8 Nov 12 – Alert: WHS & Court case
11. IRCSA Decision – 9 Nov 12 – Clarke v Playford decision
12. Emails from Susan W – 9 Nov 12 – Web changes
13. Chamber NT – 9 Nov 12 – Top End Roundup
14. Email from Don to members – 9 Nov 12 – Alert: Clarke v Playford decision
15. Email from Kate Morrissey NT – 12 Nov 12 – Official Launch
16. Email from Don to members – 13 Nov 12 – Alert: Annual Leave
17. Email from Don to members – 14 Nov 12 – Alert: Awards
18. Commercial SA – 14 Nov 12 – Promotion
19. Email from Australian Business - 14 Nov 12 – Promotion
20. Email from Susan – 15 Nov 12 – Website adjustments
21. Email from Don to members – 15 Nov 12 – Alert: Work Functions
22. REEFSANT letter to NKM Accounting – 16 Nov 12 – Financial (Audit)
23. Email from Don to members – 16 Nov 12 – Alert: AGM Invitation
24. Letter from CCH – 22 Nov 12 – Promotion
25. Email from Don to members – 22 Nov 12 – Alert: Clerks Award variations
26. Email from Don to members – 22 Nov 12 – Alert: Training Free
27. AEC Election Report – 22 Nov 12
28. Chamber NT – 23 Nov 12 – Top End Roundup
29. Email from Australian Business - 23 Nov 12 – Promotion
30. Letter to Derek from AEC – 26 Nov 12 – Election results
31. Mitcham Community News – 26 Nov 12
32. Email from Don to members – 26 Nov 12 – Alert: AGM Reminder
33. Email from Don to members – 27 Nov 12 – Alert: Clarks Award
34. Email from ABCS – 28 Nov 12 – Promotion
35. Email from Susan - 28 Dec 12 - Webupdates

Committee members were presented with a folder containing the above correspondence for November 2012 to read and comment.

#### 6. Finance

The EO tabled the October 2012 Financial Reports. (Refer attachments)

- Reconciliation Report – Bank SA (Cheque account)
- Profit and Loss
- Balance Sheet

Paul Stanton *moved* and Nella Kikianis *seconded* that the financial report(s) for October 2012 be received and approved. *Carried*

**BankSA Transaction History:**

- 1 November 2012 to 30 November 2012 (Refer attached)

**Float Details (30 September 2012)**

- Float Balance **\$157.10**

**Accounts tabled for payment (12 December 2012)**

- **Don Tepper Consulting Invoice 3472.**
  - IR Services (November/December 2012) \$15,400.00 (TF1212121)
  - Iphone Plan (November 2012) \$67.00 (TF1212121)
  - Iphone Plan (December 2012) \$67.00 (TF1212121)
  - RESA Lunch (6 December 12) \$242.70 (TF1212121)
  - Superannuation (November 2012) \$630.00 (ETF -2811121)**Total \$16,406.70**
  
- **H J C Consulting Invoice 0152 (November/December12).**
  - Secretarial Services (November/December12) \$6,000.00 (TF1212122)
  - Superannuation (November 2012) \$270.00 (ETF 2811122)**Total \$6,270.00**
  
- **Susan Williams Inv 603**
  - Financials/Other (November 12) \$400.00**Total \$400.00 (TF1212123)**
  
- **REISA- Invoice 11529 (January 2013)**
  - Rent \$550.00
  - Telephone \$165.00
  - Photocopying \$110.00**Total \$825.00 (Cheque - 891)**
  
- **Australia Post** **Total \$118.45 (TF1212124)**
- **Boylen Bridgehead (Inv 27751)** **Total \$323.00 (Cheque - 893 )**
- **Spectrum Computer Services (Dec 12/Jan13)** **Total \$363.00 (Cheque - 894 )**
- **B. Hodgson folders, dividers, tab (Iv 1565,1572,1602)** **Total \$858.00 (Cheque - 895)**
- **Crawford Legal. Employment Agreement (Inv 5704)** **Total \$2137.00 (Cheque - 896 )**
- **NKM Accounting (Inv 40408) (Audit)** **Total \$726.00 (Cheque - 897 )**
- **REISA Christmas lunch (Don & Hayden)** **Total \$200.00 (Cheque - 899 )**
- **Platters plus (Board lunch)** **Total \$335.25 (Cheque - 892)**
- **REEFSANT Board Lunch (open cheque - Feb 13)** **Total \$ ? (Cheque - 898 )**

**Total for Approval \$28,660.04**

**Bank SA Balance as at 31 October 2012 \$128,153.84**

**Bank SA (Term Deposit) as at 31 October 2012 \$93,779.87**

**Total Equity as at 31 October 2012 \$221,933.**

**Transferred to Don Tepper (Paid into REEFSANT account by error)**

- Transferred on 21 Nov 12 - \$330 Kemps RE (TF21112 2)
- Transferred on 21 Nov 12 - \$165 Ouwens Casserly (TF21112 1)
- Transferred on 22 Nov 12 - \$165 McCammon RE (TF 221112 1)

Nella Kikianis *moved* and Theo Kaldis *seconded* that the accounts for November/December 2012 be approved for payment. *Carried*

**7. Membership**

**New Membership Applications for Approval**

**South Australia:**

- Ray White Port Augusta – Darren Sherriff – RLA 231511. Ref ok

John Druitt *moved* and Grant Comley *seconded* that the new member application be approved. (Refer above) *Carried*

**Northern Territory**

- Nil

**Resignations:**

- Grant Winkley Real Estate – Collinswood

Nella Kikianis *moved* and Grant Comley *seconded* that the resignation be accepted. *Carried*

**Membership Data Base (as at 30 November 2012)**

- Members 283
- Financial 204
- Non financial 79

**8. Industrial Manager's Report**

Don Tepper provided the Board with a comprehensive November 2012 report. The report was issued to the Board members prior to the meeting.

The main points of Don's report are as follows:

**Standard Monthly Issues:**

1. Training Calendar
2. Union Issues
3. Award Issues
4. Wage Issues
5. Contracts of Employment
6. Phone/Email Enquiries
7. National Occupational Licensing System (NOLS)
8. Occupational Health & Safety
9. Equal Employment Opportunity (EOO) Laws
10. Working Alone
11. Web Site

**Non - Standard Monthly Issues:**

**All members Emails and Other**

- (a) REEF ALERT Long Service Leave fact sheet for SA & NT
- (b) REEF ALERT Free health & safety session
- (c) REEF ALERT Notice of AGM
- (d) REEF ALERT Variations to Clerks Private Sector Award
- (e) REEF ALERT Work functions -- mitigating risk
- (f) REEF ALERT Latest versions of the awards
- (g) REEF ALERT Cashing out annual leave
- (h) REEF ALERT Victory in debit/credit court case
- (i) REEF ALERT Harmonised work health & safety laws starting in SA 1/1/13
- (j) REEF ALERT Engaging a salesperson as an independent contractor fact sheet
- (k) REEF ALERT Requirements re annual leave re Christmas close down
- (l) REEF ALERT Ready Reckoner for locating things on the web site
- (m) 31/10/12 attend 1<sup>st</sup> Nat Gawler for contract of employment advice
- (n) 5/11/12 attend Harcourts Collinswood re bullying complaint
- (o) 13/11/12 meeting with Michael O'Donnell new CEO for Raine & Horne
- (p) 23/11/12 meeting with James Wardle re employment agreements
- (q) 4/12/12 EEO training at Harcourts Collinswood
- (r) 6/12/12 lunch with union

**13. AWARD/ACT INTERPRETATION - CHALLENGE TO DEBIT/CREDIT SYSTEM**

*Colin Clarke v Playford Real Estate Pty Ltd* (Elders Playford) was heard in the Industrial Relations Court of South Australia before Industrial Magistrate SM Lieschke on 9 & 10 July 2010 and judgment was delivered on 9 November 2012.

\*Refer to the attached IR report notes for the full report.

**9. Registered Agreements. (November 2012)**

- New Registrations for November 2012 (24)
- Total Registrations from 18 January 2010 (645)

**10. Other Business**

- Board Meeting Dates 2013(Tabled)
- Auditors Report 2011/2012 (Tabled)

**Motion:**

“The Real Estate Employers’ Federation of South Australia and the Northern Territory declares in relation to the GPFR that in its opinion:

- (a) the financial report and notes comply with the Australian Accounting Standards Reduced Disclosure Requirements;
- (b) the financial report and notes comply with the reporting guidelines of the General Manager of Fair Work Australia;

- (c) the financial report and notes give a true and fair view of the financial performance, financial position and cash flows of the Real Estate Employers' Federation of South Australia and the Northern Territory for the financial year ended 30 September 2012;
- (d) there are reasonable grounds to believe that the Real Estate Employers' Federation of South Australia and the Northern Territory will be able to pay its debts as and when they become due and payable;
- (e) during the financial year ended 30 September 2012 and since the end of the financial year;
  - (i) meetings of the Real Estate Employers' Federation of South Australia and the Northern Territory were held in accordance with the rules of the organisation; and
  - (ii) the financial affairs of the Real Estate Employers' Federation of South Australia and the Northern Territory have been managed in accordance with the rules of the association; and
  - (iii) the Real Estate Employers' Federation of South Australia and the Northern Territory have been kept and maintained in accordance with the Fair Work (Registered Organisations) Act 2009 and the Fair Work (Registered Organisations) Regulations 2009; and
  - (iv) the Real Estate Employers' Federation of South Australia and the Northern Territory have been kept, as far as practicable, in a consistent manner; and
  - (v) no information has been sought in any request of a member of the Real Estate Employers' Federation of South Australia and the Northern Territory or the General Manager of Fair Work Australia under section 272 of the Fair Work (Registered Organisations) Act 2009; and
  - (vi) no orders for inspection of the financial records have been made by Fair Work Australia under section 273 of the Fair Work (Registered Organisations) Act 2009;
- (f) during the financial year ended 30 September 2012 the Real Estate Employers' Federation of South Australia and the Northern Territory did not participate in any recovery of wages activity".

Nella Kikianis *moved* and Theo Kaldis *seconded* that the above Audit report be accepted.

The REEFSANT members received a copy of the Audit Report on 16 November 2012. (refer attached)

#### 11. Next Meeting

The next Board meeting will be held on Thursday 7 February 2013 at 8.00am at REI House.

#### 12. Close

The meeting was closed at 10.30 am.

Confirmed and signed by the President.

Signature \_\_\_\_\_

Date. \_\_\_\_\_

9. 1. 13



FAIR WORK  
AUSTRALIA

3 October 2012

Mr Derek Lynch  
President  
Real Estate Employers' Federation of South Australia and the Northern Territory

Sent by email: [hayden@reefsa.org.au](mailto:hayden@reefsa.org.au)

Dear Mr Lynch,

**Re: Lodgement of Financial Report - [FR2012/503]  
Fair Work (Registered Organisations) Act 2009 (the RO Act)**

The financial year of the Real Estate Employers' Federation of South Australia and the Northern Territory (the "reporting unit") ended on 30 September 2012.

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 April 2013 (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 FWA website at: [Financial Reporting Fact Sheets](#).

The documents can be emailed to [orgs@fwa.gov.au](mailto:orgs@fwa.gov.au) or sent by facsimile to (03) 9665 0410. 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 issues with the possibility of a pecuniary penalty 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 7817 or via email at [robert.pfeiffer@fwa.gov.au](mailto:robert.pfeiffer@fwa.gov.au) .

Yours faithfully,

Robert Pfeiffer  
Senior Adviser  
Regulatory Compliance Branch

**TIMELINE/ PLANNER**

Financial reporting period ending:	/ /
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Prepare financial statements and Operating Report.
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(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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*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	/ /
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*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.