



15 August 2018

Mr David Bean  
State Executive Officer, Tasmanian District Branch  
Mining and Energy Division  
Construction, Forestry, Maritime, Mining and Energy Union  
By email: [davidbean45@hotmail.com](mailto:davidbean45@hotmail.com)

CC: [Gregory.harper@cameronsaa.com.au](mailto:Gregory.harper@cameronsaa.com.au)

Dear Mr Bean,

**Construction, Forestry, Maritime, Mining and Energy Union-Mining and Energy Division  
Tasmanian District Branch  
Financial Report for the year ended 31 December 2017 - [FR2017/295]**

I acknowledge receipt of the financial report of the Construction, Forestry, Maritime, Mining and Energy Union-Mining and Energy Division Tasmanian District Branch (CFMMEU-TDST). The documents were lodged with the Registered Organisations Commission (the ROC) on 27 June 2018. I also acknowledge an application made on 18 May 2018, for an extension of time until 30 June 2018 to provide members with a copy of the full report, was granted on 1 June 2018.

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 31 December 2018 may be subject to an advanced compliance review.

You are not required to take any further action in respect of the report lodged, however I make the following comments to assist you when you next prepare a financial report. The ROC will confirm these concerns have been addressed prior to filing next year's report.

**Committee of Management Statement & Notes to the financial report**

Reference to s.272 & 273

Following the enactment of the *Fair Work (Registered Organisations) Amendment Act 2016*, with effect from 1 May 2017, section 272 refers to the Commissioner of the ROC instead of the General Manager, Fair Work Commission. Section 273 continues to refer to the Fair Work Commission.

The CFMMEU-TDST Committee of Management statement at reference (e)(vi) refers to the 'Registered Organisations Commission'. In future, please ensure this reference is to the 'Fair Work Commission'. In addition, Note 14 in the Notes to the Financial Statements refers to the 'General

Manager of Fair Work Australia'. In future, please ensure this reference is to the 'Commissioner'.

### **Auditor's Statement**

Please advise the auditor that section 255 of the RO Act now provides that the Reporting Guidelines are issued by the 'Commissioner' and not the 'General Manager'.

### **Reporting Requirements**

New Reporting Guidelines will apply to organisations and branches with financial years commencing on or after 1 July 2017. Updates and information on the new guidelines will be provided through the ROC website and the [subscription service](#).

On the ROC website is a number of factsheets in relation to the financial reporting process and associated timelines. The most recent copy of the Reporting Guidelines and a model set of financial statements can also be found. The ROC recommends reporting units use this model as it will assist in ensuring compliance with the RO Act, the s.253 Reporting Guidelines and the Australian Accounting Standards. Access to this information may be obtained via [this link](#).

If you have any queries regarding this letter, please contact me on (02) 8293 4654 or via email at [david.vale@roc.gov.au](mailto:david.vale@roc.gov.au).

Yours faithfully

A handwritten signature in blue ink that reads "David Vale". The signature is written in a cursive style with a horizontal line through the middle of the name.

David Vale  
Registered Organisations Commission

**CONSTRUCTION, FORESTRY, MINING & ENERGY UNION  
MINING & ENERGY DIVISION, TASMANIAN DISTRICT BRANCH**

**DESIGNATED OFFICER CERTIFICATE**

**Certificate for the period ended 31 December 2017**

I, David Bean, being the State Executive Officer of the Construction, Forestry, Mining & Energy Union Mining & Energy Division, Tasmanian District Branch, certify:

- That the documents lodged herewith are copies of the full report for the Construction, Forestry, Mining & Energy Union Mining & Energy Division, Tasmanian District Branch, for the period ended 31 December 2017, referred to in s.268 the Fair Work (Registered Organisations) Act 2009; and
- That the full report, was provided to members of the reporting unit through the Union website and circulation at work sites on 26<sup>th</sup> June 2018, and
- That the full report was presented to a Committee of Management of the reporting Unit on 26<sup>th</sup> June 2018; in accordance with section 266 of the Fair Work (Registered Organisations) Act 2009.



**David Bean  
State Executive Officer**

27 June 2018

# **CFMEU MINING & ENERGY DIVISION TAS DISTRICT BRANCH**

## **FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017**

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**CONSTRUCTION, FORESTRY, MINING & ENERGY UNION - MINING & ENERGY DIVISION TASMANIA  
DISTRICT BRANCH**

**OPERATING REPORT**

*For the period ended 31<sup>st</sup> December 2017*

The committee presents its report on the reporting unit for the financial year ended 31<sup>st</sup> December 2017.

**Review of principal activities, the results of those activities and any significant changes in the nature of those activities during the year**

- Representing individual members in grievance disputes with employers. The level of activity in this area was consistent with the previous year's activity.
- Representing groups of members at various workplaces regarding disputes with employers.
- Negotiating Collective Bargaining Agreements resulting in increased wages and conditions for members covered by those Agreements. Agreements were renegotiated as they expired and new agreements were entered into. The number of members covered by Collective Bargaining Agreements was at approximately the same level as the previous year.
- Providing certain classes of members with professional indemnity and legal benefits insurance. The number of claims made against these policies was consistent with the previous year.
- Providing Union Delegates and Worksite Committee members with training and education to enable them to better represent members in the workplace. There was an increase in the amount of training provided to delegates and the number of delegates accessing that training during the year.

**Significant changes in financial affairs**

There were no significant changes in the financial affairs of the organization. However, the net assets of the Branch increased by \$15,825 during the financial year.

**Operating Results**

The profit of the Reporting Unit for the financial year amounted to \$15,825 (2016: deficit of \$21,825)

**Events after the reporting date**

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

**Right of members to resign**

Section 174 of Fair Work (Registered Organisations) Act 2009 states that a member of the Union may resign from membership by written notice addressed and delivered to the State Secretary giving two weeks' notice.

**Officers & employees who are superannuation fund trustee(s) (include position details) or director of a company that is a superannuation fund trustee**

No Officers or employees were superannuation fund trustee(s) or directors of a company that is a superannuation fund trustee during the financial year.

**Number of members**

The number of persons that were members of the union at 31 December 2017 was 112.

**Number of employees**

As at 31 December 2017 the number of full-time equivalent persons, excluding casuals, who were employees of the Union, was 1.

**Names of Committee of Management members and period positions held during the financial year**

The following persons were members of the Committee of Management of the reporting unit during the 2017 Financial Year.

Christopher Hinds	State Executive Officer	1 Jan 2017 to 4 <sup>th</sup> July 2017
David Bean	State Executive Officer	4 <sup>th</sup> July 2017 to 31 Dec 2017
David Bean	Vice President	1 Jan 2017 to 4 <sup>th</sup> July 2017
Ricky Gale	Board Member	1 Jan 2017 to 31 <sup>st</sup> Dec 2017
Brent Ashman	Board Member	1 Jan 2017 to 31 <sup>st</sup> Dec 2017

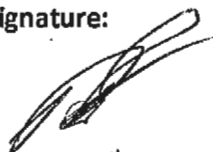
**Officers & employees who are directors of a company or a member of a board**

No Officers or employees of the Construction, Forestry, Mining & Energy Union- Mining & Energy Division (Tasmania District Branch) are a director of a company or a member of a board

**Name of prescribed designated officer:** David Bean

**Title of prescribed designated officer:** State Executive Officer

**Signature:**



**Dated:** 26<sup>th</sup> June 2018

**CONSTRUCTION, FORESTRY, MINING & ENERGY UNION - MINING & ENERGY DIVISION TASMANIA  
DISTRICT BRANCH**


**COMMITTEE OF MANAGEMENT STATEMENT  
FOR THE YEAR ENDED 31 DECEMBER 2017**

On 26 June 2018, the Committee of Management of the Construction, Forestry, Mining & Energy Union, Mining & Energy Tasmanian District Branch passed the following resolution in relation to the general purpose financial report (GPFR) for the year ended 31 December 2017:

The Committee of Management declares that in its opinion:

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with any other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of the *Fair Work (Registered Organisations) Act 2009* (the RO Act);
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable; and
- (e) during the financial year to which the GPFR relates and since the end of that year:
  - (i) meetings of the committee of management were held in accordance with the rules of the organisation including the rules of a branch concerned; and
  - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
  - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RO Act; and
  - (iv) where the organisation consists of two or more reporting units, the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner with each of the other reporting units of the organisation; and
  - (v) where information has been sought in any request by a member of the reporting unit or Commissioner duly made under section 272 of the RO Act has been provided to the member or Commissioner; and
  - (vi) where any order for inspection of financial records has been made by the Registered Organisations Commission under section 273 of the RO Act, there has been compliance.
- (f) no revenue has been derived from undertaking recovery of wages activity during the reporting period

This declaration is made in accordance with a resolution of the Committee of Management.



David Bean  
State Executive Officer  
Dated: 26 June 2018



**CAMERONS**

**CONSTRUCTION, FORESTRY, MINING & ENERGY UNION-  
MINING & ENERGY UNION DIVISION  
TASMANIAN DISTRICT BRANCH**

**AUDITOR'S INDEPENDENCE DECLARATION  
UNDER S 307C OF THE CORPORATIONS ACT 2001**

I declare that, to the best of my knowledge and belief, during the year ended 31 December 2017 there have been

- i. no contraventions of the auditor independence requirements as set out in the *Corporations Act 2001* in relation to the audit; and
- ii. no contraventions of any applicable code of professional conduct in relation to the audit.

**GREGORY HARPER**  
Registered Company Auditor  
ASIC Registration: 337294

**CAMERONS**  
46 Cameron Street  
Launceston TAS 7250

**Dated: 26 June 2018**



## CFMEU MINING & ENERGY DIVISION TAS DISTRICT BRANCH

### STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED 31 DECEMBER 2017

	NOTES	2017 \$	2016 \$
<b>Revenue</b>			
Membership subscription		114,080	114,300
Capitation fees	3a	177,334	56,975
Levies	3b	-	-
Interest	3c	706	828
Rental revenue	3d	-	-
Grants or donations	3e	-	-
Other revenue	3g	-	-
<b>Total Revenue</b>		<u>292,120</u>	<u>172,103</u>
<b>Other Income</b>			
Net gains/(losses) from sale of assets	3f	(23,197)	-
<b>Total Other Income</b>		<u>(23,197)</u>	<u>-</u>
<b>Total Income</b>		<u>268,923</u>	<u>172,103</u>
<b>Expenses</b>			
Employee expenses	4a	173,847	87,808
Capitation fees	4b	53,096	58,804
Affiliation fees	4c	-	-
Administration expenses	4d	14,007	29,103
Grants or donations	4e	-	-
Depreciation and amortisation	4f	5,215	10,188
Finance costs	4g	-	-
Legal costs	4h	-	-
Audit fees	12	3,850	3,850
Other expenses	4j	3,083	4,175
<b>Total Expenses</b>		<u>253,098</u>	<u>193,928</u>
<b>Profit (loss) for the year</b>		<u>15,825</u>	<u>(21,825)</u>
<b>Other Comprehensive Income</b>			
Items that will not be subsequently reclassified to profit or loss		-	-
<b>Total comprehensive income for the year</b>		<u>15,825</u>	<u>(21,825)</u>

This report should be read in conjunction with the notes

## CFMEU MINING & ENERGY DIVISION TAS DISTRICT BRANCH

### STATEMENT OF FINANCIAL POSITION AS AT 31 DECEMBER 2017

	NOTES	2017 \$	2016 \$
<b>ASSETS</b>			
<b>Current assets</b>			
Cash and cash equivalents	5a	92,443	127,517
Trade and other receivables	5b	-	-
Other current assets	5c	10	10
<b>Total current assets</b>		<u>92,453</u>	<u>127,527</u>
<b>Non-current assets</b>			
Plant and equipment	6a	650	1,210
Motor vehicles	6b	-	27,852
<b>Total non- financial assets</b>		<u>650</u>	<u>29,062</u>
<b>TOTAL ASSETS</b>		<u><u>93,103</u></u>	<u><u>156,589</u></u>
<b>LIABILITIES</b>			
<b>Current liabilities</b>			
Trade payables	7a	9,086	-
Other payables	7b	30,427	7,119
Employee provisions	8a	-	111,705
<b>Total current liabilities</b>		<u>39,513</u>	<u>118,824</u>
<b>Non-current liabilities</b>			
Employee provisions	8a	-	-
<b>Total non-current liabilities</b>		<u>-</u>	<u>-</u>
<b>TOTAL LIABILITIES</b>		<u><u>39,513</u></u>	<u><u>118,824</u></u>
<b>NET ASSETS</b>		<u><u>53,590</u></u>	<u><u>37,765</u></u>
<b>EQUITY</b>			
Retained earnings	9a	<u>53,590</u>	<u>37,765</u>
<b>TOTAL EQUITY</b>		<u><u>53,590</u></u>	<u><u>37,765</u></u>

This report should be read in conjunction with the notes

## CFMEU MINING & ENERGY DIVISION TAS DISTRICT BRANCH

### STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 31 DECEMBER 2017

	NOTES	Retained Earnings \$	Total Equity \$
<b>Balance as at 1 January 2016</b>		59,590	59,590
Adjustment for errors		-	-
Adjustment for changes in accounting policies		-	-
Profit for the year		(21,825)	(21,825)
Other comprehensive income for the year		-	-
Transfers from retained earnings		-	-
<b>Closing balance as at 31 December 2016</b>		<u>37,765</u>	<u>37,765</u>
Adjustment for errors		-	-
Adjustment for changes in accounting policies		-	-
Profit for the year		15,825	15,825
Other comprehensive income for the year		-	-
Transfers from retained earnings		-	-
<b>Closing balance as at 31 December 2017</b>	9a	<u>53,590</u>	<u>53,590</u>

This report should be read in conjunction with the notes

## CFMEU MINING & ENERGY DIVISION TAS DISTRICT BRANCH

### CASH FLOW STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2017

	NOTES	2017 \$	2016 \$
<b>OPERATING ACTIVITIES</b>			
<b>Cash received</b>			
Membership Subscriptions		114,080	114,300
Receipts from other reporting units/controlled entity(s)	10b	177,334	56,975
Interest received		706	828
Other		-	-
<b>Cash used</b>			
Employees		(288,833)	(88,022)
Suppliers		14,735	(25,317)
Payments to other reporting units/controlled entity(s)	10b, 13	(53,096)	(58,804)
<b>Net cash from (used by) operating activities</b>	10a	<u>(35,074)</u>	<u>(40)</u>
<b>INVESTING ACTIVITIES</b>			
<b>Cash received</b>			
Proceeds from the sale of plant and equipment		-	-
<b>Cash used</b>			
Purchase of plant and equipment		0	(798)
<b>Net cash from (used by) investing activities</b>		<u>0</u>	<u>(798)</u>
<b>Net increase / (decrease) in cash held</b>		<u>(35,074)</u>	<u>(838)</u>
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<u>127,517</u>	<u>128,355</u>
<b>Cash and cash equivalents at the end of the reporting period</b>	5a	<u>92,443</u>	<u>127,517</u>

This report should be read in conjunction with the notes

**CFMEU MINING & ENERGY DIVISION TAS DISTRICT BRANCH**

**RECOVERY OF WAGES ACTIVITY  
FOR THE YEAR ENDED 31 DECEMBER 2017**

	NOTE	2017 \$	2016 \$
<b>Cash assets in respect of recovered money at beginning of year</b>		-	-
<b>Receipts</b>			
Amounts recovered from employers in respect of wages etc.		-	-
Interest received on recovered money		-	-
<b>Total receipts</b>		-	-
<b>Payments</b>			
Deductions of amounts due in respect of membership for:			
12 months or less		-	-
Greater than 12 months		-	-
Deductions of donations or other contributions to accounts or funds of:			
The reporting unit:			
name of account		-	-
name of fund		-	-
Name of other reporting unit of the organisation:			
name of account		-	-
name of fund		-	-
Name of other entity:			
name of account		-	-
name of fund		-	-
Deductions of fees or reimbursement of expenses		-	-
Payments to workers in respect of recovered money		-	-
<b>Total payments</b>		-	-
<b>Cash asset's in respect of recovered money at end of year</b>		-	-
Number of workers to which the monies recovered relates		-	-
<b>Aggregate payables to workers attributable to recovered monies but not yet distributed</b>			
Payable balance		-	-
Number of workers the payable relates to		-	-
<b>Fund or account operated for recovery of wages</b>		-	-

This report should be read in conjunction with the notes

## CFMEU MINING & ENERGY DIVISION TAS DISTRICT BRANCH

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017

#### 1. Accounting Policies

##### 1.1 Basis of Preparation of the Financial Statements

The financial statements are general purpose financial statements and have been prepared in accordance with Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period and the *Fair Work (Registered Organisation) Act 2009*. For the purpose of preparing the general purpose financial statements, the CFMEU- Mining & Energy Union (Tasmanian District Branch) is a not-for-profit entity.

The financial statements have been prepared on an accrual basis and in accordance with the historical cost, except for certain assets and liabilities at measured at fair value, as explained in the accounting policies below. Historical cost is generally based on the fair values of the consideration given in exchange for assets. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position. The financial statements are presented in Australian dollars.

##### 1.2 Comparative amounts

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

##### 1.3 Significant Accounting Judgements and Estimates

There are no accounting assumptions or estimates have been identified that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

##### 1.4 New Australian Accounting Standards

###### **Adoption of New Australian Accounting Standard Requirements**

No accounting standard has been adopted earlier than the application date stated in the standard.

The accounting policies adopted are consistent with those of the previous financial year.

###### **Future Australian Accounting Standards Requirements**

New standards, amendments to standards or interpretations that were issued prior to the sign-off date and are applicable to the future reporting period that are expected to have a future financial impact on CFMEU- Mining & Energy Union (Tasmanian District Branch) are nil.

##### 1.5 Revenue

Revenue is measured at the fair value of the consideration received or receivable.

Revenue from subscriptions is accounted for on an accrual basis and is recorded as revenue in the year to which it relates.

Revenue from the sale of goods is recognised when, the risks and rewards of ownership have been transferred to the buyer, the entity retains no managerial involvement or effective control over the goods, the revenue and transaction costs incurred can be reliably measured, and it is probable that the economic benefits associated with the transaction will flow to the entity.

Donation income is recognised when it is received.

Grants funding is recorded as revenue when control of the benefit is received, unless conditions are attached to the funding, whereby the income is recorded on satisfaction of these conditions.

Receivables for goods and services, which have 30 day terms, are recognised at the nominal amounts due less any impairment allowance account. Collectability of debts is reviewed at end of the reporting period. Allowances are made when collectability of the debt is no longer probable.

Interest revenue is recognised on an accrual basis using the effective interest method.

Rental revenue from operating leases is recognised on a straight-line basis over the term of the relevant lease.

## CFMEU MINING & ENERGY DIVISION TAS DISTRICT BRANCH

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017

#### 1. Accounting Policies (cont.)

##### 1.6 Gains

###### **Sale of assets**

Gains and losses from disposal of assets are recognised when control of the asset has passed to the buyer.

##### 1.7 Capitation fees and levies

Capitation fees and levies are to be recognised on an accrual basis and record as a revenue and/or expense in the year to which it relates.

##### 1.8 Employee benefits

A liability is recognised for benefits accruing to employees in respect of wages and salaries, annual leave, long service leave and termination benefits when it is probable that settlement will be required and they are capable of being measured reliably.

Liabilities for short-term employee benefits (as defined in AASB 119 *Employee Benefits*) and termination benefits due within twelve months of the end of reporting period are measured at their nominal amounts. The nominal amount is calculated with regard to the rates expected to be paid on settlement of the liability.

Other long-term employee benefits are measured as the present value of the estimated future cash outflows to be made by the reporting unit in respect of services provided by employees up to reporting date.

Payments to defined contribution retirement benefit plans are recognised as an expense when employees have rendered service entitling them to the contributions.

Provision is made for separation and redundancy benefit payments. Reporting Unit recognises a provision for termination when it has developed a detailed formal plan for the terminations and has informed those employees affected that it will carry out the terminations.

##### 1.9 Borrowing costs

All borrowing costs are recognised in profit and loss in the period in which they are incurred.

##### 1.10 Cash

Cash is recognised at its nominal amount. Cash and cash equivalents includes cash on hand, deposits held at call with bank, other short-term highly liquid investments with original maturity of 3 months or less that are readily convertible to known amounts of cash and subject to insignificant risk of changes in value and bank overdrafts. Bank overdrafts are shown within short-term borrowings in current liabilities on the consolidated statement of financial position.

##### 1.11 Contingent Liabilities and Contingent Assets

Contingent liabilities and contingent assets are not recognised in the Statement of Financial Position but are reported in the relevant notes. They may arise from uncertainty as to the existence of a liability or asset or represent an existing liability or asset in respect of which the amount cannot be reliably measured. Contingent assets are disclosed when settlement is probable but not virtually certain, and contingent liabilities are disclosed when settlement is greater than remote.

## CFMEU MINING & ENERGY DIVISION TAS DISTRICT BRANCH

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017

#### 1. Accounting Policies (cont.)

##### 1.12 Land, Buildings, Plant and Equipment

###### **Asset Recognition Threshold**

Purchases of land, buildings, plant and equipment are recognised initially at cost in the Statement of Financial Position. The initial cost of an asset includes an estimate of the cost of dismantling and removing the item and restoring the site on which it is located.

###### **Revaluations—Land and Buildings**

Following initial recognition at cost, land and buildings are carried at fair value less subsequent accumulated depreciation and accumulated impairment losses. Revaluations are performed with sufficient frequency such that the carrying amount of assets do not differ materially from those that would be determined using fair values as at the reporting date.

Revaluation adjustments are made on a class basis. Any revaluation increment is credited to equity under the heading of asset revaluation reserve except to the extent that it reversed a previous revaluation decrement of the same asset class that was previously recognised in the surplus/deficit. Revaluation decrements for a class of assets are recognised directly in the profit or loss except to the extent that they reverse a previous revaluation increment for that class. Any accumulated depreciation as at the revaluation date is eliminated against the gross carrying amount of the asset and the asset is restated to the revalued amount.

###### **Depreciation**

Depreciable property, plant and equipment assets are written-off to their estimated residual values over their estimated useful life using, in all cases, the straight line method of depreciation. Depreciation rates (useful lives), residual values and methods are reviewed at each reporting date and necessary adjustments are recognised in the current, or current and future reporting periods, as appropriate.

Depreciation rates applying to each class of depreciable asset are based on the following useful lives:

	2017	2016
Plant and equipment	0 to 5 years	0 to 5 years
Motor vehicles	8 years	8 years

###### **Derecognition**

An item of land, buildings, plant and equipment is derecognised upon disposal or when no future economic benefits are expected from its use or disposal. Any gain or loss arising on the disposal or retirement of an item of property, plant and equipment is determined as the difference between the sales proceeds and the carrying amount of the asset and is recognised in the profit and loss.

##### 1.13 Taxation

CFMEU- Mining & Energy Union (Tasmanian District Branch) is exempt from income tax under section 50.1 of the Income Tax Assessment Act 1997 however still has obligation for Fringe Benefits Tax (FBT) and the Goods and Services Tax (GST).

Revenues, expenses and assets are recognised net of GST except:

- where the amount of GST incurred is not recoverable from the Australian Taxation Office; and
- for receivables and payables.

The net amount of GST recoverable from, or payable to, the taxation authority is included as part of receivables or payables.

Cash flows are included in the cash flow statement on a gross basis. The GST component of cash flows arising from investing and financing activities which is recoverable from, or payable to, the Australian Taxation Office is classified within operating cash flows.

##### 1.14 Going Concern

The ability of the entity to continue as a going concern is largely dependent upon the continued financial support of funding received from CFMEU Mining & Energy Division National Office. The CFMEU Mining & Energy Division National Office is committed to providing continued financial support for the period ending 31 December 2017.



## CFMEU MINING & ENERGY DIVISION TAS DISTRICT BRANCH

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017

#### 1. Accounting Policies (cont.)

##### 1.15 Comparative Figures

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

Where the company has retrospectively applied an accounting policy, made a retrospective restatement or reclassified items in its financial statements, an additional statement of financial position as at the beginning of the earliest comparative period will be disclosed.

#### 2. Events after the reporting period

There were no events that occurred after 31 December 2017, or prior to the signing of the financial statements, that would affect the ongoing structure and financial activities of CFMEU- Mining & Energy Union (Tasmanian District Branch).

	2017	2016
	\$	\$
<b>3. Revenue</b>		
<b>a) Capitation fees</b>		
CFMEU National Office (Divisional Funding)	125,000	50,000
CFMEU National Office (District Development)	-	-
CFMEU National Office (LSL payout)	52,334	6,975
Total capitation fees	<u>177,334</u>	<u>56,975</u>
<b>b) Levies</b>		
Levies	-	-
Total levies	<u>-</u>	<u>-</u>
<b>c) Interest</b>		
Deposits	706	828
Total interest	<u>706</u>	<u>828</u>
<b>d) Rental revenue</b>		
Properties	-	-
Total rental revenue	<u>-</u>	<u>-</u>
<b>e) Grants and donations</b>		
Grants	-	-
Donations	-	-
Total grants and donations	<u>-</u>	<u>-</u>
<b>f) Net gain/(loss) on sale from assets</b>		
Motor vehicles	(23,197)	-
Plant and equipment	-	-
Total net gain/(loss) on sale from assets	<u>(23,197)</u>	<u>-</u>
<b>g) Other revenue</b>		
Other	-	-
Total other revenue	<u>-</u>	<u>-</u>

**CFMEU MINING & ENERGY DIVISION TAS DISTRICT BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2017**

	2017	2016
	\$	\$
<b>4. Expenses</b>		
<b>a) Employee Expenses</b>		
<b>    Holders of office</b>		
Wages and salaries	77,643	70,200
Superannuation	3,598	6,682
Leave and other entitlements	92,606	10,926
Separation and redundancies	-	-
Other employee expenses	-	-
Subtotal employee expenses holders of office	<u>173,847</u>	<u>87,808</u>
<b>    Employees other than office holders</b>		
Wages and salaries	-	-
Superannuation	-	-
Leave and other entitlements	-	-
Separation and redundancies	-	-
Other employee expenses	-	-
Subtotal employee expenses employees other than holders of office	<u>-</u>	<u>-</u>
Total employee expense	<u><u>173,847</u></u>	<u><u>87,808</u></u>
<b>b) Capitation Fees</b>		
CFMEU- National Office	<u>53,096</u>	<u>58,804</u>
Total capitation fees	<u><u>53,096</u></u>	<u><u>58,804</u></u>
<b>c) Affiliation fees</b>		
Fees	<u>-</u>	<u>-</u>
Total affiliation fees	<u><u>-</u></u>	<u><u>-</u></u>
<b>d) Administration expenses</b>		
Consideration to employers for payroll deductions	-	-
Compulsory levies	-	-
Fees/allowances - meeting and conferences	6,879	17,822
Conference and meeting expenses	4,516	7,454
Contractors/consultants	-	-
Property expenses	-	-
Office expenses	144	434
Information communications technology	2,468	3,393
Other	-	-
Total administration expenses	<u>14,007</u>	<u>29,103</u>
<b>e) Grants and donations</b>		
Grants	-	-
Donations	-	-
Total grants and donations	<u><u>-</u></u>	<u><u>-</u></u>

**CFMEU MINING & ENERGY DIVISION TAS DISTRICT BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2017**

	2017 \$	2016 \$
<b>4. Expenses (cont.)</b>		
<b>f) Depreciation</b>		
Property, plant and equipment	1,097	1,097
Motor Vehicles	4,118	9,091
Total depreciation	<u>5,215</u>	<u>10,188</u>
<b>g) Finance Costs</b>		
Overdrafts/loans	-	-
Total finance costs	<u>-</u>	<u>-</u>
<b>h) Legal costs</b>		
Litigation	-	-
Other legal matters	-	-
Total legal costs	<u>-</u>	<u>-</u>
<b>i) Write-down and impairment of assets</b>		
Asset write-downs and impairments of:	-	-
Plant and equipment	-	-
Motor vehicles	-	-
Total write-down and impairment of assets	<u>-</u>	<u>-</u>
<b>j) Other expenses</b>		
Other expenses	3,083	4,175
Total other expenses	<u>3,083</u>	<u>4,175</u>
<b>k) Penalties</b>		
Penalties imposed on the organisation under the RO Act with respect to conduct of the reporting unit.		
<b>5. Current Assets</b>		
<b>a) Cash and cash equivalents</b>		
Cash at bank	92,443	127,517
Cash on hand	-	-
Deposits at call	-	-
Other	-	-
Total Cash and cash equivalents	<u>92,443</u>	<u>127,517</u>
<b>b) Trade and other receivables</b>		
Receivables from other reporting unit(s)	-	-
Total receivables from other reporting unit(s)	<u>-</u>	<u>-</u>
less provision for doubtful debts	-	-
Net receivable from other reporting units	<u>-</u>	<u>-</u>

**CFMEU MINING & ENERGY DIVISION TAS DISTRICT BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2017**

	2017	2016
	\$	\$
<b>Other receivables:</b>		
GST receivable from the Australian Taxation Office	-	-
Other trade receivables	-	-
Total other receivables	-	-
Total trade and other receivables (net)	-	-
<b>c) Other Current Assets</b>		
Shares in unlisted companies- Maritime Workers Credit Union	10	10
Total other current assets	10	10
 <b>6. Non-Current Assets</b>		
<b>a) Plant and equipment</b>		
Plant and equipment:		
at cost	5,684	5,684
less accumulated depreciation	(5,034)	(4,474)
Total plant and equipment	650	1,210
Reconciliation of the opening and closing balances of plant and equipment		
Balance at beginning of year:	1,210	1,390
Additions	-	799
Disposals	-	-
Depreciation expense	(560)	(979)
Profit/(loss) on disposal	-	-
Balance at end of year	650	1,210
 <b>b) Motor vehicles</b>		
Motor vehicles:		
at cost	-	45,917
less accumulated depreciation	-	(18,065)
Total motor vehicles	-	27,852
Reconciliation of the opening and closing balances of motor vehicles		
Balance at beginning of year:	27,852	37,061
Additions	-	-
Disposals	-	-
Depreciation expense	(4,655)	(9,209)
Profit/(loss) on disposal	(23,197)	-
Balance at end of year	-	27,852

**CFMEU MINING & ENERGY DIVISION TAS DISTRICT BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2017**

	2017	2016
	\$	\$
<b>7. Current liabilities</b>		
<b>a) Trade payables</b>		
Trade creditors and accruals		
Operating lease rentals	-	-
Subtotal trade creditors	<u>-</u>	<u>-</u>
Payables to other reporting unit(s):		
Other - National Office Capitation fees	9,086	-
Subtotal payables to other reporting unit(s)	<u>9,086</u>	<u>-</u>
Total trade payables	<u><u>9,086</u></u>	<u><u>-</u></u>
<b>7. Current liabilities (cont.)</b>		
<b>b) Other payables</b>		
Wages and Salaries	-	-
Superannuation	-	1,799
PAYGW payable	30,427	5,320
Consideration to employers for payroll deductions	-	-
Legal costs - Litigation and other matters	-	-
Other	-	-
Total other payables	<u>30,427</u>	<u>7,119</u>
Total other payables are expected to be settled in:		
No more than 12 months	30,427	7,119
More than 12 months	<u>-</u>	<u>-</u>
Total other payables	<u><u>30,427</u></u>	<u><u>7,119</u></u>
<b>8. Provisions</b>		
<b>a) Employee provisions</b>		
<i>Office Holders</i>		
Annual leave	-	111,705
Long service leave	-	-
Separation and redundancies	-	-
Other employee provisions	-	-
Subtotal employee provision - office holders	<u>-</u>	<u>111,705</u>

**CFMEU MINING & ENERGY DIVISION TAS DISTRICT BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2017**

	2017	2016
	\$	\$
<i>Employees other than Office Holders</i>		
Annual leave	-	-
Long service leave	-	-
Separation and redundancies	-	-
Other employee provisions	-	-
Subtotal employee provision - employees	<u>-</u>	<u>-</u>
Total employee provisions	<u>-</u>	<u>111,705</u>
Current	-	111,706
Non Current	-	-
Total employee provisions	<u>-</u>	<u>111,706</u>

**9. Equity**

**a) General Funds**

<i>Retained Earnings</i>		
Balance as at start of the year:	37,765	59,590
add accumulated profit/(losses)	15,825	(21,825)
add adjustments to prior period errors	-	-
Balance at the end of the year	<u>53,590</u>	<u>37,765</u>
Total Equity	<u>53,590</u>	<u>37,765</u>

**CFMEU MINING & ENERGY DIVISION TAS DISTRICT BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2017**

	2017	2016
	\$	\$
<b>10. Cash Flow</b>		
<b>a) Cash Flow Reconciliation</b>		
Reconciliation of cash and cash equivalents as per balance sheet to cash flow statement		
Cash and cash equivalents as per:		
Cash flow statement	92,443	127,517
Balance sheet	92,443	127,517
<i>Difference</i>	<u>-</u>	<u>-</u>
Reconciliation of profit/(deficit) to net cash from operating activities:		
Profit/(loss) for the year	15,825	(21,825)
Adjustments for non cash items		
Depreciation/amortisation	5,215	10,188
(Gain)/loss on disposal of assets	23,197	-
Changes in assets/liabilities		
Increase/(decrease) in net supplier payables	-	-
Increase/(decrease) in other payables	32,395	672
Increase/(decrease) in employee provisions	(111,706)	10,925
Net cash from (used by) operating activities	<u>(35,074)</u>	<u>(40)</u>
<b>b) Cash flow information</b>		
<i>Cash inflows</i>		
National Office Grants	125,000	50,000
Other National Office Funding (LSL entitlements)	52,334	6,975
Total cash inflows	<u>177,334</u>	<u>56,975</u>
<i>Cash outflows</i>		
National Office - capitation fees	53,096	58,804
Other	-	-
Total cash outflows	<u>53,096</u>	<u>58,804</u>

## CFMEU MINING & ENERGY DIVISION TAS DISTRICT BRANCH

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017

	2017	2016
	\$	\$
<b>11. Key Management Personnel Remuneration for the Reporting Period</b>		
Short-term employee benefits		
Salary (including leave entitlements taken)	170,249	70,200
Annual leave accrued	(111,705)	10,926
Performance Bonus	-	-
Total short-term employee benefits	<u>58,544</u>	<u>81,126</u>
Post-employment benefits:		
Superannuation	<u>3,598</u>	<u>6,682</u>
Total post-employment benefits	<u>3,598</u>	<u>6,682</u>
Other long-term benefits:		
Long service leave	<u>-</u>	<u>-</u>
Total other long-term benefits	<u>-</u>	<u>-</u>
Termination benefits	<u>-</u>	<u>-</u>
<b>Total employee benefits</b>	<u>62,142</u>	<u>87,808</u>
<b>12. Remuneration of the auditor</b>		
Value of the services provided		
Financial statement audit services	3,850	3,850
Other services	-	-
Total remuneration of auditors	<u>3,850</u>	<u>3,850</u>

### 13. Related Party Disclosures

CFMEU Mining & Energy Division (Tasmanian District Branch) collects capitation fees on behalf of local union members. A portion of the fees are remitted to CFMEU Mining & Energy Division National Office on a quarterly basis. In the 2017 year, \$52,334 of membership fees were collected; \$53,096 were paid to the National Office (2016: \$6,975 collected, \$58,804 paid).

In order for CFMEU Mining & Energy Division (Tasmanian District Branch) to remain financial viable, the CFMEU Mining & Energy Division National Office contributed funding to the operational activities. In 2017, \$125,000 was received from the National Office (2016: \$50,000)

CFMEU Mining & Energy Division (Tasmanian District Branch) does not have any other affiliation with political, federation, congress, council or other group of organisations that have interest in industrial matters.



## **CFMEU MINING & ENERGY DIVISION TAS DISTRICT BRANCH**

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2017**

#### **14. Section 272 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 subsections (1) to (3) of section 272 which reads as follows:

Information to be provided to members or the General Manager of Fair Work Australia:

(1) A member or reporting unit, or the general manager of Fair Work Australia, may apply to the CFMEU- Mining & Energy Union (Tasmanian District Branch) for specified prescribed information in relation to the CFMEU- Mining & Energy Union (Tasmanian District Branch) 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 CFMEU- Mining & Energy Union (Tasmanian District Branch).

(3) CFMEU- Mining & Energy Union (Tasmanian District Branch) must comply with an application made under subsection (1).

#### **15. Subsection 254(2)(d) Fair Work (Registered Organisations) Act 2009**

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.



## INDEPENDENT AUDIT REPORT TO THE MEMBERS OF CONSTRUCTION, FORESTRY, MINING & ENERGY UNION-MINING & ENERGY UNION DIVISION TASMANIAN DISTRICT BRANCH

### Report on the Audit of the Financial Report

#### Opinion

I have audited the financial report of Construction, Forestry, Mining & Energy Union-Mining & Energy Union Division Tasmanian District Branch (the Reporting Unit), which comprises the statement of financial position as at 31<sup>st</sup> December 2017, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year ended 31<sup>st</sup> December 2017, notes to the financial statements, including a summary of significant accounting policies; and the Committee of Management Statement.

In my opinion, the accompanying financial report presents fairly, in all material aspects, the financial position of Construction, Forestry, Mining & Energy Union-Mining & Energy Union Division Tasmanian District Branch as at 31<sup>st</sup> December 2017, and its financial performance and its cash flows for the year ended on that date in accordance with:

- a) the Australian Accounting Standards; and
- b) any other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

I declare that management's use of the going concern basis in the preparation of the financial statements of the Reporting Unit is appropriate.

#### Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of my report. I am independent of the Reporting Unit in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

#### Information Other than the Financial Report and Auditor's Report Thereon

The Committee of Management is responsible for the other information. The other information obtained at the date of this auditor's report is in the Operating Report accompanying the financial report.

My opinion on the financial report does not cover the other information and accordingly I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I have nothing to report in this regard.

## Responsibilities of Committee of Management for the Financial Report

The Committee of Management of the Reporting Unit is responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards and the RO Act, and for such internal control as the Committee of Management determine is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Committee of Management is responsible for assessing the Reporting Unit's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Committee of Management either intend to liquidate the Reporting Unit or to cease operations, or have no realistic alternative but to do so.

## Auditor's Responsibilities for the Audit of the Financial Report

My objective is to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 Reporting Unit's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Committee of Management.
- Conclude on the appropriateness of the Committee of Management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Reporting Unit's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Reporting Unit to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Reporting Unit to express an opinion on the financial report. I am responsible for the direction, supervision and performance of the Reporting Unit audit. I remain solely responsible for my audit opinion.

I communicate with the Committee of Management regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my



**CAMERONS**

audit.

I declare that I am an approved auditor, a member of Institute of Chartered Accountants Australia and New Zealand and hold a current Public Practice Certificate.

## Report on the Recovery of Wages Activity financial report

### Opinion on the recovery of wages activity financial report

The scope of my work extended to the recovery of wages activity and I have audited the recovery of wages activity financial report for the year ended 31<sup>st</sup> December 2017.

In my opinion, the financial statements and notes and recovery of wages activity financial report properly and fairly report all information required by the reporting guidelines of the General Manager, including:

- (a) any fees charged to, or reimbursements of expenses claimed from, members and others for recovery of wages activity; and
- (b) any donations or other contributions deducted from recovered money.

### Responsibilities

The Committee of Management is responsible for the preparation and presentation of the recovery of wages activity financial report in accordance with the reporting guidelines of the General Manager. My responsibility is to express an opinion on the recovery of wages activity financial report, based on my audit conducted in accordance with Australian Auditing Standards.

CAMERONS  
ACCOUNTANTS & ADVISORS

GREGORY HARPER  
PRINCIPAL

Date: 26 June 2018

Registration number (as registered by the RO Commissioner under the RO Act): AA2017/132



**Australian Government**  
**Registered Organisations Commission**

1 June 2018

Mr David Bean  
State Executive Officer, Tasmanian District  
CFMMEU Mining and Energy Division  
40 Victoria Street  
FINGAL TAS 7214

By email: [info@cfmeu.com.au](mailto:info@cfmeu.com.au)  
[David.bean45@hotmail.com](mailto:David.bean45@hotmail.com)

Dear Mr Bean

**Request by the Construction, Forestry, Maritime, Mining and Energy Union Mining and Energy Division Tasmanian District Branch for extension of time to provide members with a copy of the financial report for the year ended 31 December 2017 (FR2017/295)**

I acknowledge receipt on 18 May 2018 of a request for an extension of time to provide members of the Construction, Forestry, Maritime, Mining and Energy Union Mining and Energy Division Tasmanian District Branch (**the Branch**) with a copy of the financial report for the year ended 31 December 2017.

Your letter advised that due to the departure of the long-standing State Executive Officer, who performed the majority of the administrative functions, the preparation of the financial accounts for the Branch and the subsequent audit of those records has been delayed. You state that the Branch is endeavouring to progress the audit and the required statutory processes as quickly as possible but will not have the full report available for members within the statutory timeframe. Your letter also indicated that to ensure the Branch is able to meet its ongoing financial reporting obligations under the *Fair Work (Registered Organisations) Act 2009 (RO Act)*, the Branch is looking to engage administrative assistance and support from the National Office of the CFMMEU Mining and Energy Division.

Where the financial report is to be presented to a meeting of the committee of management, subsection 265(5)(b) of the RO Act requires that copies of the full or concise report be provided to members within 5 months of the end of the financial year, that is by 31 May 2018. Subsection 265(5) enables the Commissioner, upon application by a reporting unit, to extend the period by no more than one month.

Having considered your reasons, I allow an extension of time for a period of one month, until 30 June 2018, to provide members with the financial report of the Branch for the year ended 31 December 2017.

If we can assist you in any further way, please do not hesitate to contact me or Ms Joanne Fenwick on 03) 9603 0731 or via email at [joanne.fenwick@roc.gov.au](mailto:joanne.fenwick@roc.gov.au).

Yours sincerely

**Chris Enright**  
**Executive Director**  
**Registered Organisations Commission**



18 May 2018

Registered Organisations Commissioner  
Registered Organisations Commission  
GPO Box 2983  
Melbourne VIC 3001

***By email: [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au)***

Dear Sir,

**APPLICATION FOR AN EXTENSION OF TIME  
FINANCIAL REPORTING REQUIREMENTS**

The Tasmanian District Branch of the Mining and Energy Division of the Construction, Forestry, Maritime, Mining and Energy union requests an extension of time of one month with respect to the obligations to provide a full or concise report referred in s.265 of the *Fair Work (Registered Organisations) Act 2009* (“**the Act**”).

We are aware of our reporting requirements under the Act, however on this occasion, have encountered some difficulties in meeting these requirements.


As a very small reporting unit, with currently no paid officer to undertake the administration functions, the departure of our long-standing State Executive Officer, Chris Hinds, has caused some significant disruption to the District Branch. This, combined with a number of personal health problems has meant that our annual audit process was delayed in commencing.

We are endeavouring to progress the annual audit and Board of Management sign-off of the financial statements as quickly as possible, but thought it prudent to seek your approval of an extension.

Following the recent approval of some significant rule changes, the District Branch is looking to engage deeper administrative assistance from our National Office which should ensure that such delays are not encountered again in future.

We apologise for the current circumstances, but hope you may look favourably upon our application and grant an extension to allow us to complete our reporting requirements.

Yours faithfully,



.....

DAVID BEAN  
STATE EXECUTIVE OFFICER  
TASMANIAN DISTRICT  
CFMMEU M&E DIVISION

*cc. Alister Kentish, National Legal Officer, CFFMEU – Mining & Energy Division*



**Australian Government**  
**Registered Organisations Commission**

18 January 2018

Mr David Bean  
National Executive Member-M&E Division, Tasmania, State Executive Officer  
Construction, Forestry, Mining and Energy Union-Mining and Energy Division Tasmanian District  
Branch

By Email: [davidbean45@hotmail.com](mailto:davidbean45@hotmail.com)

Dear Mr Bean,

**Re: Lodgement of Financial Report - [FR2017/295]  
*Fair Work (Registered Organisations) Act 2009* (the RO Act)**

The financial year of the Construction, Forestry, Mining and Energy Union-Mining and Energy Division Tasmanian District Branch (the reporting unit) ended on 31 December 2017. This is a courtesy letter to remind you of the reporting unit's obligations regarding financial reporting.

**Loans Grants and Donations Statement**

The reporting unit is required to lodge a statement showing the relevant particulars in relation to each loan, grant or donation of an amount exceeding \$1,000 for the reporting unit during its financial year. Section 237 of the RO Act requires this statement to be lodged with Registered Organisations Commission (the ROC) within 90 days of the end of the reporting unit's financial year, that is on or before 31 March 2018.

The attached fact sheet *Loans Grants and Donations* (FS 009) summarises the requirements of the Loans Grants and Donations Statement. A sample statement of loans, grants or donations is available on our [website](#).

It should be noted that s.237 is a civil penalty provision. If a loan, grant or donation over \$1000 has been made, failure to lodge a statement of loans, grants and donations (including failure to lodge on time) may result in legal proceedings being issued with the possibility of a pecuniary penalty (up to \$105,000 for each contravention for a body corporate and up to \$21,000 for each contravention for an individual) being imposed upon your organisation and/or an officer whose conduct led to the contravention.

**Financial report**

The RO Act sets out a particular chronological order in which your financial report must be prepared, audited, provided to members, presented to a meeting and then lodged with the ROC. The attached document *Summary of Financial Reporting timelines* (FS 008) summarises these requirements.

We emphasise that the reporting unit is required to present its audited financial report to a meeting (either of members or of the committee of management, depending on your rules) no later than 30 June 2018 (s.266). The full financial report must be lodged with the ROC within 14 days of that meeting (s.268).

When assessing your financial report, we will continue to focus closely on timelines as well as how loans, grants and donations are reported. The financial report must break down the amounts of grants and donations and these figures will be compared to the loans, grants and donations statement (see attached *Loans Grants and Donations* fact sheet FS 009).

You can visit our website for more information regarding [financial reporting](#), and fact sheets regarding [financial reporting processes and requirements](#). A model set of financial statements developed by the



ROC is also available on our website. It is not obligatory to use this model but it is a useful resource to ensure compliance with the RO Act, the Reporting Guidelines and the Australian Accounting Standards.

It should be noted that s.268 of the RO Act is a civil penalty provision. Failure to lodge the full financial report (including failure to lodge on time) may result in legal proceedings being issued with the possibility of a pecuniary penalty (up to \$105,000 for each contravention for a body corporate and up to \$21,000 for each contravention for an individual) being imposed upon your organisation and/or an officer whose conduct led to the contravention (s.268).

### **Auditor's report**

When assessing the financial report we will also focus on the structure and content of the auditor's report to ensure that it complies with the revisions made to the Auditing Standards which came into effect from 15 December 2016. Please find [here](#) a link to guidance note *Illustrative Auditor's Report* (GN 004) relating to these requirements (which can also be located on our website).

## **REMINDER**

### **YOUR AUDITOR MUST BE REGISTERED (s.256)**

You must ensure that your auditor is registered by the Registered Organisations Commissioner. A list of registered auditors is available on our [website](#).

### **Contact**

Should you require any clarification in relation to the above, please email [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au).

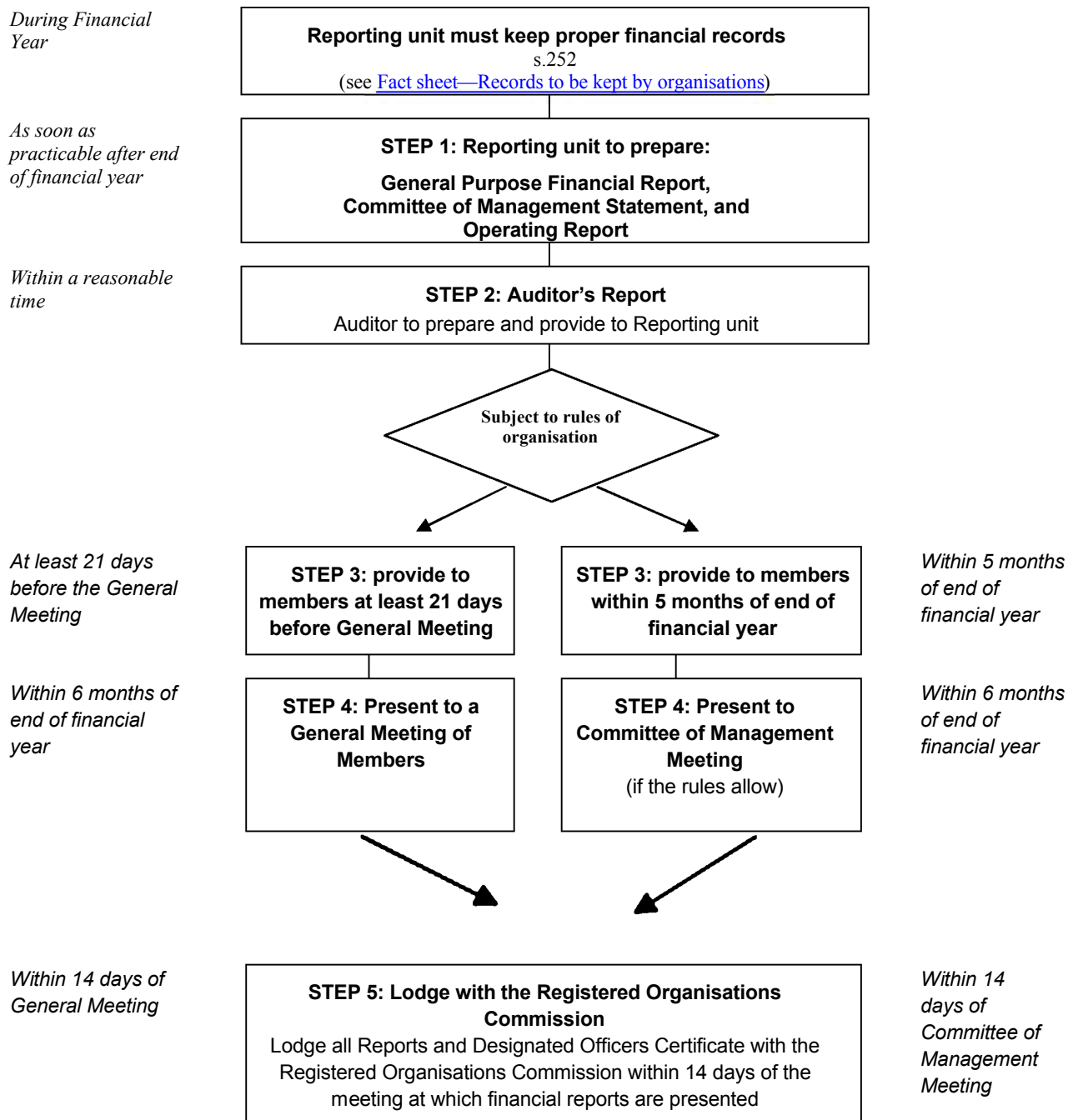
Yours faithfully,

**Sam Gallichio**  
**Registered Organisations Commission**

# Fact sheet

## Summary of financial reporting timelines – s.253 financial reports

See Fact sheet—Financial reporting for an explanation of each of these steps.





## Fact sheet

### Loans, Grants & Donations

#### The Loans, Grants & Donations Requirements

The *Fair Work (Registered Organisations) Act 2009* (the RO Act) requires an organisation or branch to lodge a loans, grants and donations statement (the statement) within **90 days** of the ending of the financial year.

Under the Commissioner's Reporting Guidelines, a reporting unit's General Purpose Financial Report (the financial report) must break down the amounts of grants and donations (see below). The figures in the financial report will be compared to the loans, grants and donations statement.

#### The Loans, Grants & Donations Statement

Section 237 of the RO Act applies to every loan, grant and donation made by an organisation or branch during the financial year that exceeds \$1000. The following information must be supplied to the Registered Organisations Commission (the ROC) for each relevant loan, grant or donation:

- the amount,
- the purpose,
- the security (if it is a loan),
- the name and address of the person to whom it was made,\* and
- the arrangements for repaying the loan.\*



\*The last two items are not required if the loan, grant or donation was made to relieve a member of the organisation (or their dependent) from severe financial hardship.

The statement must be lodged within 90 days of the end of the financial year and the ROC has a [Template Loans, Grants and Donations Statement](#) on its website. The ROC encourages branches and organisations to lodge the statement even if all of the figures are NIL.

#### Common misconceptions

Over the years, staff of the Commission have noted that there are some common misunderstandings made in relation to the Statement. They include:

Misconception	Requirement
✘ Only reporting units must lodge the Statement.	✔ All branches and organisations, regardless of whether they lodge a financial report, must lodge the statement within 90 days of the end of the financial year. An organisation cannot lodge a single statement to cover all of its branches.
✘ Employees can sign the Statement.	✔ The statement must be signed by an elected officer of the relevant branch.

	Statements can be lodged with the financial report.		The deadline for the statement is much shorter (90 days) and if it is lodged with the financial report it is likely to be late.
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### Grants & Donations within the Financial Report

Item 16(e) of the Commissioner's Reporting Guidelines requires the reporting unit to separate the line items relating to grants and donations into grants or donations that were \$1000 or less and those that exceeded \$1000.

As such, the note in the financial report relating to grants and donations will have four lines. In the [ROC's Model Statements](#) the note appears as follows:

#### Note 4E: Grants ~~OR~~ donations\*

Grants:	[Current year]	[Previous year]
Total paid that were \$1,000 or less	-	-
Total paid that exceeded \$1,000	-	-
Donations:		
Total paid that were \$1,000 or less	-	-
Total paid that exceeded \$1,000	-	-
<b>Total grants or donations</b>	-	-

The Commissioner's Reporting Guidelines requires that these line items appear in the financial report even if the figures are NIL.

### Implications for filing the Financial Report

During their review of the financial report staff of the ROC may confirm that the figures in the financial report match the disclosures made in the statement. Any inconsistencies in these figures will be raised with the organisation or branch for explanation and action.

This may involve lodging an amended loans, grants or donations statement. Any failure to lodge a loans, grants or donations statement or lodging a statement that is false or misleading can attract civil penalties under the RO Act.

If a reporting unit did not fully comply with these requirements in their last financial report, its filing letter will have included a statement reminding the reporting unit of its obligations.

It is strongly recommended that all reporting units review their filing letters from the previous financial year to ensure any targeted concerns are addressed in their latest financial report.

Failure to address these individual concerns may mean that a financial report cannot be filed.

Previous financial reports and filing letters are available from the website.

### Further information

If you have any further questions relating to the loan, grant and donation disclosure requirements in the statement or the financial report, please contact the ROC on [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au)

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This fact sheet is not intended to be comprehensive. It is designed to assist in gaining an understanding of the Registered Organisations Commission and its work. The Registered Organisations Commission does not provide legal advice