

**Safety Institute of Australia Ltd**  
**t/a Australian Institute of Health and Safety**  
ACN: 151 339 329

**Financial Statements**

For the Year Ended 30 June 2020

# Safety Institute of Australia Ltd t/a Australian Institute of Health and Safety

ACN: 151 339 329

## Contents

For the Year Ended 30 June 2020

	Page
<b>Financial Statements</b>	
Directors Report	1
Auditor's Independence Declaration	14
Statement of Profit or Loss and Other Comprehensive Income	15
Statement of Financial Position	16
Statement of Changes in Equity	17
Statement of Cash Flows	18
Notes to the Financial Statements	19
Directors' Declaration	33
Independent Audit Report	34

## **DIRECTORS' REPORT**

Your directors present their report on the Company for the financial year ended 30 June 2020.

### **Directors**

The names of the directors in office at any time during, or since the end of, the year are:

<b>Director</b>	<b>Appointment Date</b>	<b>Cessation Date</b>
Mr Nathan Winter	25 October 2011	5 September 2019
Mr Patrick Murphy	23 October 2012	5 September 2019
Ms Loren Murray	5 September 2016	5 September 2019
Mr Peter Henneken	11 February 2015	30 June 2020
Ms Marissa Dreher	15 September 2015	Current
Mrs Naomi Kemp	29 August 2017	Current
Mrs Hannah Waters	29 August 2017	Current
Mr Bryce McLaren	29 August 2017	Current
Ms Christine Edwards	24 September 2018	Current
Mr Tim Fleming	24 September 2018	Current
Ms Deanna Lane	22 November 2018	23 November 2019
Mr Kym Bills	1 March 2019	Current
Mr Richard Coleman	5 September 2019	Current
Ms Rene van der Merwe	5 September 2019	Current
Mr Cameron Montgomery	5 September 2019	Current
Mr Martyn Campbell	22 November 2019	Current

Directors have been in office since the start of the financial year to the date of this report unless otherwise stated.

### **Company Secretary**

The name of the Company's secretary in office at any time during, or since the end of, the year was:

<b>Company Secretary</b>	<b>Appointment Date</b>	<b>Cessation Date</b>
Mr David Segrott	1 January 2015	5 September 2019
Ms Marissa Dreher	6 September 2019	19 March 2020
Mr Chris Deftereos	20 March 2020	Current

### **Principal Activity**

The principal activity of the Company during the financial year was to perform its function as outlined in the Constitution in the following ways:

1. **Promoting health and safety awareness** through further development of a national policy agenda, and associated activities.
2. **Advancing the science and practice of health and safety** through:
  - Accrediting higher education courses in OHS;
  - Promoting the Global OHS Capability Framework;
  - The provision of a range of member services including regular E-News, Magazine, Journal, and access to Research Database;
  - Facilitation of conferences, seminars and webinars as part of professional development;
  - Hosting networks; and
  - Providing a mentorship program.
3. **Promoting professional recognition** through Certification of the profession.
4. **Researching and developing health and safety procedures and practices** through maintaining and developing the OHS Body of Knowledge.
5. **Providing other services to support our constitutional objectives** including:
  - Promoting discussion and debate on emerging OHS management concepts and systems; and
  - Promoting evidence-based practice.

**Key Performance Measures:**

We measure our performance through the use of quantitative and qualitative benchmarks set by the Board under its strategic plan and a rolling annual business plan. Performance measures have been set in the business plan, for a series of activities under each of the three focus areas:

1. Cultivating the health and safety Body of Knowledge and building strong development frameworks for practitioners, professionals and leaders.
2. Providing opportunities to connect, contribute and learn from each other, in both social and professional settings.
3. Promoting the role and value of the profession and achieving greater impact by forging industry connections.
4. Creating a sustainable technical and financial base for future growth through agile, responsive and efficient operations with diverse income streams.
5. Advocating with courage on policy to improve legislation, regulation and standards.
6. Improving health and safety knowledge, education and training within the wider community.

Our work in these areas is monitored through regular reports to the Board by the Chief Executive.

**Details of the Directors**

<b>Director's name:</b>	<b>Mrs Naomi Kemp COHSP</b>
<b>Position held:</b>	Chair
<b>Special responsibilities:</b>	Member Finance, Risk, Audit, Performance and Compliance Committee
<b>Qualification:</b>	Bachelor of Occupational Health and Safety Science
<b>Experience:</b>	<p>Is currently the Managing Director and Company Secretary of Jemmit Pty Ltd trading as Safe Expectations. Naomi has over 15 years OHSE experience working across the retail, engineering, mining, transport, and heavy manufacturing industries. Naomi has also served in the public sector at senior advisory levels.</p> <p>She also serves on the industry advisory panel for The University of Queensland OHS Science program and the AIHS Body of Knowledge. Naomi is a member of the Australian Institute of Company Directors.</p>
<b>Board experience:</b>	Director Safety Institute of Australia Ltd 2017 – current Director Mount Isa Sunset Stadium Board 2003 - 2004

<b>Director's name:</b>	<b>Mr Cameron Montgomery FAIHS ChOHSP</b>
<b>Position held:</b>	Deputy Chair
<b>Special responsibilities:</b>	Advisor to the CEO on Industrial Relations/Human Resources issues
<b>Qualification:</b>	Master of Business Administration, Graduate Diploma in Occupational Hazard Management (VIOASH Australia) Graduate of the AICD Company Directors Course
<b>Experience:</b>	<p>Cameron has an extensive background with over 19 years of experience in OHS and Injury Management along with HR, Risk Management, Insurance and Corporate Governance. Through his work in the Commonwealth and Local Government sectors in regional Victoria he has developed extensive experience in public administration, construction, arts, health care and tourism industries. As a safety professional, he serves on the Industry Advisory Board for VIOASH at Federation University; and Stakeholder Reference Group, WorkSafe Victoria as an industry expert. In addition, Cameron also serves as a member of the Public Access Agency Reference group for the Office of the Victorian Information Commissioner. Cameron is a Certified Generalist OHS Professional and Fellow of the Safety Institute of Australia. Cameron has been a Member of the SIA Victorian Committee 2005 – 2009, 2010 – present, and was Chair of that Committee 2010 – 2011.</p>
<b>Board experience:</b>	Director Safety Institute of Australia Ltd: 5th September 2019 - current Director Safety Institute of Australia Ltd 2008 – 2009, 2012 – 28th February 2019 Chair Ballarat Connected Communities 2018 - current
<b>Director's name:</b>	<b>Ms Marissa Dreher</b>
<b>Position held:</b>	Director
<b>Special responsibilities:</b>	Member Finance, Risk, Audit, Performance and Compliance Committee
<b>Qualification:</b>	Bachelor of Laws (Honours) Bachelor of Music
<b>Experience:</b>	<p>Marissa has over 15 years' experience as an occupational, health and safety lawyer. She is the Director of Dreher Legal, an independent law firm, which practises exclusively in OH&amp;S law.</p> <p>Marissa has acted for local, national and international companies, at both state and federal levels and across a wide range of industry sectors, including manufacturing, stevedoring, construction, oil and gas, mining, utilities, state and local government, rail, aviation, transport and logistics, and healthcare.</p> <p>She is a member of the Law Institute of Victoria.</p>
<b>Board experience:</b>	Director Safety Institute of Australia Ltd 2015 - current

**Details of the Directors (Continued)**

<b>Director's name:</b>	<b>Mr Bryce McLaren FAIHS ChOHSP</b>
<b>Position held:</b>	Director
<b>Special responsibilities:</b>	Member Certification Governance Committee
<b>Qualification:</b>	Master of Business Administration Bachelor of Health Science – Environmental Health Bachelor of Applied Science – Occupational Health & Safety
<b>Experience:</b>	<p>Bryce is an experienced HSE leader who holds Chartered OHS Professional certification, business qualifications and extensive experience supporting both heavy industry and engineering operational and project delivery leadership teams to deliver successful business outcomes. He has worked within multinational companies, ASX top 20 and government business enterprises across a wide range of industry sectors including oil and gas, rail, high risk construction, health and service industries.</p> <p>He currently serves on the Workplace Health and Safety Queensland Safety Leadership at Work Expert Reference Group.</p>
<b>Board experience:</b>	Director Safety Institute of Australia Ltd 2017 – current Director Safety Institute of Australia Ltd since Oct 2013 – Sep 15

**Details of the Directors (Continued)**

<b>Director's name:</b>	<b>Ms Christine Edwards</b>
<b>Position held:</b>	Director
<b>Qualification:</b>	Bachelor of Applied Science (Environmental Health) Master of Work Health & Safety
<b>Experience:</b>	<p>Christine has over 20 years' experience in work health &amp; safety, working across a wide range of industries including Health, Construction, Logistics, Rail and Electricity. Christine has expertise in governance &amp; risk management, strategic planning and implementation, leadership &amp; team development, culture change and project management. She also serves on the Standards Australia committee for Safety Management Systems.</p>
<b>Board experience:</b>	Director Safety Institute of Australia Ltd 2018 – current

**Details of the Directors (Continued)**

<b>Director's name:</b>	<b>Mr Kym Bills</b>
<b>Position held:</b>	Director, ex-officio member
<b>Special responsibilities:</b>	Chair, College of Fellows Member Finance, Risk, Audit, Performance and Compliance Committee
<b>Qualification:</b>	MSc, MMin, BLitt, BEc, BA (Hons I), FAIHS, FAICD, FCILT, FAIE, FAIM
<b>Experience:</b>	Kym trained as a diplomat and first managed safety professionals in 1994 when he led the Australian Government Maritime Division in Canberra. He was foundation head of the Australian Transport Safety Bureau from 1999 to 2009. In addition to transport safety, he has worked on petroleum and mine safety and on regulatory reform and national WHS legislative policy. He is currently independent reviewer for a statutory review of NSW mine and petroleum safety laws and regulation. Kym is a graduate of the Australian Institute of Company Directors and has been an AICD fellow since 1993.
<b>Board experience:</b>	Director (ex-officio) Safety Institute of Australia Ltd March 2019 – current. Kym's board service includes AMSA, NOPSEMA, ANL Ltd, University of Adelaide Council, CGGS Ltd, QDAC, and St Mark's National Theological Centre. He has been a Chair of the National Road Safety Strategy Panel and of the International Transportation Safety Association. From 2011-2018 he was employed by the CSIRO in Perth as CEO of the WA:ERA research joint venture and was ex officio on its board and Director of the National Resource Sciences Precinct and Chair of the Australian Centre for Natural Gas Management.
<b>Director's name:</b>	<b>Mr Tim Fleming</b>
<b>Position held:</b>	Director
<b>Special responsibilities:</b>	Member Finance, Risk, Audit, Performance and Compliance Committee
<b>Qualification:</b>	Bachelor Science Grad Cert. OHS Management
<b>Experience:</b>	Tim has 28 years' experience working in construction, mining and exploration and emergency services with 18 years directly in workplace health and safety. Tim worked as a geologist before moving into health and safety and has since held several senior and executive safety leadership positions within large construction, engineering, and client organisations. Tim has a demonstrated track record of working with senior executives, industry leadership, clients, and regulators. He has extensive experience in delivering safety strategies and programs, risk management, leadership, WHS related communication programs and supporting the delivery of large, complex, multi-disciplinary projects.
<b>Board experience:</b>	Director Safety Institute of Australia Ltd 2018 – current

**Details of the Directors (Continued)**

<b>Director's name:</b>	<b>Mrs Hannah Kate Waters COHSPrac</b>
<b>Position held:</b>	Director
<b>Qualification:</b>	Bachelor Health Science Human Biology Bachelor Health Science Traditional Chinese Medicine Master of Business (In progress) Graduate Diploma in OHS Graduate Diploma Exercise Science Member Institute Management and Leadership
<b>Experience:</b>	<p>Hannah has a proven track record of delivering organisational growth and commercial success within complex environments. She has extensive risk, leadership, strategy, and HSEQ management experience that spans across the engineering, mining, construction and utilities sectors</p> <p>Hannah's current Vice President position with JACOBS sees her providing strategic guidance to senior personnel, developing leading strategic programs delivering continuous improvement and enhanced performance outcomes.</p>
<b>Board experience:</b>	Director Safety Institute of Australia Ltd 2017 – current Director – Triathlon Western Australia Director – Headache and Migraine WA Committee member – Rottnest Channel Swim (Risk Management Portfolio)
<b>Director's name:</b>	<b>Mr Martyn Campbell FAIHS ChOHSP</b>
<b>Position held:</b>	Director
<b>Special responsibilities:</b>	Alternate Director for Hannah Waters since November 2019
<b>Qualification:</b>	Masters in OHS Management Masters in Law Bachelor of Laws (Hons)
<b>Experience:</b>	<p>Martyn has 30 years' experience working in regulatory compliance and investigation at senior executive level in the UK and Australia. Initially a senior detective in the UK police working on national homicide training and development, he later qualified in law specialising in the field of regulatory compliance and risk in health and safety, working in Papua New Guinea, Indonesia, Brunei, Malaysia, Hong Kong, Kuala Lumpur, Fiji and Singapore.</p> <p>Martyn has an Honours Degree in Law from the University of Newcastle, UK, a Masters in Law and a Masters in Occupational Health &amp; Safety from Adelaide University.</p> <p>He is a Chartered OHS Professional and Fellow with the Australian Institute of Health &amp; Safety and a Certified Compliance Professional with the Australasian Governance &amp; Risk Institute. He is also an accredited Executive Coach.</p>
<b>Board experience:</b>	Director Safety Institute of Australia Ltd 2019 – current



Board Member, Safe Work Australia (representing South Australia) – 2017 - current  
Chair, Heads of Work Safe Authorities – 2017 - current  
Advisory Board Member, University of SA Centre for Workplace Excellence – 2018 - current

**Director's name:** **Mr Chris Deftereos**

**Position held:** Company Secretary

**Special responsibilities:** Company Secretary

**Qualification:** Master of Industrial Relations and Human Resource Management, University of Sydney (1997)  
Bachelor of Commerce, La Trobe University (1995)  
Diploma of Risk Management and Business Continuity (2020)  
Certificate IV in Assessment and Workplace Training (2001)  
Certificate IV in Public Administration (1998)

**Experience:** Chris has over 20 years' experience working in policy, governance, industrial relations and HR roles across the state and Commonwealth public sectors, not for profit and community organisations and tertiary education. Chris is a member of the Governance Institute of Australia and the Risk Management Institute of Australasia.

Since February 2017. Chris has worked as the Governance Relations Officer of the Queensland Nurses and Midwives' Union (QNMU). In this role, Chris oversees corporate governance, compliance and risk management for the QNMU.

**Board experience:** Company Secretary, Safety Institute of Australia Ltd, March 2020 - current  
Director, Ondru Limited, June 2014 – May 2015

**Director's name:** **Mr Peter Henneken AM**

**Position held:** Independent Director

**Special responsibilities:** Advisor to the CEO on VET sector issues

**Qualification:** Bachelor of Business  
Bachelor of Arts  
Fellow of the Australian Institute of Company Directors

**Experience:** Peter has over 40 years' experience as a public servant, with experience at Queensland and Federal levels including as the chair and director of various statutory authorities and government corporations and as the CEO of various Government Departments. These roles have included Chair of the Safety Rehabilitation and Compensation Commission and Director-General of the Queensland Department of Employment and Industrial Relations, which was responsible for WHSQ, Electrical Safety Office as well as workers compensation policy. He has high level expertise in employment relations and the training sector. He became a Member of the Order of Australia in 2010.

**Board experience:** Independent Director Safety Institute of Australia Ltd 2015 – 30 June 2020

Director and Trustee of QSuper 2007 - 2013  
Chair, Queensland Fitness, Sport & recreation Skills Alliance 2010 – 2017  
Member of Queensland Government Jobs Council

**Details of the Directors (Continued)**

**Director's name:** Mr Patrick Murphy FAIHS ChOHSP

**Position held:** Chair

**Special responsibilities:** Member Finance, Risk, Audit, Performance and Compliance Committee

**Qualification:** PhD Commenced  
Master of Health Science  
Master of Business  
Graduate Diploma in OHS  
Bachelor of Politics, Arts  
Graduate Cert Sustainability  
Graduate Australian Institute of Company Directors

**Experience:** Patrick has over 19 years OHSE experience working across the retail, construction, mining and most recently oil and gas industries. Patrick has also served in the public sector at senior advisory levels. He also serves on the industry advisory panel for UQ and is a Chartered Fellow of the Institute. Patrick was also a Director of the Child Accident Prevention Foundation of Australia and Director of Kidsafe Qld. He is a member of the Australian Institute of Company Directors. Patrick has also served as a Director and SIA representative on the International Network of Safety and Health Practitioner Organisations Board.

Patrick also serves on the Workplace Health and Safety Queensland Board, and has served on the Queensland Manufacturing Industry Sector Standing Committee. He is also the Independent Chair of the Rural Safety and Health Alliance.

**Board experience:** Chair Safety Institute of Australia Ltd 2013 – 5 September 2019  
Independent Chair Primary Industries Health & Safety Research Partnership  
Director Workplace Health and Safety Queensland  
Member of the Queensland Industry Sector Standing Committee  
Director Kidsafe QLD 2014  
Deputy Chair of the Child Accident Prevention Foundation Australia 15/16  
Director Safety Institute of Australia Ltd since October 2012  
Director Child Accident Injury Prevention Foundation (Australia)  
Director International Network of Safety and Health Practitioner Organisations

**Details of the Directors (Continued)**

<b>Company Secretary's name:</b>	<b>Mr David Segrott FAIHS COHSProf</b>
<b>Position held:</b>	Company Secretary
<b>Special responsibilities:</b>	Company Secretary
<b>Qualification:</b>	Master of Business Administration (MBA) University of Canberra - 1998 Bachelor of Arts (Majors in Administration and Law, Sub-Major in Organisational Psychology) University of Canberra – 1996. Industrial Safety Certificate 1979
<b>Experience:</b>	<p>David has been involved in Injury Prevention and Management for over 45 years. David brings a unique perspective to the industry in understanding all aspects from prevention, through insurance and rehabilitation to claims management. He has broad based experience covering WHS/Prevention, Rehabilitation Management, Risk Management and Workers Compensation Underwriting and Claims Management. He comes from an operational management background and specialises in the development and implementation of WHSMS and risk management.</p> <p>David has also held representational roles on behalf of both the insurance industry and the business community, on the ACT OHS Council, the ACT Work Safety Council, including chairpersonship of the Regulatory and Legislative Advisory Committees and Deputy Chairpersonship of the Workers Compensation Monitoring Committee.</p>
<b>Board experience:</b>	<p>Company Secretary, Safety Institute of Australia Ltd October 2017 to 5 September 2019 Director/Company Secretary, Safety Institute of Australia Ltd 2015 - 2017 Company Secretary, Safety Institute of Australia Ltd October 2011 to October 2013 Director, Canberra Business Council Ltd, September 2010 to September 2013 Director, Australian Health and Safety Services Pty Ltd April 2000 – 2017 Director, Segrott Safety Management Pty Ltd, August 2017 to date Past President, Safety Institute of Australia Inc. (SIA Inc.) (ACT Division), 2005 to 2010 National Board of Management Representative, (SIA Inc.) (ACT Division), 2005 to 2011 National Public Officer, Safety Institute of Australia Inc. 2005 to 2011 State Advisory Committee, NSW Business Chamber, October 2011 to October 2014</p>

**Details of the Directors (Continued)**

<b>Director's Name:</b>	<b>Mr Nathan Winter FAIHS ChOHSP</b>
<b>Position held:</b>	Chairman Finance, Risk, Audit, Performance and Compliance Committee
<b>Special responsibilities:</b>	AIHS representative to the International Network of Safety and Health Professional Organisations (INSHPO)
<b>Qualification:</b>	Bachelor of Environmental Toxicology Masters of Business Administration (Accounting) Graduate Diploma of Occupational Health & Safety Graduate of the Australian Institute of Company Directors, GAICD
<b>Experience:</b>	<p>With a career spanning more than 17 years, Nathan Winter has held roles as a Director and senior management executive in Health &amp; Safety, Environment, Risk and Quality, across the Manufacturing, Mining, Oil and Gas, Services and Utilities industries.</p> <p>Nathan currently runs a Management Consultancy Nathan Winter &amp; Associates that specialises in providing Governance, Risk Management, Occupational Health &amp; Safety, Quality &amp; Environmental Advisory and Assurance Services. From 2012 to 2020 he has led a team of Risk, Audit and Quality professionals in his role with the Ausdrill Group and from 2008 to 2012 he was the South Pacific Occupational Health Safety &amp; Environment Manager for Cummins. Nathan is a Graduate of the Australian Institute of Company Directors.</p>
<b>Board experience:</b>	Deputy Chair Safety Institute of Australia Ltd 2014 - 2018 Director Safety Institute of Australia Ltd 2011 – 5 September 2019 President Elect, INSHPO 2019 President INSHPO 2020
<b>Director's name:</b>	<b>Ms Loren Murray</b>
<b>Position held:</b>	Director
<b>Experience:</b>	Loren Murray is currently the Head of Safety at Godfreys Pty Ltd. In her previous roles Loren held positions as the Director of CreativeWorks Group, the Group HSE Manager for Citywide Services, SERQA Program Manager, Level Crossing Removals for Metro Trains Melbourne, Head of Safety & Environment for Pacific Brands and the National Safety Manager for the Retail Division at Linfox Logistics. Loren is a current Board Director of the Safety Institute of Australia and advises on HSE matters to the Board of Australia Zoos.
<b>Board experience:</b>	Director Safety Institute of Australia Ltd 2016 – 5 September 2019 Advisor on HSE Matter to the Board of Australia Zoos 2013 - current

**Details of the Directors (Continued)**

<b>Director's name:</b>	<b>Deanna Lane</b>
<b>Position held:</b>	Independent Director
<b>Special responsibilities:</b>	Communications; member engagement; corporate partnerships
<b>Qualification:</b>	Governance Foundations for Not for Profit Directors- AICD Trade Practices Compliance Training Certificate, Thomson Legal & Regulatory USA Situational Leadership Executive Leadership Program, Thomson Legal & Regulatory USA Executive MBA (Part) University of New South Wales – AGSM Master Trainer Accreditation, Extended DISC Australasia Business Development Certificate, Rogen Australia Professional Services Marketing, APM Training Institute
<b>Experience:</b>	<b>Deanna Lane, MAICD</b> <b>CEO, Fastlane Consulting Group Pty Ltd</b> Deanna Lane is an adviser to CEOs, firm principals and senior executive teams on business development, communications, and member engagement strategies. Her career spans 20 years in senior management roles and as a consultant and professional mentor to top tier law and accounting firms, financial services, engineering, and construction companies as well as industry associations, professional education institutes and universities.  Deanna is a member of the Harvard Business Review Advisory Council, Australian Institute of Company Directors, The Property Council of Australia, UN Women.
<b>Board experience:</b>	Global Board Member – Not for Profit Literacy Organisation – New York – current Independent Director Safety Institute of Australia Ltd 2018 – 23 November 2019 Board Member Noosa Biosphere Reserve Foundation Member Queensland State Council, Australian British Chamber of Commerce Future Fund Advisory Board Member -Queensland Symphony Orchestra Member of the Diversity Committee of the Property Council of Australia.

### Meetings of the Directors

The table below provides details of the number of meetings of board directors held and the attendance by each of director:

<b>Director</b>	<b>Number of meetings eligible to attend</b>	<b>Number of meetings attended to 30 June 2020</b>
Mr Kym Bills	10	10
Mr Martyn Campbell	7	7
Mr Richard Coleman	8	6
Ms Marissa Dreher	10	8
Ms Christine Edwards	10	10
Mr Tim Fleming	10	6
Mr Peter Henneken	9	7
Ms Naomi Kemp	10	10
Ms Deanna Lane	4	4
Mr Bryce McLaren	10	6
Mr Cameron Montgomery	8	8
Mr Patrick Murphy	2	2
Ms Loren Murray	2	0
Ms Rene Van der Merwe	8	7
Mrs Hannah Waters	3	2
Mr Nathan Winter	2	2
<b>Company Secretary</b>		
Mr David Segrott	2	2
Ms Marissa Dreher	4	3
Mr Chris Deftereos	3	3

### Indemnification of Officer or Auditor

The Company has paid an annual premium to insure the Directors and Officers against liabilities incurred in their respective capacities. Under the policy, details of the premium are confidential.

### Proceedings on Behalf of the Company

No person has applied for leave of Court to bring proceedings on behalf of the Company or intervene in any proceedings to which the Company is a party for the purpose of taking responsibility on behalf of the company for all or any part of those proceedings.

The Company was not a party to any such proceedings during the financial year.

### Contributions on winding up

The Company is incorporated under the *Corporations Act 2001* and is a company limited by guarantee. If the Company is wound up the constitution states that each member is required to contribute a maximum of \$10 towards meeting any outstanding obligations of the Company. At 30 June 2020 the total amount that members of the company are liable to contribute if the Company is wound up is \$38,000.00.

### Auditor's Independence Declaration

A copy of the auditor's independence declaration as required under Subsection 60-40 of the *Australian Charities and Not-for-Profit Commission Act 2012* as set out on page 14 of this report.

### COVID-19

COVID-19 and its impact on the Company has created unprecedented uncertainty in the economic environment that we operate within. Actual economic events and conditions in future may be materially different from those realised in the 2020 financial year and projected for the 2021 financial year. In the event the COVID-19 pandemic impacts are more severe or prolonged than anticipated, this may have further effects on the financial position of the Company. As at the date of the Financial Statements, an estimate of the future effects of the COVID-19 pandemic on the Company's financial performance and financial position cannot be made, as the impact will depend on the magnitude and duration of the economic downturn with the full range of monetary impacts unknown.

Impact up until 30 June 2020 are further detailed at note 20.

The impact of the COVID-19 pandemic has resulted in the Company experiencing challenging and uncertain times. Whilst the situation is evolving, the directors remain confident that the group will be able to continue as a going concern which assumes it will be able to continue trading and realise assets and discharge liabilities in the ordinary course of business for at least 12 months from the date of the consolidated financial statements.

Signed in accordance with a resolution of the Board of Directors:



---

Naomi Kemp



---

Cameron Montgomery  
Deputy Chair

Dated this 11<sup>th</sup> day of August 2020.

**AUDITOR'S INDEPENDENCE DECLARATION  
UNDER SUBDIVISION 60-40 OF THE AUSTRALIAN CHARITIES  
AND NOT-FOR-PROFITS COMMISSION ACT 2012  
TO THE DIRECTORS OF SAFETY INSTITUTE OF AUSTRALIA T/A AUSTRALIAN INSTITUTE OF  
HEALTH AND SAFETY**

I declare that, to the best of my knowledge and belief, during the year ended 30 June 2020, there have been no contraventions of the auditor independence requirements as set out in any applicable code of professional conduct in relation to the audit.

*Moore Australia*

**MOORE AUSTRALIA AUDIT (VIC)  
ABN 16 847 721 257**



**RYAN LEEMON  
Partner  
Audit and Assurance**

Melbourne, Victoria

11 August 2020



## Safety Institute of Australia Ltd t/a Australian Institute of Health and Safety

ACN: 151 339 329

### Statement of Profit or Loss and Other Comprehensive Income For the Year Ended 30 June 2020

	Note	2020 \$	2019 \$
Revenue	5	1,821,365	1,742,131
Other income	5	13,497	25,828
Accreditation expenses		(35,603)	(29,986)
Accounting and audit expenses		(16,361)	(16,607)
Administration expenses		(206,955)	(127,887)
Advertising and marketing expenses		(122,642)	(130,075)
Body of Knowledge program expenses		(94,282)	(88,910)
Certification expenses		(23,634)	(30,394)
Conference expenses		(21,947)	(187,971)
Consultant and legal expenses		(7,855)	(7,683)
Depreciation and amortisation expense	6	(86,867)	(24,048)
Employee benefits expense		(777,733)	(672,907)
Event expenses		(194,168)	(300,691)
Occupancy expenses		(26,138)	(81,219)
Postage, printing and stationery expenses		(13,154)	(16,688)
Telecommunications expenses		(29,686)	(27,508)
Travel and accommodation expenses		(36,981)	(59,918)
Other expenses		(35,734)	(19,632)
Lease liability interest		(2,996)	-
<b>Surplus/(Loss) before income tax</b>		<b>102,126</b>	<b>(54,165)</b>
Income tax expense		-	-
<b>Surplus/(Loss) for the year</b>		<b>102,126</b>	<b>(54,165)</b>
<b>Other comprehensive income, net of income tax</b>			
<b>Total comprehensive income for the year</b>		<b>102,126</b>	<b>(54,165)</b>

The Company has initially applied AASB 15 and AASB 1058 using the cumulative effect method and has not restated comparatives. The comparatives have been prepared using AASB 111, AASB 118, AASB 1004 and related interpretations.

The Company has initially applied AASB 16 using the cumulative effect method and has not restated comparatives. The comparatives have been prepared using AASB 117 and related interpretations.

The accompanying notes form part of these financial statements.

# Safety Institute of Australia Ltd t/a Australian Institute of Health and Safety

ACN: 151 339 329

## Statement of Financial Position

As At 30 June 2020

	Note	2020 \$	2019 \$
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	7	757,415	614,025
Trade and other receivables	8	30,634	69,736
Other financial assets	9	716,111	704,235
Other assets	10	80,701	47,146
<b>TOTAL CURRENT ASSETS</b>		<b>1,584,861</b>	<b>1,435,142</b>
<b>NON-CURRENT ASSETS</b>			
Property, plant and equipment	11	14,578	11,313
Intangible assets	12	-	28,800
Right-of-use assets	13	30,635	-
<b>TOTAL NON-CURRENT ASSETS</b>		<b>45,213</b>	<b>40,113</b>
<b>TOTAL ASSETS</b>		<b>1,630,074</b>	<b>1,475,255</b>
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
Trade and other payables	14	131,350	167,497
Lease liabilities	13	31,637	-
Employee benefits	16	71,721	36,548
Other financial liabilities	15	459,326	454,829
<b>TOTAL CURRENT LIABILITIES</b>		<b>694,034</b>	<b>658,874</b>
<b>NON-CURRENT LIABILITIES</b>			
Employee benefits	16	26,914	9,381
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>26,914</b>	<b>9,381</b>
<b>TOTAL LIABILITIES</b>		<b>720,948</b>	<b>668,255</b>
<b>NET ASSETS</b>		<b>909,126</b>	<b>807,000</b>
<b>EQUITY</b>			
Retained earnings		909,126	807,000
<b>TOTAL EQUITY</b>		<b>909,126</b>	<b>807,000</b>

The Company has initially applied AASB 15 and AASB 1058 using the cumulative effect method and has not restated comparatives. The comparatives have been prepared using AASB 111, AASB 118, AASB 1004 and related interpretations.

The Company has initially applied AASB 16 using the cumulative effect method and has not restated comparatives. The comparatives have been prepared using AASB 117 and related interpretations.

The accompanying notes form part of these financial statements.

# Safety Institute of Australia Ltd t/a Australian Institute of Health and Safety

ACN: 151 339 329

## Statement of Changes in Equity

For the Year Ended 30 June 2020

2020

	Retained Surplus	Total
Note	\$	\$
<b>Balance at 1 July 2019</b>	<b>807,000</b>	<b>807,000</b>
Surplus for the year	102,126	102,126
<b>Balance at 30 June 2020</b>	<b>909,126</b>	<b>909,126</b>

2019

	Retained Surplus	Total
Note	\$	\$
<b>Balance at 1 July 2018</b>	861,165	861,165
Loss for the year	(54,165)	(54,165)
<b>Balance at 30 June 2019</b>	<b>807,000</b>	<b>807,000</b>

The Company has initially applied AASB 15 and AASB 1058 using the cumulative effect method and has not restated comparatives. The comparatives have been prepared using AASB 111, AASB 118, AASB 1004 and related interpretations.

The Company has initially applied AASB 16 using the cumulative effect method and has not restated comparatives. The comparatives have been prepared using AASB 117 and related interpretations.

# Safety Institute of Australia Ltd t/a Australian Institute of Health and Safety

ACN: 151 339 329

## Statement of Cash Flows For the Year Ended 30 June 2020

	2020	2019
Note	\$	\$
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>		
Membership and partnership fees received	1,010,214	1,054,780
Conference and event income received	495,403	578,441
Receipts from other income	437,155	139,829
Payments to suppliers and employees	(1,737,677)	(1,865,462)
Interest received	13,497	25,828
Lease liability interest	(2,996)	-
Net cash provided by/(used in) operating activities	22 <u>215,596</u>	<u>(66,584)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>		
Net proceeds from/(invested) in financial assets	(11,876)	173,084
Purchase of plant and equipment	(8,814)	(3,725)
Net cash used in investing activities	<u>(20,690)</u>	<u>169,359</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES:</b>		
Principal payments of lease liability	(51,516)	-
Net cash used in financing activities	<u>(51,516)</u>	<u>-</u>
Net increase/(decrease) in cash and cash equivalents held	143,390	102,775
Cash and cash equivalents at beginning of year	614,025	511,250
Cash and cash equivalents at end of financial year	7 <u>757,415</u>	<u>614,025</u>

The Company has initially applied AASB 15 and AASB 1058 using the cumulative effect method and has not restated comparatives. The comparatives have been prepared using AASB 111, AASB 118, AASB 1004 and related interpretations.

The Company has initially applied AASB 16 using the cumulative effect method and has not restated comparatives. The comparatives have been prepared using AASB 117 and related interpretations.

# Safety Institute of Australia Ltd t/a Australian Institute of Health and Safety

ACN: 151 339 329

## Notes to the Financial Statements

### For the Year Ended 30 June 2020

The financial report covers Safety Institute of Australia Ltd t/a Australian Institute of Health and Safety as an individual entity. Safety Institute of Australia Ltd t/a Australian Institute of Health and Safety is a not-for-profit Company, registered and domiciled in Australia.

#### 1 Basis of Preparation

The financial statements are general purpose financial statements that have been prepared in accordance with the Australian Accounting Standards - Reduced Disclosure Requirements and the *Australian Charities and Not-for-profits Commission Act 2012*.

#### 2 Change in Accounting Policy

##### Revenue - Adoption of AASB 15 and AASB 1058

The Company has adopted AASB 15 *Revenue from Contracts with Customers* and AASB 1058 *Income of Not-for-Profit Entities* for the first time in the current year with a date of initial application of 1 July 2019.

The key changes to the Company's accounting policies and the impact on these financial statements from applying AASB 15 and AASB 1058 are described in note 3(a).

##### Leases - Adoption of AASB 16

The Company has adopted AASB 16 *Leases* using the modified retrospective (cumulative catch-up) method from 1 July 2019 and therefore the comparative information for the year ended 30 June 2019 has not been restated and has been prepared in accordance with AASB 117 *Leases* and associated Accounting Interpretations.

##### Impact of adoption of AASB 16

The impact of adopting AASB 16 is described below:

Under AASB 117, the Company assessed whether leases were operating or finance leases based on its assessment of whether the significant risks and rewards of ownership had been transferred to the Company or remained with the lessor. Under AASB 16, there is no differentiation between finance and operating leases for the lessee and therefore all leases which meet the definition of a lease are recognised on the statement of financial position (except for short-term leases and leases of low value assets).

The Company has elected to use the exception to lease accounting for short-term leases and leases of low value assets, and the lease expense relating to these leases are recognised in the statement of profit or loss on a straight line basis.

AASB 16 includes a number of practical expedients which can be used on transition, the Company has used the following expedients:

- contracts which had previously been assessed as not containing leases under AASB 117 were not re-assessed on transition to AASB 16;
- lease liabilities have been discounted using the Company's incremental borrowing rate at 1 July 2019;
- right-of-use assets at 1 July 2019 have been measured at an amount equal to the lease liability adjusted by the amount of any prepaid or accrued lease payments;
- used hindsight when determining the lease term if the contract contains options to extend or terminate the lease;

Refer note 3(j) for further detail regarding accounting application of AASB 16.

## **Notes to the Financial Statements**

### **For the Year Ended 30 June 2020**

#### **3 Summary of Significant Accounting Policies**

##### **(a) Revenue and other income**

Revenue is recognised when the amount of the revenue can be measured reliably, it is probable that economic benefits associated with the transaction will flow to the Company and specific criteria relating to the type of revenue as noted below, has been satisfied. Revenue is measured at the fair value of the consideration received or receivable and is presented net of returns, discounts and rebates.

Transition to AASB 15 has not had any material impact to the Company's revenue recognition.

##### **Membership revenue**

The performance obligation for membership revenue is deemed to be satisfied over the period of membership and revenue from membership fees received is recognised on a straight-line basis over the period of membership.

Any amounts received in advance is recognised as income in advance until the period of membership has been provided to the member.

##### **Revenue from events and conferences**

Revenue for events and conferences is recognised at a point in time, being once the event or conference occurs and the performance obligation to provide the event or conference has been satisfied.

Revenue received in advance for events or conferences which are yet to occur are recorded as income in advance.

##### **Government stimulus**

The Company has received Government stimulus revenue by way of Job Keeper payments and the Cash Flow boost. Revenue is recognised at a point in time, being when the Company has satisfied the criteria to receive the revenue, this is recorded on an accruals basis. Government stimulus revenue is measured at the gross amount and is not netted against corresponding expenses incurred by the Company.

##### **Other income**

Other income is recognised on an accruals basis when the Company is entitled to it.

##### **(b) Income Tax**

The Company is exempt from income tax under Division 50 of the *Income Tax Assessment Act 1997*.

##### **(c) Cash and cash equivalents**

Cash and cash equivalents comprises cash on hand, demand deposits and short-term investments which are readily convertible to known amounts of cash and which are subject to an insignificant risk of change in value.

##### **(d) Plant and equipment**

Each class of plant and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation and impairment.

Items of plant and equipment acquired for nil or nominal consideration have been recorded at the acquisition date fair value.

## Notes to the Financial Statements For the Year Ended 30 June 2020

### 3 Summary of Significant Accounting Policies

#### (d) Plant and equipment

##### Plant and equipment

Plant and equipment are measured using the cost model.

##### Depreciation

Plant and equipment, is depreciated on a straight-line basis over the assets useful life to the Company, commencing when the asset is ready for use.

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

Fixed asset class	Depreciation rate
Furniture and Fittings	10% - 75%
Computer Equipment	50%

At the end of each annual reporting period, the depreciation method, useful life and residual value of each asset is reviewed. Any revisions are accounted for prospectively as a change in estimate.

#### (e) Intangibles

##### Software

Significant costs associated with software are deferred and amortised on a straight-line basis over the period of their expected benefit.

#### (f) Impairment of non-financial assets

At the end of each reporting period the Company determines whether there is an evidence of an impairment indicator for non-financial assets. Where the recoverable amount is less than the carrying amount, an impairment loss is recognised in profit or loss.

#### (g) Financial instruments

Financial instruments are recognised initially on the date that the Company becomes party to the contractual provisions of the instrument.

On initial recognition, all financial instruments are measured at fair value plus transaction costs (except for instruments measured at fair value through profit or loss where transaction costs are expensed as incurred).

##### Financial assets

Financial assets are divided into the following categories which are described into the following categories which are described in detail below:

- trade and other receivables
- held-to-maturity investments.

## **Notes to the Financial Statements**

### **For the Year Ended 30 June 2020**

#### **3 Summary of Significant Accounting Policies**

##### **(g) Financial instruments**

###### **Financial assets**

Financial assets assigned to the different categories on initial recognition, depending on the characteristics of the instrument and its purpose. A financial instrument's category is relevant to the way it is measured and whether any resulting income and expenses are recognised in profit or loss or in other comprehensive income.

All income and expenses relating to financial assets are recognised in the statement of profit or loss and other comprehensive income in the 'finance income' or 'finance costs' line item respectively.

###### *Trade and other receivables*

Trade and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. They arise principally through the provision of goods and services to customers but also incorporate other types of contractual monetary assets. After initial recognition these are measured at amortised cost using the effective interest method, less provision for impairment. Any change in their value is recognised in profit or loss.

In some circumstances, the Company renegotiates repayment terms with customers which may lead to changes in the timing of the payments, the Company does not necessarily consider the balance to be impaired, however assessment is made on a case-by-case basis.

###### *Held-to-maturity investments*

Held-to-maturity investments are non-derivative financial assets with fixed or determinable payments and fixed maturity. Investments are classified as held-to-maturity if it is the intention of the Group's management to hold them until maturity.

Held-to-maturity investments are subsequently measured at amortised cost using the effective interest method, with revenue recognised on an effective yield basis. In addition, if there is objective evidence that the investment has been impaired, the financial asset is measured at the present value of estimated cash flows. Any changes to the carrying amount of the investment are recognised in profit or loss.

###### *Impairment of financial assets*

The Company uses the presumption that an asset which is more than 30 days past due has seen a significant increase in credit risk. Credit losses are measured as the present value of the difference between the cash flows due to the Company in accordance with the contract and the cash flows expected to be received. This is applied using a probability weighted approach.

###### *Trade receivables*

Impairment of trade receivables have been determined using the simplified approach in AASB 9 which uses an estimation of lifetime expected credit losses. The Company has determined the probability of non-payment of the receivable and multiplied this by the amount of the expected loss arising from default.

###### *Other financial assets measured at amortised cost (Held-to-maturity investments)*

Impairment of other financial assets measured at amortised cost are determined using the expected credit loss model in AASB 9. On initial recognition of the asset, an estimate of the expected credit losses for the next 12 months is recognised. Where the asset has experienced significant increase in credit risk then the lifetime losses are estimated and recognised.



## **Notes to the Financial Statements**

### **For the Year Ended 30 June 2020**

#### **3 Summary of Significant Accounting Policies**

##### **(g) Financial instruments**

###### **Financial liabilities**

Financial liabilities are classified as either financial liabilities at fair value through profit or loss or other financial liabilities depending on the purpose for which the liability was acquired. The financial liabilities of the Company comprise trade payables and lease liabilities.

##### **(h) Employee benefits**

Provision is made for the Company's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits that are expected to be wholly settled within one year have been measured at the amounts expected to be paid when the liability is settled.

Employee benefits expected to be settled more than one year after the end of the reporting period have been measured at the present value of the estimated future cash outflows to be made for those benefits. In determining the liability, consideration is given to employee wage increases and the probability that the employee may satisfy vesting requirements. Cash flows are discounted using market yields on high quality corporate bond rates incorporating bonds rated AAA or AA by credit agencies, with terms to maturity that match the expected timing of cash flows. Changes in the measurement of the liability are recognised in profit or loss.

##### **(i) Goods and services tax (GST)**

Revenue, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payable are stated inclusive of GST.

Cash flows in the statement of cash flows are included on a gross basis and the GST component of cash flows arising from investing and financing activities which is recoverable from, or payable to, the taxation authority is classified as operating cash flows.

##### **(j) Leases**

###### **For comparative year**

Lease payments for operating leases, where substantially all of the risks and benefits remain with the lessor, are charged as expenses on a straight-line basis over the life of the lease term.

###### **For the current year**

Leases are recognised as a right-of-use asset and a corresponding lease liability at the date at which the lease asset is available for use by the Company.

Lease liabilities include the net present value of the following lease payments:

- fixed payments (including in-substance fixed payments);
- variable lease payments that are based on an index rate, initially measured using the index rate as at the commencement date; and
- lease payments to be made under extension options which are reasonably certain to be exercised.

## **Notes to the Financial Statements**

### **For the Year Ended 30 June 2020**

#### **3 Summary of Significant Accounting Policies**

##### **(j) Leases**

Lease payments are discounted using the Company's incremental borrowing rate, being the rate that the individual lessee would have to pay to borrow the funds necessary to obtain an asset of similar value to the right-of-use asset in a similar economic environment with similar terms, security and conditions.

Lease payments are allocated between principal and interest. The interest is charged to the profit or loss over the lease period so as to produce a constant periodic rate of interest on the remaining balance of the liability for each period.

Right-of-use assets are measured at cost, comprising the following:

- the amount of initial measurement of lease liability;
- any lease payments made at or before the commencement date less any lease incentives received;
- any initial direct costs; and
- restoration costs.

Right-of-use assets are depreciated over the shorter of the asset's useful life and the lease term on a straight-line basis.

##### **(k) Adoption of new and revised accounting standards**

The Company has adopted all standards which became effective for the first time at 30 June 2020, the adoption of these standards has not caused any material adjustments to the reported financial position, performance or cash flow of the Company or refer to Note 2 for details of the changes due to standards adopted.

## **Notes to the Financial Statements**

### **For the Year Ended 30 June 2020**

#### **4 Critical Accounting Estimates and Judgments**

Those charged with governance make estimates and judgements during the preparation of these financial statements regarding assumptions about current and future events affecting transactions and balances.

These estimates and judgements are based on the best information available at the time of preparing the financial statements, however as additional information is known then the actual results may differ from the estimates.

The significant estimates and judgements made have been described below.

##### **Key estimates - useful life of assets**

The Company determines the estimated useful lives and related depreciation and amortisation charges for its plant, equipment and intangible assets. The useful lives could change significantly as a result of technical innovations or some other event. The depreciation and amortisation charge will increase where the useful lives are less than previously estimated lives, or technically obsolete or non-strategic assets that have been abandoned or sold will be written off or written down.

##### **Key estimates - employee benefits**

The liability for employee benefits expected to be settled more than 12 months from the reporting date are recognised and measured at the present value of the estimated future cash flows to be made in respect of all employees at the reporting date. In determining the present value of the liability, estimates of attrition rates and pay increases through promotion and inflation have been taken into account.

##### **Key estimates - lease extension period**

As detailed at note 13, on adoption of *AASB 16 Leases* The Company made an assessment that it was likely that extension periods available under the current lease agreement would not be exercised. The inclusion of extension periods would impact the balances of the Company's right-of-use assets and lease liability.

# Safety Institute of Australia Ltd t/a Australian Institute of Health and Safety

ACN: 151 339 329

## Notes to the Financial Statements For the Year Ended 30 June 2020

### 5 Revenue and Other Income

	2020	2019
	\$	\$
Revenue from operating activities		
- Membership revenue	778,075	828,645
- Corporate partnership and membership fees	267,550	146,750
- Conference revenue	147,209	297,811
- Event revenue	303,076	337,311
- Publication and advertising revenue	27,723	33,279
	<u>1,523,633</u>	<u>1,643,796</u>
Other revenue		
- Accreditation board revenue	115,857	52,477
- Certification revenue	58,381	45,580
- Project revenue	695	-
- Sundry Revenue	299	278
- Government stimulus	122,500	-
	<u>297,732</u>	<u>98,335</u>
<b>Total Revenue</b>	<u><u>1,821,365</u></u>	<u><u>1,742,131</u></u>
Other Income		
- Interest income	13,497	25,828
<b>Total Revenue and Other Income</b>	<u><u>1,834,862</u></u>	<u><u>1,767,959</u></u>

### 6 Result for the Year

The result for the year includes the following specific depreciation/amortisation expenses:

- Furniture and fittings	2,115	2,521
- Computer equipment	3,434	2,327
- Software and website development	28,800	19,200
- Right-of-use assets	52,518	-
	<u>86,867</u>	<u>24,048</u>
Operating lease expenses:		
- Office rental	-	55,365

### 7 Cash and Cash Equivalents

Cash on hand	227	183
Bank balances	757,188	613,842
	<u>757,415</u>	<u>614,025</u>

# Safety Institute of Australia Ltd t/a Australian Institute of Health and Safety

ACN: 151 339 329

## Notes to the Financial Statements

### For the Year Ended 30 June 2020

#### 8 Trade and other receivables

	2020	2019
	\$	\$
CURRENT		
Trade receivables	7,874	66,653
Other receivables	22,760	3,083
	<u>30,634</u>	<u>69,736</u>

The Company applies the simplified approach to providing for expected credit losses prescribed by AASB 9, which permits the use of the lifetime expected loss provision for all trade receivables. To measure the expected credit losses, trade receivables have been grouped based on shared credit risk characteristics and the days past due. The loss allowance provision as at 30 June 2020 is determined as follows, the expected credit losses incorporate forward looking information.

30 June 2020	Current	< 30 days overdue	< 90 days overdue	> 90 days overdue	Total
Gross carrying amount (\$)	27,554	-	-	3,080	30,634

  

30 June 2019	Current	< 30 days overdue	< 90 days overdue	> 90 days overdue	Total
Expected loss rate (%)	-	-	-	-	
Gross carrying amount (\$)	63,734	-	2,607	3,395	69,736

Trade and other receivables are unsecured and generally on 14 day terms. An allowance for expected credit loss is recognised when there is objective evidence than an individual trade or other receivable is impaired. As at 30 June 2020 the Company assessed all receivables to be recoverable.

#### 9 Financial Assets

	2020	2019
	\$	\$
CURRENT		
Term deposits	716,111	704,235
	<u>716,111</u>	<u>704,235</u>

#### 10 Other Assets

CURRENT		
Prepayments	72,901	39,346
Rental bond	7,800	7,800
	<u>80,701</u>	<u>47,146</u>

The Company has initially applied AASB 15 using the cumulative effect method and has not restated comparatives. The comparatives have been prepared using AASB 111, AASB 118 and related interpretations.

# Safety Institute of Australia Ltd t/a Australian Institute of Health and Safety

ACN: 151 339 329

## Notes to the Financial Statements For the Year Ended 30 June 2020

### 11 Property, plant and equipment

	2020	2019
	\$	\$
Furniture, fixtures and fittings		
At cost	27,028	27,028
Accumulated depreciation	(19,785)	(17,670)
	<u>7,243</u>	<u>9,358</u>
Computer equipment		
At cost	16,510	7,695
Accumulated depreciation	(9,175)	(5,740)
	<u>7,335</u>	<u>1,955</u>
<b>Total property, plant and equipment</b>	<u><u>14,578</u></u>	<u><u>11,313</u></u>

#### (a) Movements in Carrying Amounts

Movement in the carrying amounts for each class of property, plant and equipment between the beginning and the end of the current financial year:

	Furniture and Fittings	Computer Equipment	Total
	\$	\$	\$
<b>Year ended 30 June 2020</b>			
Balance at the beginning of year	9,358	1,955	11,313
Additions	-	8,814	8,814
Depreciation expense	(2,115)	(3,434)	(5,549)
<b>Balance at the end of the year</b>	<u><u>7,243</u></u>	<u><u>7,335</u></u>	<u><u>14,578</u></u>

### 12 Intangible Assets

	2020	2019
	\$	\$
Software and website development		
Cost	80,000	80,000
Accumulated amortisation	(80,000)	(51,200)
	<u>-</u>	<u>28,800</u>

#### (a) Movements in carrying amounts of intangible assets

Movement in the carrying amounts for intangible assets between the beginning and the end of the current financial year:

	Software and website development	Total
	\$	\$
<b>Year ended 30 June 2020</b>		
Balance at the beginning of the year	28,800	28,800
Amortisation	(28,800)	(28,800)
<b>Closing value at 30 June 2020</b>	<u><u>-</u></u>	<u><u>-</u></u>

# Safety Institute of Australia Ltd t/a Australian Institute of Health and Safety

ACN: 151 339 329

## Notes to the Financial Statements For the Year Ended 30 June 2020

### 13 Leases

#### Right-of-use assets

	Buildings \$	Total \$
<b>Year ended 30 June 2020</b>		
Balance at beginning of year	83,153	83,153
Depreciation charge	(52,518)	(52,518)
<b>Balance at end of year</b>	<b>30,635</b>	<b>30,635</b>

#### Lease liabilities

	2020 \$	2019 \$
<b>CURRENT</b>		
Lease liabilities	31,637	-
	<b>31,637</b>	<b>-</b>

The building leases contains an extension option which allow the Company to extend the lease term by three years. The Company has not included this option in the leases, the extension options are at the Company's discretion. The current lease term expires on 21 February 2021. The Company has used an incremental borrowing rate of 5% to discount the future lease payments to a net present value.

### 14 Trade and Other Payables

	2020 \$	2019 \$
<b>CURRENT</b>		
Trade payables	39,843	81,614
Employee benefits	54,289	49,347
	<b>94,132</b>	130,961
<b>Statutory liabilities</b>		
GST payable	37,218	36,536
	<b>131,350</b>	167,497

Trade and other payables are unsecured, non-interest bearing and are normally settled within 30 days. The carrying value of trade and other payables is considered a reasonable approximation of fair value due to the short-term nature of the balances.

### 15 Other Financial Liabilities

<b>CURRENT</b>		
membership and partnership revenue received in advance	402,273	411,121
Other revenue received in advance	57,053	43,708
	<b>459,326</b>	454,829

# Safety Institute of Australia Ltd t/a Australian Institute of Health and Safety

ACN: 151 339 329

## Notes to the Financial Statements

For the Year Ended 30 June 2020

### 16 Employee Benefits

	2020	2019
	\$	\$
<b>CURRENT</b>		
Long service leave	11,265	-
Annual leave	60,456	36,548
	<u>71,721</u>	<u>36,548</u>
<b>NON-CURRENT</b>		
Long service leave	26,914	9,381
	<u>26,914</u>	<u>9,381</u>

### 17 Members' Guarantee

The Company is incorporated under the *Australian Charities and Not-for-profits Commission Act 2012* and is a Company limited by guarantee. If the Company is wound up, the constitution states that each member is required to contribute a maximum of \$ 10 each towards meeting any outstandings and obligations of the Company. At 30 June 2020 the number of members was 3,800 (2019: 4,028).

### 18 Key Management Personnel Remuneration

Any person(s) having authority or responsibility for planning and controlling the activities of the Group, directly or indirectly, including any Director (whether executive or otherwise) of that entity is considered key management personnel (KMP). The total remuneration paid to key management personnel of the Company is \$ 251,348 (2019: \$ 251,407).

### 19 Interests in Subsidiaries

	Percentage Owned (%)*	Percentage Owned (%)*
	2020	2019
<b>Subsidiaries:</b>		
SIA Services Pty Ltd*	-	100

On 26 June 2020 an application was made to ASIC to voluntarily wind up the entity SIA Services Pty Ltd. This entity did not trade in either the 2019 or 2020 financial years.

### 20 Contingencies

#### COVID-19 Impact

The outbreak and spread of Coronavirus (COVID-19) has disrupted many businesses both domestically and globally. As a result of this outbreak, there are further potential accounting, financial reporting and commercial implications that management continues to monitor and consider. The Directors believe the Company remains financially resilient, but notes that they did qualify for subsidies such as JobKeeper and Cash Flow boost (refer note 5) totalling \$122,500. Management acknowledge and are cognisant of further potential detrimental impacts and continue to manage these as facts and circumstances are known.

In the opinion of those charged with governance, the Company did not have any contingencies at 30 June 2020 (30 June 2019: In July 2019 the State revenue Office (SRO) of Victoria commenced a payroll tax investigation to determine if the company should be registered to pay payroll tax in Victoria. On 28 October 2019 a notice was obtained from the SRO which stated the Company is exempt from payroll tax).



# Safety Institute of Australia Ltd t/a Australian Institute of Health and Safety

ACN: 151 339 329

## Notes to the Financial Statements

For the Year Ended 30 June 2020

### 21 Related Parties

Related parties include close family members of key management personnel and entities that are controlled or significantly influenced by those key management personnel or their close family members. Transactions between related parties are on normal commercial terms and conditions no more favourable than those available to other parties unless otherwise stated.

During the year the Company had related party transactions with Jo Kitney, Chair of the AIHS Certification committee and also a Director of Kitney OHS. The Company was approached in early in 2019 by Workover Qld (WCQ) and Kitney OHS who were in discussion for a body of work to be undertaken based on establishing programs for Qld employers insured through WCQ and registration criteria/standards for OHS consultants and other related matters. Under this body of work, the Company was the primary contractor and received \$112,879 in the financial year for the project, of which \$100,874 was paid to Kitney OHS for consultancy work undertaken in accordance with the WCQ agreement.

### 22 Cash Flow Information

#### (a) Reconciliation of result for the year to cash flows from operating activities

Reconciliation of net income to net cash provided by operating activities:

	2020	2019
	\$	\$
Surplus/(Loss) for the year	102,126	(54,165)
Non-cash flows in profit:		
- depreciation and amortisation	86,867	24,048
Changes in assets and liabilities:		
- (increase)/decrease in trade and other receivables	39,102	(13,585)
- (increase)/decrease in other assets	(33,555)	19,564
- increase/(decrease) in trade and other payables	(36,147)	16,340
- (increase)/decrease in other liabilities	4,497	(53,056)
- increase/(decrease) in provisions	52,706	(5,730)
Cashflows from operations	<u>215,596</u>	<u>(66,584)</u>

### 23 Financial Risk Management

The Company's financial instruments consist mainly of deposits with banks, short-term deposits and accounts receivable and payable. The totals for each category of financial instrument, measures in accordance with AASB 9 as detailed in the accounting policies to these financial statements, are as follows:

		2020	2019
		\$	\$
<b>Financial assets</b>			
Cash and cash equivalents	7	757,415	614,025
Trade and other receivables	8	30,634	69,736
Financial asset	9	716,111	704,235
		<u>1,504,160</u>	<u>1,387,996</u>
<b>Financial liabilities</b>			
Trade and other payables	14	94,132	130,961
Lease liabilities		31,637	-
		<u>125,769</u>	<u>130,961</u>

## **Safety Institute of Australia Ltd t/a Australian Institute of Health and Safety**

ACN: 151 339 329

### **Notes to the Financial Statements For the Year Ended 30 June 2020**

#### **24 Events after the end of the Reporting Period**

The financial report was authorised for issue on 11 August 2020 by those charged with governance.

Whilst attention is drawn to note 20, no further material matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the Company, the results of those operations or the state of affairs of the Company in future financial years.

#### **25 Statutory Information**

The registered office and principal place of business of the company is:  
Safety Institute of Australia Ltd t/a Australian Institute of Health and Safety  
Unit 2, 217-219 Mickleham Road  
GLADSTONE PARK VICTORIA 3043

# Safety Institute of Australia Ltd t/a Australian Institute of Health and Safety

ACN: 151 339 329

## Directors' Declaration

In accordance with a resolution by the Directors of Safety Institute Australia Ltd t/a Australian Institute of Health and Safety, the Directors of the Company declare that:

1. The financial statements and notes, as set out on pages 19 to 32, are in accordance with the *Australian Charities and Not-for-Profit Commission Act 2012* and:
  - a. comply with Australian Accounting Standards - Reduced Disclosure Requirements; and
  - b. give a true and fair view of the financial position as at 30 June 2020 and of the performance for the year ended on that date of the Company.
2. In the directors' opinion, there are reasonable grounds to believe that the Company will be able to pay its debts as and when they become due and payable.

Signed in accordance with subsection 60.15(2) of the *Australian Charities and Not-for-Profit Commission Act 2012*.



Director .....



Director .....

Dated 11th day of August 2020

**INDEPENDENT AUDITOR'S REPORT  
TO THE MEMBERS OF SAFETY INSTITUTE OF AUSTRALIA LIMITED  
T/A AUSTRALIAN INSTITUTE OF HEALTH AND SAFETY**

**Report on the Audit of the Financial Report**

**Opinion**

We have audited the accompanying financial report of Safety Institute of Australia Limited t/a Australian Institute of Health and Safety (the Company), which comprises the statement of financial position as at 30 June 2020, the statement of profit or loss and other comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory notes and the responsible entities directors' declaration.

In our opinion the financial report of Safety Institute of Australia Limited t/a Australian Institute of Health and Safety has been prepared in accordance with Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012* (The ACNC Act), including:

- a) giving a true and fair view of the Company's financial position as at 30 June 2020 and of their performance for the year ended on that date; and
- b) complying with Australian Accounting Standards – Reduced Disclosure Requirements and Division 60 of the *Australian Charities and Not-for-profits Commission Regulation 2013*;

**Basis for Opinion**

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Company 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 our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

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

**Other Information**

The Directors are responsible for the other information. The other information comprises the information included in the Company's annual report for the year ended 30 June 2020, but does not include the financial report and our auditor's report thereon.

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

In connection with our audit of the financial report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

### **Responsibilities of Directors for the Financial Report**

The directors of the Company are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards - Reduced Disclosure Requirements and the ACNC Act, and for such internal control as the directors determine is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the directors are responsible for assessing the ability of the Company to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the Company or to cease operations, or has no realistic alternative but to do so. The directors are responsible for overseeing the Company's financial reporting process.

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

Our objectives are 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 our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the 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 this financial report.

A further description of our responsibilities for the audit of the financial report is located on the Auditing and Assurance Standards Board website at:

[http://www.auasb.gov.au/auditors\\_responsibilities/ar4.pdf](http://www.auasb.gov.au/auditors_responsibilities/ar4.pdf). This description forms part of our auditor's report.

*Moore Australia*

**MOORE AUSTRALIA AUDIT (VIC)**  
**ABN 16 847 721 257**



**RYAN LEEMON**  
**Partner**  
**Audit and Assurance**  
Melbourne, Victoria  
11 August 2020