



FAIR WORK
COMMISSION

11 June 2013

Mr Paul Bastian
National Secretary
AFMEPKIU
Level 4, 133 Parramatta Road
GRANVILLE NSW 2142

Dear Mr Bastian,

Re: Lodgment of Financial Statements and Accounts - Automotive, Food, Metals, Engineering, Printing and Kindred Industries Union (Australian Manufacturing Workers' Union) - for year ended 30 September 2012 - National Office (FR2012/496)

I refer to the above financial statements and accounts which were lodged with the Fair Work Commission on 28 March 2013.

The documents have been filed. There is no action required in respect of the 2012 report. However for the future I wish to clarify the following legislative requirements of the *Fair Work (Registered Organisations) Act 2009*.

Reporting on accruals basis - membership contributions

Note 1(a) on page 16 of the report states that all membership contributions *“are accounted for on a cash receipts basis”*.

Sub-section 252(4) of the RO Act which provides that *“an organisation may keep the financial records for its membership subscriptions on a cash basis”* must be read in conjunction with sub-section 253(1) which provides that *“a reporting unit must cause a general purpose financial report to be prepared in accordance with the Australian Accounting Standards....”* The relevant Australian Accounting Standard ('AASB') is paragraph 27 of AASB 101, which states that *“an entity shall prepare its financial statements, except for cash flow information, using the accrual basis of accounting.”*

The wording of the RO Act means a distinction must be made between *keeping financial records* and *preparing financial reports*. In other words, even if membership subscriptions records are kept on a cash basis, the report should reflect membership subscriptions accounted for as if on an accrual basis.

Any change of accounting / reporting policy will need to be disclosed in next year's report in accordance with AASB 108 (Accounting Policies, Changes in Accounting Estimates and Errors). You should bring this to your auditor's attention.

Meaning of “results of principal activities”

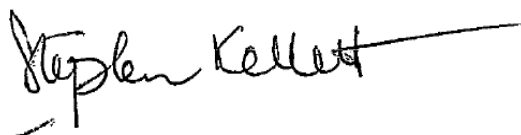
Sub-section 254(2)(a) (see extract attached) requires the operating report to include a review of the “principal activities, the results of those activities and any significant changes in the nature of those activities”. Sub-section 254(2)(b) requires the operating report to “give details of any significant changes in the reporting unit's financial affairs”.

The Act makes a distinction between “principal activities” and “financial affairs”. Thus, since the principal activities are described, under the heading “Review of the National Council's Principal Activities” as *“the improvement of wages and working conditions for members throughout industry”* and *“trying to influence governments at all levels in a wide range of political issues”*, the

results that these activities might be said to have will relate directly to them and should be described accordingly. The surplus disclosed under the heading "Results of Principal Activities" is financial in nature and therefore a different kind of result.

The extent of detail for particular results to be described or mentioned is not prescribed by the Act but in future Operating reports the Branch might consider, for example, briefly indicating whether and how it has been successful in improving wages and conditions and influencing governments at all levels.

Yours sincerely

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

Stephen Kellett
Senior Adviser, Regulatory Compliance Branch

cc. Mr Warren Soos,
National Operations Co-ordinator



**AUTOMOTIVE, FOOD, METALS, ENGINEERING,
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NATIONAL COUNCIL

CERTIFICATE OF NATIONAL SECRETARY

I, Paul Bastian, being the National Secretary of the Automotive, Food, Metals, Engineering, Printing and Kindred Industries Union National Council certify:

- that the documents as lodged are copies of the Full Report, referred to in section 268 of the Fair Work (Registered Organisations) Act 2009; and
- that the Full Report was provided to members between the dates 8 to 15 January 2013; and
- that the Full Report was presented to a meeting of the Committee of Management of the Automotive, Food, Metals, Engineering, Printing and Kindred Industries Union National Council on 26 March 2013 in accordance with section 266 of the Fair Work (Registered Organisations) Act 2009.



PAUL BASTIAN
NATIONAL SECRETARY

26 March, 2013

Australian Manufacturing
Workers' Union
Registered as AFMEPKIU
National Office
Level 4
133 Parramatta Road
Granville NSW 2142
Telephone: 02 8868 1500
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**AUTOMOTIVE, FOOD, METALS, ENGINEERING,
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NATIONAL COUNCIL

**FINANCIAL REPORT
FOR THE YEAR ENDED 30 SEPTEMBER 2012**

**AUTOMOTIVE, FOOD, METALS, ENGINEERING,
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NATIONAL COUNCIL

OPERATING REPORT

The National Council, being the Committee of Management for the purposes of the Fair Work (Registered Organisations) Act 2009, presents its operating report of the Automotive, Food, Metals, Engineering, Printing and Kindred Industries Union, National Council for the financial year ended 30 September 2012.

The operational name for the Automotive Food Metals Engineering Printing and Kindred Industries Union is the Australian Manufacturing Workers' Union (AMWU).

Review of the National Council's Principal Activities

The AFMEPKIU's principal industrial objectives are aimed at the improvement of wages and working conditions for members throughout industry. This has been done primarily by way of industrial awards and enterprise agreements. The AFMEPKIU has also been active in trying to influence governments at all levels in a wide range of political issues.

Significant Changes in Principal Activities

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

Results of Principal Activities

The AFMEPKIU National Council General Fund principal activities resulted in a net surplus for the financial year of \$7,389,714 (2011: net surplus of \$4,996,124).

Significant Changes in Financial Affairs

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

The Right of Members to Resign

Rule 43(8) of the AFMEPKIU Rules states that a member may resign his/her membership by notifying his/her State Secretary in writing, addressed and delivered to that officer.

A notice of resignation from membership takes effect:

- (a) Where the member ceases to be eligible to become a member of the organisation:
 - (i) On the day on which the notice is received by the organisation; or
 - (ii) On the day specified in the notice, which is a day not earlier than the day when the member ceases to be eligible to become a member;

whichever is later; or

- (b) In any other case:
 - (i) At the end of two weeks, after the notice is received by the organisation; or
 - (ii) On the day specified in the notice;

whichever is later.

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NATIONAL COUNCIL

OPERATING REPORT (cont'd)

Any dues payable but not paid by a former member of the organisation, in relation to a period before the member's resignation from the organisation took effect, may be sued for and recovered in the name of the organisation, in a court of competent jurisdiction, as a debt due to the organisation.

A notice delivered to the State Secretary shall be taken to have been received by the organisation when it is delivered.

A notice of resignation that has been received by the organisation is not invalid because it was not addressed and delivered to the State Secretary.

A resignation from membership is valid even if it is not effected in accordance with this Rule if the member is informed in writing by or on behalf of the organisation that the resignation has been accepted.

Nothing in Rule 43(8) of the AFMEPKIU Rules interferes with a member's right to resign from the union as set out under section 174(1) of the Fair Work (Registered Organisations) Act 2009. In accordance with section 174(1) of the Fair Work (Registered Organisations) Act 2009 a member of an organisation may resign from membership by written notice addressed and delivered to a person designated for the purpose in the rules of the organisation or a branch of the organisation.

Statement of Key Relationships, Salaries, Board Fees, and Associated Entities

Salaries

The AFMEPKIU National Council's top five salary rates are as follows:

Level	Position	Per Annum
5	National Officer	\$75,704.20
6	National Senior Officer	\$79,518.40
7	Assistant Divisional Secretary	\$85,061.60
8	Assistant National Secretary	\$90,045.80
9	National Secretary/National President	\$96,969.60

Board Fees

Board Fees received by the AFMEPKIU National Council on behalf of employees who are members of external boards, are as follows:

Organisation	Amount received
Australian Construction Industry Redundancy Trust	\$15,000.00
Australian Super	\$56,900.00
Construction & Building Industry Super	\$62,298.94
Advance Manufacturing Council	\$3,500.00
Dept. of Education, Employment and Workplace Relations	\$552.72

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NATIONAL COUNCIL

OPERATING REPORT (cont'd)

Statement of Key Relationships, Salaries, Board Fees, and Associated Entities (cont'd)

Organisation	Amount received
Dept. of Further Education, Employment, Science and Technology	\$321.82
Dept. of Innovation, Industry, Science and Research	\$15,778.80
Industry Capability Network Limited	\$8,000.00
Media Super	\$86,056.35
Publicity Works	\$12,000.00

Associated Entities & Principal Relationships

The AFMEPKIU National Council has significant influence over two associated entities as follows:

1. A 49% interest in UCover.
UCover provides the income protection insurance cover known as WageGuard. The AFMEPKIU has taken an interest in this company to ensure that members receive the best possible income protection product through their Enterprise Agreement and all income derived from this activity is reinvested in membership services and support.
2. A 24% interest in Publicity Works, a print and design company with which the AFMEPKIU has a long standing interest.

It is the policy of the AFMEPKIU that all Director/Sitting Fees payable to AFMEPKIU employees are to be paid directly to the AFMEPKIU.

The National Council also has a principal relationship with the Workers' Health Centre.

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NATIONAL COUNCIL

OPERATING REPORT (cont'd)

Key Relationships

The AFMEPKIU National Council has developed key relationships over a long period with a number of suppliers of various goods and services. These relationships are conducted on normal commercial terms, and are periodically tested against market price:

Supplier	
Building Services	Legal Services
CBD MECHANICAL ELECTRICAL	MAURICE BLACKBURN PTY LTD
ENERGY AUSTRALIA	TAYLOR & SCOTT
EXTREME FIRE SOLUTIONS	Printing & Publicity Services
GLOBE CLEANING SERVICES P/L	BENSON HOUSE TRADING
OTIS ELEVATOR COMPANY P/L	CORPORATE EXPRESS
REIDELCO CONTRACTING PTY LTD	DCMC DESIGN PTY LTD
SIMPLY ENERGY	DYNAMIC DIRECT PRINT P/L
TOOGOODS CLEANING SERVICE	ESSENTIAL MEDIA COMMUNICATIONS
CUSHMAN & WAKEFIELD	FAST OFFICE SUPPLIES
MCGEES PROPERTY	G & G TRADE PUBLISHING & DISTRIBUTION
Financial Services	QUALITOPS PTY LTD
GRANT THORNTON AUDIT P/L	Travel Services
COVERFORCE INSURANCE BROKING	AMERICAN EXPRESS
GIO GENERAL LTD(NSW WORKCOVER)	QANTAS
NATIONAL AUSTRALIA BANK	Vehicle Services
IT & Communications Services	CITY FORD – NSW
CANON AUSTRALIA P/L	FLEET SYSTEMS PTY LIMITED
GENISYST PTY LTD	GILLEN MOTORS PTY LTD
IBM AUSTRALIA LTD	HEARTLAND MOTORS
INFOR GLOBAL SOLUTIONS(ANZ)P/L	
INSIGHT ENTERPRISES AUSTRALIA	
IT INTEGRITY	
NATIONAL TELECOMMUNICATION SOLUTIONS	
NELLER PTY LTD	
TELSTRA	

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NATIONAL COUNCIL

OPERATING REPORT (cont'd)

National Officers or Members who are Trustees of a Superannuation Entity

The details of each officer or member of the National Council who is a trustee of a superannuation entity or an exempt public sector superannuation scheme or a director of a company that is a trustee of a superannuation entity or an exempt public sector superannuation scheme; and where a criterion for the officer or member being the trustee or director is that the officer or member is an officer or member of a registered organisation, are as follows:

Name of officer or member	Superannuation Fund	Position Held
Paul Bastian	Australian Super	Member Director
Nixon Apple	Australian Super	Member Director-Alternate
Mike Nicolaides	Australian Super	Member Non-Director of the Member and Employer Services Committee
Glenn Thompson	C+BUS	Member Director
Tim Ayres	C+BUS	Member Director-Alternate
Dave Smith	MTAA Super	Member Representative Director
Alix Sachinidis	MTAA Super	Member Representative Director
Mark Georgiou	MTAA Super	Member Representative Director
Lorraine Cassin	Media Super	Member Representative Director
Katrina Ford	Media Super	Member Representative Director
Stuart Gordon	Media Super	Member Representative Director

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NATIONAL COUNCIL

OPERATING REPORT (cont'd)

Other Relevant Information

The National Council is not aware of any other relevant information.

Prescribed Information Required Under the Fair Work (Registered Organisations) Regulations 2009

- (a) The number of persons who were recorded in the register of members on 30 September 2012 was 100,176.
- (b) The number of persons who were employees of the reporting unit on 30 September 2012 was 312.7, where the number of employees includes both full-time employees and part-time employees measured on a full-time equivalent basis.
- (c) The name of each person who has been a member of National Council, at any time during the reporting period, and the period for which he or she held such a position is as follows:

Name	Period Position Held
Tim Ayres	1 October 2011 to 30 September 2012
Paul Bastian	1 October 2011 to 30 September 2012
Jamie Bellerby	1 October 2011 to 30 September 2012
Terry Bradley	20 April 2012 to 30 September 2012
Paul Brown	1 October 2011 to 25 July 2012
Warren Butler	1 October 2011 to 30 September 2012
John Camillo	1 October 2011 to 30 September 2012
Lorraine Cassin	1 October 2011 to 30 September 2012
Frank Cherry	1 October 2011 to 30 September 2012
David Crawley	1 October 2011 to 25 July 2012
Sue Creed	26 July 2012 to 30 September 2012
Andrew Currie	3 July 2012 to 30 September 2012
Steve Dargavel	1 October 2011 to 30 September 2012
Andrew Dettmer	1 October 2011 to 30 September 2012
Leigh Diehm	14 November 2011 to 30 September 2012
Anne Donnellan	1 October 2011 to 30 September 2012
Jennifer Dowell	1 October 2011 to 30 September 2012
Colin Fenney	1 October 2011 to 30 September 2012
Margaret Hay	1 October 2011 to 30 September 2012
Heinz Joham	26 July 2012 to 30 September 2012

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NATIONAL COUNCIL

OPERATING REPORT (cont'd)

Name	Period Position Held
Ian Jones	1 October 2011 to 27 June 2012
Brett King	1 October 2011 to 30 September 2012
Craig Lerner	1 October 2011 to 30 September 2012
Alan Lindsey	1 October 2011 to 30 September 2012
Steve McCartney	1 October 2011 to 30 September 2012
Ian Mortimer	1 October 2011 to 30 September 2012
Steve Murphy	1 October 2011 to 30 September 2012
Mike Nicolaides	1 October 2011 to 30 September 2012
Dave Oliver	1 October 2011 to 16 March 2012
Gary Robb	1 October 2011 to 11 November 2011
John Short	1 October 2011 to 30 September 2012
Dave Smith	1 October 2011 to 30 September 2012
Glenn Thompson	1 October 2011 to 30 September 2012
Steve Vine	1 October 2011 to 2 July 2012
Rohan Webb	1 October 2011 to 30 September 2012

Signed in accordance with a resolution of National Council



National President - Andrew Dettmer



National Secretary - Paul Bastian

11 December 2012

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NATIONAL COUNCIL

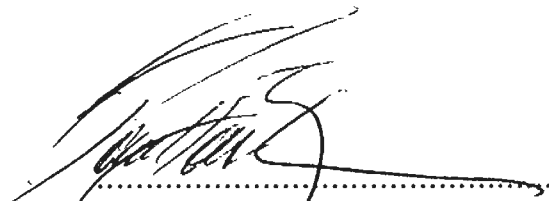
COMMITTEE OF MANAGEMENT'S STATEMENT

On 11 December 2012 the Committee of Management of the Automotive, Food, Metals, Engineering, Printing & Kindred Industries Union National Council passed the following resolution in relation to the general purpose financial report (GPFR) of the National Council General Fund for the year ended 30 September 2012.

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

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

For the National Council:



National Secretary - Paul Bastian

11 December 2012

**AUTOMOTIVE, FOOD, METALS, ENGINEERING,
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NATIONAL COUNCIL

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

	Note	2012 \$	2011 \$
INCOME			
Contributions	4	42,506,501	41,597,360
Distribution from Available-for-Sale Financial Assets		705,016	676,248
Interest on Investments		2,754,909	2,548,831
Rent Received		2,359,367	2,416,837
Grant Income		2,077,992	1,633,882
Sundry Income	5	<u>3,946,891</u>	<u>1,842,094</u>
TOTAL INCOME		<u>54,350,676</u>	<u>50,715,252</u>
EXPENDITURE			
Depreciation			
Buildings		1,157,690	1,150,678
Computer Installation		216,081	218,957
Furniture & Fittings		75,535	93,881
Motor Vehicles		<u>1,262,569</u>	<u>1,204,537</u>
		<u>2,711,875</u>	<u>2,668,053</u>
Employee Benefits Expense			
Salaries	6	21,142,905	20,402,200
Accrued Annual Leave		150,385	202,639
Long Service Leave		259,001	354,859
Fringe Benefits Tax		497,415	522,478
Payroll Tax		284,741	260,885
Superannuation		<u>2,214,761</u>	<u>2,039,537</u>
		<u>24,549,208</u>	<u>23,782,598</u>
State Council Net Expenditure		<u>6,543,239</u>	<u>6,563,659</u>

(The attached Notes form part of these Accounts)

**AUTOMOTIVE, FOOD, METALS, ENGINEERING,
PRINTING AND KINDRED INDUSTRIES UNION**

NATIONAL COUNCIL

**STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 SEPTEMBER 2012 (Cont'd)**

	Note	2012 \$	2011 \$
EXPENDITURE (Cont'd)			
Other Expenses			
Affiliation Fees		561,037	520,532
Bank and Government Charges		183,358	200,481
Building Expenses		2,263,754	2,224,609
Collectors Expenses		5,553	21,128
Computing		974,538	857,964
Conference and Meeting Expenses - External		17,425	11,500
Conference and Meeting Expenses - Internal		117,614	47,312
Delegation/Employee Expenses	7	574,740	461,787
Donations		38,481	68,832
Freight		10,658	21,013
Fund Expenses			
Political Fund Expenditure		458,861	590,990
Hardship Fund Expenditure		165,795	358,850
Education Fund Expenditure		368,726	287,784
Campaign & Organising Fund Expenditure		2,118,120	1,022,700
Funeral Benefits		84,391	96,090
General Office Expenses		210,278	168,505
Insurance		91,786	91,326
Membership Printing		770,724	790,208
MISTAS		197,445	174,287
Motor Vehicle Expenses		356,616	265,865
Postage		16,506	13,469
Printing and Distribution - AMWU News		342,124	337,888
Printing and Distribution - Newsletters		30,874	32,673
Printing and Stationery		288,450	276,434
Professional Services	15	211,053	288,077
Publicity		101,140	42,843
Rent Paid		563,640	461,301
Research		107,800	116,412
Telephone		684,444	641,962
		<u>11,915,931</u>	<u>10,492,822</u>
TOTAL EXPENDITURE		<u>45,720,253</u>	<u>43,507,132</u>

(The attached Notes form part of these Accounts)

**AUTOMOTIVE, FOOD, METALS, ENGINEERING,
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NATIONAL COUNCIL

**STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 SEPTEMBER 2012 (Cont'd)**

	Note	2012 \$	2011 \$
OPERATING SURPLUS FOR YEAR		8,630,423	7,208,120
(Loss) / Gain on disposal of Assets		(21,205)	1,550
(Loss) on disposal of Investments		(9,603)	(11,977)
		<u>8,599,615</u>	<u>7,197,693</u>
NET SURPLUS FOR YEAR			
OTHER COMPREHENSIVE INCOME			
Net Increase / (Decrease) in Value of Available-for-Sale Financial Assets		129,147	(628,358)
		<u>129,147</u>	<u>(628,358)</u>
OTHER COMPREHENSIVE INCOME FOR THE YEAR			
		<u>129,147</u>	<u>(628,358)</u>
TOTAL COMPREHENSIVE INCOME FOR THE YEAR		<u>8,728,762</u>	<u>6,569,335</u>
LESS NET TRANSFER TO OTHER FUNDS			
Net transfers to National Council Political Fund		(357,430)	(229,364)
Net transfers to Education Fund		(721,465)	(722,985)
Net transfers to Vehicle Division Education Fund		27,004	(195,897)
Net transfers to Campaign and Organising Fund		(155,482)	(1,051,913)
Net transfers to Fairfax Chapel Dispute fund		(2,528)	(1,410)
Total Net Transfers to Other Funds		<u>(1,209,901)</u>	<u>(2,201,569)</u>
TOTAL AVAILABLE FUNDS LESS NET TRANSFERS TO OTHER COMPREHENSIVE INCOME AND OTHER FUNDS		7,518,861	4,367,766
Add back Net Increase / (Decrease) in Value of Available-for-Sale Financial Assets		(129,147)	628,358
NET SURPLUS FOR YEAR - GENERAL FUND		<u>7,389,714</u>	<u>4,996,124</u>

(The attached Notes form part of these Accounts)

**AUTOMOTIVE, FOOD, METALS, ENGINEERING,
PRINTING AND KINDRED INDUSTRIES UNION**

NATIONAL COUNCIL

STATEMENT OF FINANCIAL POSITION

AS AT 30 SEPTEMBER 2012

	Note	2012 \$	Restated 2011 \$
ASSETS			
Current Assets			
Cash and Cash Equivalents	8	2,365,325	2,684,596
Receivables	9	4,697,535	4,592,591
Other Financial Assets	10	62,178,767	54,345,236
Total Current Assets		<u>69,241,627</u>	<u>61,622,423</u>
Non Current Assets			
Property, Plant and Equipment	11	41,168,464	39,470,330
Investments in Associates	12	324,454	354,161
Other Financial Assets	10	46,670	46,670
Receivables	9 & 1(i)	534,696	534,696
Total Non Current Assets		<u>42,074,284</u>	<u>40,405,857</u>
TOTAL ASSETS		<u>111,315,911</u>	<u>102,028,280</u>
LIABILITIES			
Current Liabilities			
Trade and Other Payables	13	1,099,648	857,695
Provisions	14	7,106,849	6,802,988
Total Current Liabilities		<u>8,206,497</u>	<u>7,660,683</u>
Non Current Liabilities			
Provisions	14	609,117	596,062
Total Non Current Liabilities		<u>609,117</u>	<u>596,062</u>
TOTAL LIABILITIES		<u>8,815,614</u>	<u>8,256,745</u>
NET ASSETS		<u>102,500,297</u>	<u>93,771,535</u>
ACCUMULATED FUNDS AND RESERVES			
Available-for-Sale Investment Reserve		(814,292)	(943,439)
Accumulated Funds	16	103,314,589	94,714,974
TOTAL ACCUMULATED FUNDS AND RESERVES		<u>102,500,297</u>	<u>93,771,535</u>

(The attached Notes form part of these Accounts)

**AUTOMOTIVE, FOOD, METALS, ENGINEERING,
PRINTING AND KINDRED INDUSTRIES UNION**

NATIONAL COUNCIL

**STATEMENT OF CHANGES IN ACCUMULATED FUNDS AND RESERVES
FOR THE YEAR ENDED 30 SEPTEMBER 2012**

	Note	Accumulated Funds	Available-for-Sale Investment Reserve	Total
		\$	\$	\$
Balance at 30 September 2010		86,982,585	(315,081)	86,667,504
Adjustment of IPP Property Trust Distribution Income Prior Years	1(i)	534,696	-	534,696
Restated Balance at 30 September 2010		<u>87,517,281</u>	<u>(315,081)</u>	<u>87,202,200</u>
Net Surplus for the Year		7,197,693	-	7,197,693
Other comprehensive income:				
Net decrease in value of				
Available-for-Sale financial assets		-	(628,358)	(628,358)
Total Comprehensive Income				<u>6,569,335</u>
Balance at 30 September 2011		<u>94,714,974</u>	<u>(943,439)</u>	<u>93,771,535</u>
Net Surplus for the Year		8,599,615	-	8,599,615
Other comprehensive income:				
Net increase in value of				
Available-for-Sale financial assets		-	129,147	129,147
Total Comprehensive Income				<u>8,728,762</u>
Balance at 30 September 2012		<u>103,314,589</u>	<u>(814,292)</u>	<u>102,500,297</u>

(The attached Notes form part of these Accounts)

**AUTOMOTIVE, FOOD, METALS, ENGINEERING,
PRINTING AND KINDRED INDUSTRIES UNION**

NATIONAL COUNCIL

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

	2012	2011
	\$	\$
CASH FLOW FROM OPERATING ACTIVITIES		
Contributions Received	46,757,151	45,757,096
Payments to Suppliers and Employees	(46,019,642)	(44,460,163)
Distributions Received	164,933	136,165
Interest Received	2,390,571	2,420,203
Rent Received	2,359,367	2,416,837
Grant Income	2,077,992	1,633,882
Sundry Income	<u>3,962,976</u>	<u>1,618,515</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>11,693,348</u>	<u>9,522,535</u>
CASH FLOW FROM INVESTING ACTIVITIES		
Proceeds from Sale of Property, Plant and Equipment	1,443,743	508,304
Proceeds from Investments	703,433	647,103
Payments for Property, Plant and Equipment	(5,874,957)	(2,015,707)
Payments for Investments	<u>(407,501)</u>	<u>(375,698)</u>
NET CASH (USED IN) INVESTING ACTIVITIES	<u>(4,135,282)</u>	<u>(1,235,998)</u>
NET INCREASE IN CASH HELD	7,558,066	8,286,537
Cash at Beginning of Year	<u>48,314,334</u>	<u>40,027,797</u>
CASH AT END OF YEAR	<u>55,872,400</u>	<u>48,314,334</u>

(The attached Notes form part of these Accounts)

**AUTOMOTIVE, FOOD, METALS, ENGINEERING,
PRINTING AND KINDRED INDUSTRIES UNION**

NATIONAL COUNCIL

NOTES TO AND FORMING PART OF THE ACCOUNTS

FOR THE YEAR ENDED 30 SEPTEMBER 2012

1. SIGNIFICANT ACCOUNTING POLICIES

This financial report is a general purpose report that has been prepared in accordance with Australian Accounting Standards - Reduced Disclosure Requirements, other authoritative pronouncements of the Australian Accounting Standards Board, and the Fair Work (Registered Organisations) Act 2009. The financial report has been prepared on a consolidated basis as the National Council has control over the 'State Branches' or 'State Councils'. These include the following branches:

- New South Wales State Branch
- Victoria Branch
- Queensland Branch
- South Australia Branch
- Western Australia Branch
- Tasmania Branch

Further information on the state branch expenditure can be obtained by reference to the individual state branch financial reports.

The committee of management have determined that the Automotive, Food, Metals, Engineering, Printing and Kindred Industries Union is permitted to apply the Tier 2 reporting requirements (Australian Accounting Standards - Reduced Disclosure Requirements) as set out in AASB 1053 Application of Tiers of Australian Accounting Standards because it is a not-for-profit private sector entity that does not have public accountability. As such, the committee of management have early adopted AASB 2010-2 Amendments to Australian Accounting Standards Arising from Reduced Disclosure Requirements from 1 October 2010. AASB 2010-2 only mandatorily applies to annual reporting periods commencing on or after 1 July 2013. The early adoption of AASB 2010-2 has had no impact on amounts recognised in the financial statements and related notes because it merely requires fewer disclosures for these general purpose financial statements, which have been prepared using Australian Accounting Standards - Reduced Disclosure Requirements, than if these financial statements were prepared using Australian Accounting Standards.

Basis of Preparation

The financial report is for the Automotive, Food, Metals, Engineering, Printing & Kindred Industries Union National Council, and in accordance with the Fair Work (Registered Organisations) Act 2009 the National Council is a reporting unit. The Automotive, Food, Metals, Engineering, Printing & Kindred Industries Union is an organisation registered under the Fair Work (Registered Organisations) Act 2009. In accordance with the Act the Union is a body corporate and has perpetual succession. By virtue of this method of incorporation, the Union and the National Council are not subject to the Corporations Act 2001.

The financial report has been prepared on the basis of historical costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets. Cost is based on fair values of the consideration given in exchange for assets. The accounting policies have been consistently applied, unless otherwise stated.

**AUTOMOTIVE, FOOD, METALS, ENGINEERING,
PRINTING AND KINDRED INDUSTRIES UNION**

NATIONAL COUNCIL

NOTES TO AND FORMING PART OF THE ACCOUNTS

FOR THE YEAR ENDED 30 SEPTEMBER 2012

1. SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

The following is a summary of the significant accounting policies adopted by the National Council in the preparation and presentation of the financial report:

a) Revenue

All membership contributions are paid direct to the National Council and are accounted for on a cash receipts basis.

All grant incomes are accounted for when the expenditure has been incurred on the grant. All unused grant income that has been received will be recognised as deferred revenue.

b) Property, Plant and Equipment

All Property, Plant and Equipment including those located at State Council Offices are recorded in the Statement of Financial Position of the National Council and all depreciation thereon is reflected in the National Council Statement of Comprehensive Income.

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

Depreciation

The depreciable amount of all fixed assets is depreciated on a straight line basis over their useful lives to the union commencing from the time the asset is ready for use.

The depreciation rates used for each class of asset are:

Buildings	2% - 5%
Computer Equipment	20% - 33%
Furniture and Fittings	10% - 20%
Motor Vehicles	20%

The assets' residual values and useful lives are reviewed and adjusted, if appropriate, at each balance date.

Gains and losses on disposals are calculated as the difference between the net disposal proceeds and the asset's carrying amount and are included in the statement of comprehensive income in the year that the item is derecognised.

c) Impairment

The carrying amounts of non-current assets are reviewed for impairment when events or changes in circumstances indicate that the carrying value may not be recoverable. An impairment loss is recognised in the statement of comprehensive income for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of the asset's fair value less cost to sell and value in use. For the purpose of assessing value in use of assets not held primarily to generate cash, this represents depreciated current replacement cost, as the Union is a not-for-profit organisation.

1. SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

d) **Employee Benefits**

Provisions for employee benefits in the form of Annual Leave and Long Service Leave have been made for the estimated entitlements of all employees including those working at State Council offices, on the basis of their terms of employment.

In the case of Long Service Leave, the provision has been measured by reference to periods of service and current salary rates as it is considered that this results in an amount not materially different to that achieved by discounting estimated future cash flows.

Contributions are made by the Union to employee superannuation funds and are charged as expenses when incurred.

e) **Income Tax**

No provision for Income Tax is necessary as the Union is exempt from income tax under Section 50 - 15 of the Income Tax Assessment Act.

f) **Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables on the statement of financial position are shown inclusive of GST. The net amount of GST recoverable from, or payable to the Australian Tax Office is included as part of receivables or payables as appropriate.

Cash flows are included in the statement of cash flows on a gross basis.

g) **Investments**

All investments and other financial assets are initially stated at cost, being the fair value of consideration given plus acquisition costs. Purchases and sales of investments are recognised on trade date, which is the date on which the entity commits to purchase, or sell the asset. Accounting policies for each category of investments and other financial assets subsequent to initial recognition are set out below.

Short Term Deposits and Sundry Investments

Short Term Deposits and Sundry Investments are stated at cost.

Available-for-Sale financial assets

Investments, which are classified as available for sale, are measured at fair value. Unrealised gains or losses on these investments are recognised directly to equity in the Available-for-Sale Investment Reserve until the investment is sold or until the investment is determined to be impaired, at which time the cumulative gain or loss previously reported for that asset is included in the statement of comprehensive income.

(h) **Accounting Standards Issued But Not Yet Effective**

There have been no accounting standards issued which will have a financial impact on the financial report in future periods and which are not yet effective.

NATIONAL COUNCIL

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2012 (Cont'd)**

1. SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

(i) Restatement and recognition of IPP Property Trust Distribution Income Prior Years

On investigation an amount of \$534,696 receivable from IPP Property Trust from prior years was not recognised as income. This has been recognised by adjusting accumulated funds at 30 September 2010.

2. ACCOUNTING ESTIMATES AND JUDGEMENTS

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

(a) Critical accounting estimates and assumptions

The National Council makes estimates and assumptions concerning the future. The resulting accounting estimates by definition seldom equal the related actual results. There are no estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities.

(b) Critical judgments in applying the National Council's accounting principles

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

3. INFORMATION TO BE PROVIDED TO MEMBERS OR THE GENERAL MANAGER OF FAIR WORK AUSTRALIA

In accordance with the requirements of the Fair Work (Registered Organisations) Act 2009, the attention of members is drawn to the provisions of Section 272 of the Fair Work (Registered Organisations) Act 2009 which read as follows:

- 1) A member of a reporting unit, or the General Manager of Fair Work Australia, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making the application.
- 2) The application must be in writing and must specify the period within which, and the manner in which, the information is to be made available. The period must not be less than 14 days after the application is given to the reporting unit.
- 3) A reporting unit must comply with an application made under subsection (1)

**AUTOMOTIVE, FOOD, METALS, ENGINEERING,
PRINTING AND KINDRED INDUSTRIES UNION**

NATIONAL COUNCIL

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2012 (Cont'd)**

	2012	2011
	\$	\$
4. CONTRIBUTIONS		
Gross Contributions	42,506,501	41,597,360
Comprises the following various funds:		
Political Fund	715,100	726,814
Hardship Fund	165,795	358,850
Education Fund	1,090,191	1,010,769
Campaign & Organising Fund	2,273,602	2,074,613
General Fund	<u>38,261,813</u>	<u>37,426,314</u>
	<u>42,506,501</u>	<u>41,597,360</u>
5. SUNDRY INCOME		
Dividend Received	165	24,540
Fairfax Chapel Fund net transfers	2,528	1,410
Income from Associate - U-Cover Pty Ltd	3,189,330	1,164,444
Sundry	781,872	455,803
Vehicle Division Education Fund net transfers	<u>(27,004)</u>	<u>195,897</u>
	<u>3,946,891</u>	<u>1,842,094</u>
6. SALARIES		
Employees	4,576,181	4,417,539
Officials	12,176,203	11,795,362
Officers	<u>4,390,521</u>	<u>4,189,299</u>
	<u>21,142,905</u>	<u>20,402,200</u>
7. DELEGATION/EMPLOYEE EXPENSES		
Employees - Office Holders	156,658	73,161
Employees - Other	118,154	171,322
Members	<u>63,067</u>	<u>80,394</u>
	<u>337,879</u>	<u>324,877</u>
International - Office Holders	170,190	90,466
International - Other	<u>66,671</u>	<u>46,444</u>
	<u>574,740</u>	<u>461,787</u>

**AUTOMOTIVE, FOOD, METALS, ENGINEERING,
PRINTING AND KINDRED INDUSTRIES UNION**

NATIONAL COUNCIL

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2012 (Cont'd)**

	Note	2012 \$	2011 \$
8. CASH AND CASH EQUIVALENTS			
Advances and Floats		25,220	28,360
Bank Accounts			
National Council General Fund		2,167,106	2,490,215
State Council General Fund Accounts		150,126	149,187
National Council Political Fund		2,836	2,957
Recoverable Deposits		20,037	13,877
		2,365,325	2,684,596
9. RECEIVABLES			
<u>Current:</u>			
Accrued Interest		773,402	409,063
National Entitlement Security Trust*		3,111,721	2,704,220
Prepayments		682,305	1,247,321
Sundry Debtors		79,976	181,856
Trust - Grants		50,131	50,131
		4,697,535	4,592,591
*National Council has transferred monies to Nest in order to secure the current provision of long service leave entitlements for its employees, officers and officials.			
<u>Non Current:</u>			
IPP Property Trust Distribution Receivable	1(i)	534,696	534,696
		5,232,231	5,127,287
10. Other Financial Assets			
<u>Held-to-maturity investments carried at amortised costs</u>			
Short-Term Deposits		53,507,075	45,629,738
Unquoted Shares (i)		46,670	46,670
		53,553,745	45,676,408
<u>Available-for-sale Investment carried at fair value</u>			
Managed Funds (ii)		8,671,692	8,715,498
		8,671,692	8,715,498
Current		62,178,767	54,345,236
Non-Current		46,670	46,670
		62,225,437	54,391,906

- (i) Unquoted shares comprise of shares in private companies which are not traded in an active market.
- (ii) Units in managed funds are carried at the current unit price for redemption of those units with the funds.

AUTOMOTIVE, FOOD, METALS, ENGINEERING,
PRINTING AND KINDRED INDUSTRIES UNION

NATIONAL COUNCIL

NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2012 (Cont'd)

	2012 \$	2011 \$
11. PROPERTY, PLANT AND EQUIPMENT		
Computer Equipment		
Cost	3,133,584	2,479,546
Less Accumulated Depreciation	<u>(2,367,123)</u>	<u>(2,188,957)</u>
	<u>766,461</u>	<u>290,589</u>
Furniture and Fittings		
Cost	5,420,666	5,370,854
Less Accumulated Depreciation	<u>(5,010,186)</u>	<u>(4,933,762)</u>
	<u>410,480</u>	<u>437,092</u>
Motor Vehicles		
Cost	6,696,306	6,535,371
Less Accumulated Depreciation	<u>(1,784,734)</u>	<u>(2,348,722)</u>
	<u>4,911,572</u>	<u>4,186,649</u>
Properties - Cost		
Land	4,330,000	4,330,000
Buildings	<u>48,332,258</u>	<u>46,650,617</u>
	52,662,258	50,980,617
Less Accumulated Depreciation on Buildings	<u>(17,582,307)</u>	<u>(16,424,617)</u>
	<u>35,079,951</u>	<u>34,556,000</u>
TOTAL PROPERTY PLANT & EQUIPMENT	<u>41,168,464</u>	<u>39,470,330</u>

MOVEMENTS IN CARRYING AMOUNTS

	Computer Equipment \$	Furniture and Fittings \$	Motor Vehicles \$	Land and Buildings \$	Total \$
Balance at 1 October 2011	290,589	437,092	4,186,649	34,556,000	39,470,330
Additions	735,660	48,923	3,212,919	1,877,455	5,874,957
Disposals	(43,707)	-	(1,225,427)	(195,814)	(1,464,948)
Depreciation	<u>(216,081)</u>	<u>(75,535)</u>	<u>(1,262,569)</u>	<u>(1,157,690)</u>	<u>(2,711,875)</u>
Balance at 30 September 2012	<u>766,461</u>	<u>410,480</u>	<u>4,911,572</u>	<u>35,079,951</u>	<u>41,168,464</u>

AUTOMOTIVE, FOOD, METALS, ENGINEERING,
PRINTING AND KINDRED INDUSTRIES UNION

NATIONAL COUNCIL

NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2012 (Cont'd)

	2012	2011
	\$	\$
12. Investments in Associates		
a. Movement in carrying amounts		
Carrying amount at the beginning of the year	354,161	327,889
Share of (losses) profits after income tax	<u>(29,707)</u>	<u>26,272</u>
Carrying amount at the end of the year	<u>324,454</u>	<u>354,161</u>
13. Trade and Other Payables		
Sundry Creditors	<u>1,099,648</u>	<u>857,695</u>
14. Provisions		
<u>Current</u>		
Annual Leave Entitlements	3,199,168	3,141,253
Long Service Leave Entitlements	<u>3,907,681</u>	<u>3,661,735</u>
	<u>7,106,849</u>	<u>6,802,988</u>
<u>Non-Current</u>		
Long Service Leave Entitlements	<u>609,117</u>	<u>596,062</u>
	<u>7,715,966</u>	<u>7,399,050</u>
15. PROFESSIONAL SERVICES		
Auditors		
Audit Fees	69,800	63,250
Other Services	<u>18,699</u>	<u>12,900</u>
	<u>88,499</u>	<u>76,150</u>
Legal Expenses	<u>122,554</u>	<u>211,927</u>
	<u>211,053</u>	<u>288,077</u>

**AUTOMOTIVE, FOOD, METALS, ENGINEERING,
PRINTING AND KINDRED INDUSTRIES UNION**

NATIONAL COUNCIL

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 SEPTEMBER 2012 (Cont'd)**

16. ACCUMULATED FUNDS SUMMARY

Funds	Opening Balance 1 Oct 2011	Contributions into Funds	Net Expenditure and transfers of funds	Profit and Loss of General Fund	Closing Balance 30 Sep 2012
National Council Political	1,820,485	816,291	(458,861)	-	2,177,915
Education	4,711,304	1,090,191	(368,726)	-	5,432,769
Hardship	7,847,332	165,795	(165,795)	-	7,847,332
Vehicle Division Education	330,291	-	(27,004)	-	303,287
Campaign and Organising	6,358,401	2,273,602	(2,118,120)	-	6,513,883
FairFax Chapel Dispute	48,425	-	2,528	-	50,953
Australian Printing Federation	33,023	-	-	-	33,023
York Endowment	46,313	-	-	-	46,313
General	<u>73,519,400</u>	<u>-</u>	<u>-</u>	<u>7,389,714</u>	<u>80,909,114</u>
	<u>94,714,974</u>	<u>4,345,879</u>	<u>(3,135,978)</u>	<u>7,389,714</u>	<u>103,314,589</u>

17. SUPERANNUATION

Superannuation plans are defined contribution plans. The benefits provided under these plans are based on accumulated contributions and earnings for each employee. The Union's liability is limited to paying the contributions to the plans.

**AUTOMOTIVE, FOOD, METALS, ENGINEERING,
PRINTING AND KINDRED INDUSTRIES UNION**

NATIONAL COUNCIL

NOTES TO AND FORMING PART OF THE ACCOUNTS

FOR THE YEAR ENDED 30 SEPTEMBER 2012 (Cont'd)

18. RELATED PARTIES

- (i) The aggregate amount of remuneration paid to office holders during the financial year is disclosed in the statement of comprehensive income under Salaries Officials as disclosed at note 6 to the accounts.
- (ii) The aggregate amount paid during the financial year to a superannuation plan in respect of office holders was \$767,215 (2011: \$740,337).
- (iii) There have been no other transactions between the office holders and the union other than those relating to their membership of the union and reimbursement by the union in respect of expenses incurred by them in the performance of their duties. Such transactions have been on conditions no more favourable than those which it is reasonable to expect would have been adopted by parties at arm's length.
- (iv) The National Council received income of \$3,189,330 (2011: \$1,164,444) from its associate, U Cover Pty Ltd during the year.

19. ADDITIONAL INFORMATION

The registered office and principal place of business of the union is:

Level 4,

133 - 137 Parramatta Road

Granville NSW 2142

20. CONTINGENT LIABILITIES

The union is not aware of any significant contingent liabilities that would require disclosure in this financial report.

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**Independent Auditor's Report
To the Members of Automotive, Food, Metals, Engineering, Printing &
Kindred Industries Union, National Council**

We have audited the accompanying financial report of Automotive, Food, Metals, Engineering, Printing & Kindred Industries Union, National Council ("National Council"), which comprises the statement of financial position as at 30 September 2012, and the statement of 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 information to the financial report and the statement by the Committee of Management of National Council.

**Responsibility of the Committee of Management and the National Secretary
for the financial report**

The Committee of Management and National Secretary are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards - Reduced Disclosure Requirements and the Fair Work (Registered Organisations) Act 2009. This responsibility includes such internal controls as the Committee of Management and the National Secretary determine are necessary to enable the preparation of the financial report to be free from material misstatement, whether due to fraud or error.

Auditor's responsibility

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error.

In making those risk assessments, the auditor considers internal control relevant to the National Council's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the National Council's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Committee of Management and the National Secretary, as well as evaluating the overall presentation of the financial report.

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

Independence

In conducting our audit, we have complied with the applicable independence requirements of the Accounting Professional Bodies and the Fair Work (Registered Organisations) Act 2009.

Auditor's Opinion

In our opinion, the financial report presents fairly, in all material respects, the financial position of Automotive, Food, Metals, Engineering, Printing & Kindred Industries Union, National Council as at 30 September 2012, and its performance and cash flows for the year then ended in accordance with Australian Accounting Standards - Reduced Disclosure Requirements and the requirements imposed by Part 3 of Chapter 8 of the Fair Work (Registered Organisations) Act 2009.



GRANT THORNTON AUDIT PTY LTD
Chartered Accountants



Neville Sinclair
Partner - Audit & Assurance
Member of Institute of Chartered Accountants
And Holder of Current Public Practice Certificate
Registered Company Auditor

Sydney, 11 December 2012



FAIR WORK
AUSTRALIA

3 October 2012

Mr Paul Bastian
National Secretary
"Automotive, Food, Metals, Engineering, Printing and Kindred Industries Union" known as the
Australian Manufacturing Workers' Union (AMWU)

Sent by email: paul.bastian@amwu.asn.au

Dear Mr Bastian,

**Re: Lodgement of Financial Report - [FR2012/496]
Fair Work (Registered Organisations) Act 2009 (the RO Act)**

The financial year of the "Automotive, Food, Metals, Engineering, Printing and Kindred Industries Union" known as the Australian Manufacturing Workers' Union (AMWU) (the "reporting unit") ended on 30 September 2012.

This is a courtesy letter to remind you of the obligation to prepare and lodge the financial report for the reporting unit by the due date, namely 15 April 2013 (that is the period within 6 months and 14 days of the end of the financial year) under s.268 of the RO Act.

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

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

The documents can be emailed to orgs@fwa.gov.au or sent by facsimile to (03) 9665 0410. If it is envisaged that the financial report cannot be lodged by the due date you are requested to contact this office prior to the due date to discuss the issue.

It should be noted that s.268 is a civil penalty provision. Failure to lodge a financial report may result in legal proceedings being issues with the possibility of a pecuniary penalty being imposed upon an officer whose conduct led to the contravention and/or your organisation.

Should you seek any clarification in relation to the above, please contact me on (03) 8661 7817 or via email at robert.pfeiffer@fwa.gov.au .

Yours faithfully,

Robert Pfeiffer
Senior Adviser
Regulatory Compliance Branch

11 Exhibition Street
Melbourne VIC 3000
GPO Box 1994
Melbourne VIC 3001

Telephone : (03) 8661 7777
Email : orgs@fwa.gov.au
Internet : www.fwa.gov.au

TIMELINE/ PLANNER

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

Prepare financial statements and Operating Report.
--

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

As soon as practicable after end of financial year

Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /
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*Within a reasonable time of having received the GPFR
(NB: Auditor's report must be dated on or after date of Committee of Management Statement*

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

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

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

Within 6 months of end of financial year

Within 6 months of end of financial year

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

Within 14 days of meeting

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

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

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