



Australian Government
Australian Industrial Registry

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
Fax: (02) 9380 6990

Ref: FR2007/241-[007V-NSW]

Mr Charlie Donzow
Branch Secretary / Treasurer
Australasian Meat Industry Employees Union, The
New South Wales Branch
Unit 3, 190 George Street
PARRAMATTA NSW 2150

Dear Mr Donzow

Financial Return - year ending 30 June, 2007

Our records show the organisation's financial year ended recently. This letter outlines some of the things you must do to meet your financial reporting obligations and when you have to do them. For simplicity, we will call the documents you have to lodge with us your *financial return*.

This letter is intended as guide to the law applicable on the date of this letter, and should not be used as a substitute for legal or accounting advice. We only summarise some of the reporting requirements in this letter. More detailed information is at the end of this letter.

Information on AIRC Website

We recommend you and your accountant/auditor also refer to the following documents on the Commission's website at www.airc.gov.au:

- [RAO Schedule](#)
- [RAO Regulations](#)
- [Registrar's Reporting Guidelines](#) - All GPFR's must comply with these Guidelines. Please note that the Guidelines set out requirements that are *in addition* to those required by the Australian Accounting Standards.
- [RAO Fact Sheets](#) - These Fact Sheets explain the requirements of the RAO Schedule - many of them deal with financial reporting matters.

Reporting Unit

Under the provisions of the Registration and Accountability of Organisations Schedule (RAO), Schedule 1 of the *Workplace Relations Act 1996*, reporting entities are known as "*reporting units*". Where an organisation is **not** divided into branches the reporting unit is the whole of the organisation. Where an organisation **is** divided into branches each branch will be a reporting unit unless the Industrial Registrar has determined a division of the organisation into reporting units on an alternative basis. We can discuss this with you if you need more information.

For simplicity, we will use the term "reporting unit" in this letter.

Industrial Registrar's Guidelines

The Industrial Registrar's reporting guidelines set out certain disclosure requirements in addition to those prescribed by Australian Accounting Standards having in mind the nature of organisations registered under the Workplace Relations Act.

The disclosure requirements prescribed by the reporting guidelines are directed towards providing members of the reporting unit with information to enable them to gauge the performance of the committee of management and other holders of office in relation to the financial management of the reporting unit. In addition, the reporting guidelines seek to improve the quality of information available to users of the financial report about the reporting unit's economic support of, or economic dependency on, other reporting units of the organisation.

Timeline Planner and Checklist

We have attached a Timeline/Planner (*Attachment A*) to help you **plan** your financial return and carry out all the necessary steps. We have also attached a Document Checklist (*Attachment B*) to **check** your documents before lodging them in the Registry. Both documents are abbreviated summaries of the relevant provisions of the RAO Schedule, RAO Regulations and the Industrial Registrar's Reporting Guidelines.

In the following section we describe some of the documents your reporting unit must prepare and the sequence of their preparation and completion.

Three Reports

Your reporting unit must prepare two reports as soon as practicable after its financial year, which, together with the Auditor's Report, comprise the reporting unit's financial return.

1. **General Purpose Financial Report** - this must comply with the Australian Accounting Standards and the Industrial Registrar's Reporting Guidelines. The GPFR consists of:

(a) Financial Statements containing:

- a profit and loss statement, or other operating statement; and
- a balance sheet; and
- a statement of cash flows; and
- any other statements required by the Australian Accounting Standards; and

(b) Notes to the Financial Statements containing:

- notes required by the Australian Accounting Standards; and
- information required by the Industrial Registrar's *Reporting Guidelines* under section 255 including disclosures related to any recovery of wages activity ; and

(c) Committee of Management Statement as required by the Registrar's Reporting Guidelines (a sample certificate for illustrative purposes is at Attachment C) including declarations related to the recovery of wages activity.

2. **Operating Report** - this report includes a review of your reporting unit's principal activities for the year and other specified information.

Your reporting unit must appoint an auditor to audit the GPFR and to provide:

3. an Auditor's Report.

First Meeting (Committee of Management)

For simplicity, we will call the meeting at which the committee of management first considers the GPFR the first meeting. At the first meeting your committee, if satisfied that all is in order, will resolve to express its opinion on the GPFR and complete a Committee of Management Statement.

The Auditor

After the first meeting, the auditor takes the GPFR and the Committee of Management Statement and prepares a report on the GPFR. In practice, your auditor may have already completed most of his or her examination of your accounts. The auditor may only be waiting on the Committee to pass the required resolution and make the Statement before signing the report the same day.

Informing Your Members

Your reporting unit must provide free of charge to the general membership, copies of the GPFR, the Operating Report and the Auditor's Report. RAO calls these the "full report". Under certain circumstances, your reporting unit can provide a more limited *concise report*.

The reporting unit can meet its obligation to provide copies of the full or concise report to members by publishing the report in a journal that is available to the members free of charge.

A reporting unit may meet this obligation in whole or in part by publication of the report in a journal published on a web site on the internet dependent on:

- a. the extent of the accessibility of the members of the reporting unit to the Internet; and
- b. that the members are notified by the reporting unit in the usual manner in which it communicates with its members that the report has been so published at a specified Internet address.

The report must be provided within 5 or 6 months from the end of the financial year, depending on the internal arrangements of the organisation for the presentation of its financial reports.

The Second Meeting - if it is a General Meeting of Members

After providing the full report to members it must be presented to a general meeting of members. For simplicity this is referred to as the *second meeting*.

Your reporting unit must always allow a minimum of 21 days for members to receive the full report before presenting it to a general meeting of members (s265(5)). The purpose of the interval is to enable the members to have time to consider the report and, if they wish, to attend the second meeting to discuss it.

If the rules of the organisation permit a general meeting to be a series of meetings held at different locations, the full report may be presented to such a series of meetings. In this case the 'date' of the general meeting is taken to be the date of the last meeting in the series (see s266(2)).

The Second Meeting - if it is a Committee of Management Meeting

If the rules of your organisation contain a provision that allows up to 5% of members to demand a general meeting to be held consider the report (see s266(3)), it is permissible to present the report directly to a Committee of Management meeting.

Lodge full report within 14 days of meeting

You must lodge a copy of the full report and any concise report in the Industrial Registry within 14 days of the second meeting. For your convenience you are encouraged to lodge the material electronically (see eFiling Tab at www.airc.gov.au).

The Secretary (or another officer appropriately authorised under the rules of the organisation) must *certify* that the full report is a copy of the one provided to members and presented to the second meeting and provide the date of the meeting (a sample certification for illustrative purposes is at *Attachment D*).

When we receive your return we will check that it includes the information you must provide your members and that you have provided it to them correctly.

Complying with time limits

This letter has outlined some of the steps in preparing and lodging your return. Many of the steps must be completed within fixed time limits.

Failure to complete them in time could make your reporting unit or its officers liable to financial or "civil penalties".

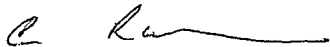
Extensions of Time

We appreciate that sometimes circumstances beyond your reporting unit's control may delay completion of a financial return. If you believe your reporting unit is going to be unable to meet a time limit tell us as soon as you know. We can advise you if the step is one for which you may apply under RAO to the Industrial Registrar for extra time to complete. The maximum extra time allowed can be no more than one month.

Contact the Registry

We encourage you to contact the Registry on (02) 8374 6618 or by e-mail at belinda.penna@air.gov.au as early as possible if you believe preparation or lodgment of your return will be delayed or if you have any queries. We can offer you advice on procedures but we cannot give you legal or accounting advice.

Yours sincerely



For Deputy Industrial Registrar...
18 July, 2007

Documents Checklist

You can use this checklist as soon as possible after the financial year ends to ensure you have all the necessary documents prepared and that those documents contain all information required by RAO.

You can also use this checklist to ensure all documents in your financial return are complete before lodging them in the Registry.

No	Document	✓
1	General Purpose Financial Report	
	Does the report contain a Profit and Loss Statement?	
	Does the report contain a Balance Sheet?	
	Does the report contain a Statement of Cash Flows?	
	Does the report contain notes to the financial statements as required by AAS and the reporting guidelines?	
	Does the report contain all other information required by the reporting guidelines?	
2	Committee of Management Statement	
	Is the statement signed by the officer responsible for undertaking functions necessary to enable the reporting unit to comply with RAO?	
	Is the statement dated?	
	Is the statement in accordance with a resolution of the committee?	
	Does the statement specify the date of the resolution?	
	Does the statement contain declarations required by the reporting guidelines?	
	Does the statement contain declarations relating to any recovery of wages activity?	
3	Auditor's Report	
	Is the Report dated and signed by the auditor?	
	Is the name of the auditor clear?	
	Are the qualifications of the auditor on the report?	
	Has the auditor expressed an opinion on all matters required?	
4	Operating Report	
	Is the report signed and dated?	
	Does the report provide the number of members?	
	Does the report provide the number of employees?	
	Does the report contain a review of principal activities?	
	Does the report give details of significant changes?	
	Does the report give details of right of members to resign?	
	Does the report give details of superannuation trustees?	
	Does the report give details of membership of the committee of management?	
5	Concise report*	
6	Certificate of Secretary or other Authorised Officer	
	Is the certificate signed and dated?	
	Is the signatory the secretary or another officer authorised to sign the certificate?	
	Is the date that the report was provided to members stated?	
	Is the date of the Second Meeting at which the report was presented stated?	
	Does the certificate state that the documents are copies of those provided to members?	
	Does the certificate state that the documents are copies of those presented to the Second Meeting?	

* This is an optional way of providing documents to members (see RAO s265(3) and RAO Reg. 161).

Committee Of Management Statement

On ____/____/____ [date of meeting] the Committee of Management of _____ [name of reporting unit] passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended ____/____/____ [date]:

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

- (a) the financial statements and notes comply* with the Australian Accounting Standards;
- (b) the financial statements and notes comply* with the reporting guidelines of the Industrial Registrar;
- (c) the financial statements and notes give a true and fair view* of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds* to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the GPFR relates and since the end of that year:
 - (i) meetings of the committee of management were held* in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (ii) the financial affairs of the reporting unit have been* managed in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (iii) the financial records of the reporting unit have been* kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
 - #(iv) where the organisation consists of 2 or more reporting units, the financial records of the reporting unit have been* kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
 - #(v) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been* furnished to the member or Registrar; and
 - #(vi) there has been* compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.

[Add the following if any recovery of wages activity has been undertaken during the financial year]

- (f) in relation to recovery of wages activity:
 - (i) the financial report on recovery of wages activity has been fairly and accurately prepared in accordance with the requirements of the reporting guidelines of the Industrial Registrar; and
 - (ii) the committee of management caused the auditor to include in the scope of the audit required under subsection 257(1) of the RAO Schedule all recovery of wages activity by the reporting unit in which revenues had been derived for the financial year in respect of such activity; and
 - (iii) no fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from moneys recovered from employers on behalf of workers other than reported in the financial report on recovery of wages activity and the notes to the financial statements; and
 - (iv) that prior to engaging in any recovery of wages activity, the organization has disclosed to members by way of a written policy all fees to be charged or reimbursement of expenses required for recovery of wages activity, and any likely request for donations or other contributions in acting for a worker in recovery of wages activity; and

- (v) no fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from moneys recovered from employers on behalf of workers until distributions of recovered money were made to the workers.

For Committee of Management: _____ [*name of designated officer per section 243 of the RAO Schedule*]

Title of Office held:

Signature:

Date:

* *Where compliance or full compliance has not been attained - set out details of non compliance instead.*

Where not relevant these may be modified accordingly (e.g. in (vi) "No orders have been made by the Commission under section 273 of the RAO Schedule during the period."

Certificate of Secretary or other Authorised Officer¹

s268 of Schedule 1B *Workplace Relations Act 1996*

I *[name]* being the *[title of office]* of the *[name of the organisation]* certify:

- that the documents lodged herewith are copies of the full report, *[and the concise report]*², referred to in s268 of the RAO Schedule; and
- that the *[full report OR concise report]*³, was provided to members on *[insert date]*; and
- that the full report was presented to *[a general meeting of members OR the last of a series of general meetings of members OR a meeting of the committee of management]*³ of the reporting unit on *[insert date]*; in accordance with section 266 of the RAO Schedule.

Signature

Date:

¹RAO regulation 162 prescribes the designated officer for the purpose of RAO schedule s268 as:

(a) the secretary; or

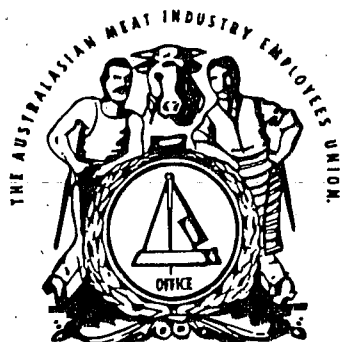
(b) an officer of the organisation other than the secretary who is authorised by the organisation or by the rules of the organisation to sign the certificate mentioned in that paragraph.

²Only applicable where a concise report is provided to members

³Insert whichever is applicable

The Australasian Meat Industry Employees' Union

NEW SOUTH WALES BRANCH



Charlie Donzow
Secretary

Unit 3
190 George Street
Parramatta NSW 2150
Ph: (02) 9893 9011
Toll free: 1800 451 535
Fax No: (02) 9687 6853

10 October 2007

Industrial Registrar
AUSTRALIAN INDUSTRIAL RELATIONS COMMISSION
Level 8, Terrace Towers
80 William Street
EAST SYDNEY NSW
2011

Dear Sir:

Enclosed a copy of our 2007 Financial Returns and all the Statements/Reports in compliance with the Reporting requirements of Workplace Act 1996, to wit:

- General Purpose Financial Reports
 - Balance Sheet
 - Income Statement
 - Cash Flow Statement
 - Notes to and Forming Part of the Accounts
 - Auditor's Report
- Operating Report
- Certificate of the Secretary
- Committee of Management Statement

Thank you.

Yours truly,

CHARLIE DONZOW
SECRETARY/TREASURER



AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION

NEW SOUTH WALES BRANCH

ABN 89 738 670 685

FINANCIAL ACCOUNTS

FOR THE YEAR ENDED 30 JUNE 2007

For the information of the Branch
Committee of Management and the Federal
Executive

W. L. BROWNE & ASSOCIATES



AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION, NSW BRANCH
BALANCE SHEET
AS AT 30-JUNE-2007

	Notes	2007	2006 \$
Current Assets			
Petty Cash advance		200	200
Cash Deposit - General Account		171,043	141,041
Cash at bank - Deposit Account		502,596	481,331
Other Debtors		11,667	6,942
Total current assets		685,506	629,514
Non-Current Assets			
Shares in listed companies		10,541	10,541
Commercial Bills		2,900,000	2,400,000
Fixed assets at cost less depreciation	3.	111,580	147,758
Land & Buildings at cost (includes stamp duty/legals)		569,604	569,604
Total non-current assets		3,591,725	3,127,903
Total assets		4,277,232	3,757,417
Current Liabilities			
GST Owing		0	0
Sundry Creditors		47,209	40,898
Officials & Staff Annual/Sick Leave Fund (Provision)		323,120	210,000
Total current liabilities		370,329	250,898
Non-Current Liabilities			
Long Service Leave Fund (Provision)		210,000	210,000
Total non-current liabilities		210,000	210,000
Total Liabilities		580,329	460,898
NET ASSETS		3,696,902	3,296,519
EQUITY			
Accumulation Account - 1st July 2006		3,296,519	2,905,646
Surplus for year		400,383	390,873
TOTAL EQUITY		3,696,902	3,296,519

AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION, NSW BRANCH
INCOME STATEMENT
FOR THE YEAR ENDED 30 JUNE 2007

	Notes	2007	2006 \$
INCOME			
Contributions		1,210,938	1,178,587
Interest		223,080	152,704
Grant - LAP		65,000	100,000
Sundry receipts		266	876
Total Income		1,499,284	1,432,167
EXPENDITURE			
Salaries	5	430,124	447,750
Other Employment Expenses		113,120	
Travelling and car expenses	6	74,641	67,158
Superannuation		76,893	82,979
Collectors' commission		52,502	48,048
Administration Expenses	7	87,423	93,432
Professional Fees			
Legal		6,348	27,751
Accountancy (Auditor)		3,000	3,000
Grant Expenditure - LAP		75,718	72,552
Regional Meeting		4,880	7,445
Committee Meeting		19,295	13,923
Affiliation fees	8	26,300	34,735
Capitation fees - Federal Council		72,028	71,320
Fringe benefits tax		10,270	19,165
Donations		3,439	1,950
Union Training		1,082	6,912
Mortality grants		312	312
Depreciation			
Write-off assets			0
Cars & Plant		41,526	42,861
Total Expenditure		1,098,901	1,041,294
Operating Surplus for the year		400,383	390,873

AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION, NSW BRANCH
CASH FLOW STATEMENT
FOR THE YEAR END 30-JUNE-2007

	2007	2006
Cash flows from operating activities		
Receipts from members	1,206,213	1,183,523
Interest and dividend received	223,346	153,580
Grants received	65,000	100,000
	<u>1,494,559</u>	<u>1,437,103</u>
Payment to suppliers	(937,943)	(995,834)
	<u>556,614</u>	<u>441,268</u>
Cash flows from investing activities		
Purchase of investments	0	0
Proceeds from sale of assets	0	28,636
Payment for property, plant & equipment	(5,348)	(105,879)
	<u>(5,348)</u>	<u>(77,243)</u>
Net Increase in cash held	551,267	364,025
Cash at the beginning of the financial year	<u>3,022,572</u>	<u>2,658,547</u>
Cash at the end of the financial year	<u>3,573,839</u>	<u>3,022,572</u>
Cash at the end of the year represented by:		
Cash on deposit - General Account	171,043	141,041
Petty Cash Advance	200	200
Cash at bank - Deposit Account	502,596	481,331
Commerical Bill	2,900,000	2,400,000
	<u>3,573,839</u>	<u>3,022,572</u>
Reconciliation of net cash provided by operating activities to operating surplus		
Operating surplus	400,383	390,873
Non-cash flows in operating surplus:		
Depreciation	41,526	42,861
Loss on Disposal of fixed assets	0	0
Other Employment Expenses	113,120	
Changes in assets and liabilities		
(Increase)/Decrease in other debtors	(4,725)	4,936
Increase in other creditors & accruals	6,311	2,599
Net Cash Provided by Operating Activities	<u>556,614</u>	<u>441,268</u>

**AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION, NSW BRANCH
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2007**

1- INTRODUCTION

This is the first AIFRS financial report presented by the reporting entity. The transition from the previous Australia Generally Accepted Accounting Principles to AIFRS has no effect on the reported financial position and financial performance of the reporting entity.

2- ACCOUNTING POLICIES

The financial report has been prepared on the basis of historical costs and does not take into account changing money values or, except where stated, current valuations of non-current assets. The accounting policies have been consistently applied, unless otherwise stated.

The following is a summary of the significant policies adopted by the Union in the preparation of the accounts.

- (a) Depreciation of fixed assets is calculated on the reducing balance basis to write such assets off over their estimated life.
- (b) Provisions for long service leave, annual leave and sick leave have been made for the estimated accrued entitlements of officers and employees.
- (c) Membership contributions are accounted for on a cash receipts basis.
- (d) Australian Accounting standards include Australian equivalents to International Financial Reporting Standards (IFRS). Compliance with the AIFRS ensures that the financial report, comprising the economic entity's financial statements and notes of the reporting entity compliance with IFRS.

3- NOTICE TO MEMBERS

In accordance with the provisions of *Sec 512 (1) & (2) of the Industrial Relations Act 1991*, preserved as regulations under *Section 282 (3) of the Industrial Relations Act 1996*, and *Section 272 (1), (2) & (3) of the RAO Schedule* provide that a member of the organisation, or the Industrial Registrar, may apply to the organisation for specified information prescribed by the regulations in relation to the organisation; and that an organisation must, on the making of such an application, make the specified information available to the member or the Industrial Registrar in the manner, and within the time, prescribed by the regulations.

4- FIXED ASSETS

	2007	2006
Plant and Equipment at cost	\$ 195,000	\$ 189,652
Less: Accumulated Depreciation	\$ 83,420	\$ 41,894
	\$ 111,580	\$ 147,758

5- SALARIES

Salaries paid to office-holders	\$ 271,018	\$ 253,708
Salaries paid to employees	\$ 159,106	\$ 194,043
	\$ 430,124	\$ 447,750

6- TRAVELLING AND CAR EXPENSES

Travel	\$	38,224	\$	34,420
Car maintenance	\$	14,958	\$	12,789
Meals & accommodation	\$	21,459	\$	19,948
	\$	74,641	\$	67,158

7- ADMINISTRATION EXPENSES

Electricity	\$	1,993	\$	2,618
Telephone	\$	29,672	\$	32,742
Printing & stationery	\$	15,366	\$	15,765
Insurance	\$	14,501	\$	16,420
Postage & freight	\$	2,136	\$	2,224
Bank charges	\$	1,579	\$	992
Strata Levies/utilities	\$	6,850	\$	7,381
Miscellaneous	\$	15,326	\$	15,291
	\$	87,423	\$	93,432

8- AFFILIATION FEES

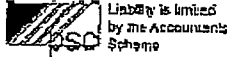
Labour & Trade Council	\$	14,257	\$	22,006
Australian Labor Party	\$	12,042	\$	12,730
	\$	26,300	\$	34,735

W. L. BROWNE & ASSOCIATES
A LIMITED PARTNERSHIP

JOHN CHEADLE F.C.A.
BRADLEY TURNER C.A.

2 FRYEDALE ROAD, WEST RYDE, N.S.W. 2114
email: wlbrowne@comcon.com.au

TELEPHONE: 9807-2188
FAX: 9809-7568
P.O. BOX 150
WEST RYDE 1685



AUDITOR'S REPORT

I, John Cheadle, have audited the accounting records of **THE AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION, NSW BRANCH**, in respect of the financial year ended **30-June-07**

In my opinion:-

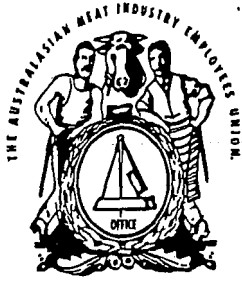
- (i) Satisfactory accounting records were kept by the said organisation in relation to the year including:
- (a) records of the sources and nature of the income of the organisation (including income from members) and
 - (b) records of the nature and purposes of the expenditure of the organisation.
- (iii) That the general purpose reporting statement is prepared and presented fairly in accordance with the applicable accounting standards, *Sec 253 of the RAO Schedule, Sec 510 of the Industrial Relations Act 1996* and other mandatory requirement applicable in relation the the year are properly drawn up so as to give a true and fair view of:
- (a) the financial affairs of the organisation at the end of the financial year; and
 - (b) the income and expenditure and operating surplus for the financial year.
- (iii) I have been provided with all information and explanations that officers and employees of the organisation under *Sec 257 (5) of the RAO Schedule* were required to provide.
- (iv) The union do not profit from recovery of wages activity.


W. L. BROWNE & ASSOCIATES
Registered Company Auditor

Dated: 23rd July 2007.



Chartered Accountants



The Australasian Meat Industry Employees' Union

NEW SOUTH WALES BRANCH

Unit 3, 190 George Street
Parramatta NSW 2150
Ph: (02) 9893 9011
Toll free: 1800 451 535
Fax No: (02) 9687 6853

OPERATING REPORT

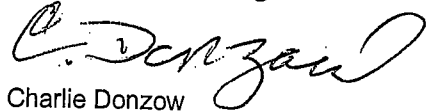
For the financial year ending 30-June-07

- 1- Number of members as of 30-June-2007 was 3,881.
- 2- Number of employees as of 30-June-2007 was 4. The organisation do not have any part-time employees.
- 3- The principal activity of the Union is to uphold the rights of organisation of labour and to improve, protect and foster the best interests, of its members, and to subscribe to and/or co-operate with policy of improving the cultural and living standards of its members.
- 4- There were no significant changes to the activities of the Union during the year.
- 5- The Union do not profit from any Recovery of wages activity.
- 6- A member may resign from the Union by written notice addressed and delivered to the Secretary of the branch in which membership is held.
- 7- The following are the listings of our Executive and Management Committee.

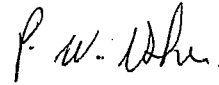
Name	Position
Executive:	
Usher, Peter William	President
Bell, Rosalie Joy	Vice-President
Smithson, Steve	Vice-President
Donzow, Charlie	Secretary/Treasurer
Perkins, Mark	Organiser
Williams, Deidre	Organiser
Fernandez, Patricia	Organiser
Management:	
1- Aquilina, Steve	Member from Woodmason
2- Bond, Noel	Member from Bega
3- Irving, Wayne	Member from Hans
4- Hickey, Jim	Member from QAF
5- Abela, Jo	Member from Ingham
6- Niumata, Steve	Member from Primo
7- Brown, Daniel	Member from F J Walker
8- Moore, Lorraine	Member from Coles
9- Organ, Jackie	Member from Barterr Ent
10- Hart, Debbie	Member from Ingham
11- McDonald, Kent	Member from Dubbo
12- Leslie, Gerry	Member from Woodmason

Sec 28 of our Constitution states that the Union shall have a President, 2 Vice-President, Secretary/Treasurer, between 1 and 4 elected Organisers and 12 other members representing the whole of the membership. The term of office for office holders and members of the Committee of Management shall be for a period of four (4) years.

For Committee of Management:



Charlie Donzow
Secretary/Treasurer



Peter Usher
President

23th July 2007



The Australasian Meat Industry Employees' Union
NEW SOUTH WALES BRANCH

Unit 3, 190 George Street
Parramatta NSW 2150
Ph: (02) 9893 9011
Toll free: 1800 451 535
Fax No: (02) 9687 6853

CERTIFICATE OF SECRETARY

I, **Charlie Donzow**, being the Secretary of the **THE AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION, NEW SOUTH WALES BRANCH** certify:

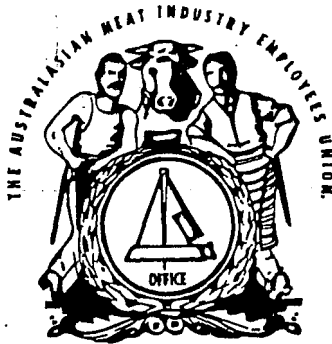
- that the documents lodged herewith are copies of the full report, referred to in sec of the RAO Schedule; and
- that the full report, was provided to members on the September issue of the our official organ, MEAT EMPLOYEES' JOURNAL; and
- that the full report was presented to a meeting of the the Executive Committee of Management of the reporting unit on 23th of July 2007; in accordance with section 266 of the RAO Schedule
- that the full report was presented the second time in an committee of management of the reporting unit on 8th of October 2006; in accordance with section 266 of the RAO Schedule

C. Donzow

09-October-2006

The Australasian Meat Industry Employees' Union

NEW SOUTH WALES BRANCH



Charlie Donzow
Secretary

Unit 3
190 George Street
Parramatta NSW 2150
Ph: (02) 9893 9011
Toll free: 1800 451 535
Fax No: (02) 9687 6853

CERTIFICATE BY COMMITTEE OF MANAGEMENT

We, the undersigned members of the committee of management of **THE AUSTRALASIAN MEAT INDUSTRY EMPLOYEES' UNION, NEW SOUTH WALES BRANCH** hereby certify in respect of the financial year ended **30-JUNE-2007** that:

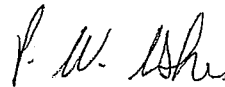
- (i) in the opinion of the committee of management the accounts prepared show a true and fair view of the financial affairs of the organisation as at the end of the financial year to which they relate; and
- (ii) in the opinion of the committee of management, during the financial year to which the accounts relate, meetings of the committee of management were, in the opinion of the committee, held in accordance with the rules of the organisation; and
- (iii) to the knowledge of any member of the committee, there have not been, during the financial year to which the accounts relate, instances where records, of the organisation or other documents (not being documents containing information made available to member of the organisation under section 512 (2) of the 1991, as applied by section 282(3) of the *Industrial Relations Act 1996*, or copies of those records or other documents, or copies of the rules of the organisation, have not been furnished, or made available, to members of the organisation in accordance with the Act, this Regulation or the rules of the organisation, as the case may be; and

- (iv) in relation to the report prepared in accordance with section 514 of the 1991 Act, as applied by section 282(3) of the *Industrial Relations Act 1996*, by the auditor of the organisation in respect of the financial year immediately preceding the financial year to which the accounts relate and in relation to any accounts and statements prepared in accordance with section 510 (1) of the 1991 Act to which that report relates, the organisation has complied with section 517(1) of the 1991 Act and whichever of subsections (5) and (6) of that section of that Act is applicable.

This certificate is in accordance with a resolution passed by the committee of management of the organisation in relation to the matters to be stated in the certificate and is signed on behalf of the committee of management by at least 2 members of the committee.



CHARLIE DONZOW
9th of October 2007



PETER USHER

COPY



The Australasian Meat Industry Employees' Union
NEW SOUTH WALES BRANCH

Unit 3, 190 George Street
Parramatta NSW 2150
Ph: (02) 9893 9011
Toll free: 1800 451 535
Fax No: (02) 9687 6853

COMMITTEE OF MANAGEMENT STATEMENT

On *6th of October 2006* the *Committee of Management* of **The Australasian Meat Industry Employees' Union, New South Wales Branch** passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 2006:

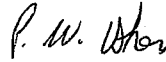
- The Committee of Management declares in relation to the GPFR that in its opinion:
- (a) the financial statements and notes comply with the Australian Accounting Standards
 - (b) the financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
 - (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
 - (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable:
 - (i) meetings of the committee of management were held in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (iii) the financial records of the union have been managed in accordance with the rules of the RAO Schedule and the RAO Regulations; and
 - (iv) the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
 - (v) no members of the reporting unit or Registrar requesting any information as prescribed under section 272 of the RAO Schedule during the period
 - (vi) no orders have been made by the Commission under s273 of the RAO Schedule during the period

(e) The union do not profit from any recovery of wages activity.

For Committee of Management:



Charlie Donzow
Secretary/Treasurer



Peter Usher
President

6th Oct 2006



Australian Government
Australian Industrial Registry

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
Fax: (02) 9380 6990
Email: sydney@air.gov.au

Mr Charlie Donzow
Secretary, New South Wales Branch,
The Australasian Meat Industry Employees Union
Unit 3, 190 George Street
PARRAMATTA NSW 2150

Dear Mr Donzow

**Re: Lodgement of Financial Statements and Accounts –
The Australasian Meat Industry Employees Union, New South Wales Branch –
for year ending 30 June 2007 (FR2007/241)**

I refer to the abovementioned financial statements and accounts which were lodged in the Registry on 11 October 2007. Before filing the documents I draw your attention to the following:

Committee of Management Certificate (State requirement) lodged

The Committee of Management Certificate lodged appears to be a certificate prepared in accordance with the provisions of the New South Wales (State) legislation, and not in accordance with the requirements of the Industrial Registrar's Guidelines (Commonwealth).

Was a Committee of Management Statement in accordance with the Guidelines prepared? If so, please lodge a copy as soon as possible so that it may be included with the other documents lodged. Alternatively, if one was not prepared, can you advise why this was the case?

For your ready reference and comparison I enclose with this letter a copy of the Branch's Committee of Management Statement lodged with the previous financial return.

If you wish to discuss this with me before making a formal reply, please do not hesitate to contact me on 0429 462 979 Mondays to Wednesdays.

Yours sincerely,

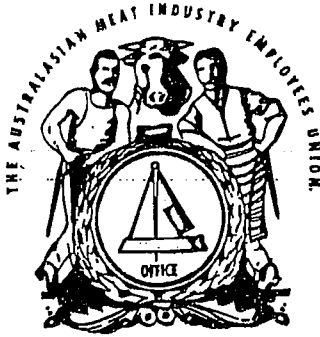
A handwritten signature in black ink, appearing to read 'Stephen Kellett', written over a horizontal line.

Stephen Kellett
Statutory Services Branch

22 October 2007

The Australasian Meat Industry Employees' Union

NEW SOUTH WALES BRANCH



Charlie Donzow
Secretary

Unit 3
190 George Street
Parramatta NSW 2150
Ph: (02) 9893 9011
Toll free: 1800 451 535
Fax No: (02) 9687 6853

COPY

24 October 2007



Mr. Stephen Kellet
Statutory Services Branch
Level 8, Terrace Towers
80 William Street,
East Sydney NSW
2011

Dear Steve,

Re: 2007 Financial Returns

Attached herewith is a copy of the Committee of Management Statement replacing the Committee of Management Certificate which we previously lodged by mistake.

I hope this suffice the reporting requirement of the Registry.

Thank you.

Yours truly,

Peter Usher
President



The Australasian Meat Industry Employees' Union

NEW SOUTH WALES BRANCH

Unit 3, 190 George Street
Parramatta NSW 2150
Ph: (02) 9893 9011
Toll free: 1800 451 535
Fax No: (02) 9687 6853

COMMITTEE OF MANAGEMENT STATEMENT

On 8th of October 2007 the Committee of Management of The Australasian Meat Industry Employees' Union, New South Wales Branch passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 2007:

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

- (a) the financial statements and notes comply with the Australian Accounting Standards
- (b) the financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable:
 - (i) meetings of the committee of management were held in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (iii) the financial records of the union have been managed in accordance with the rules of the RAO Schedule and the RAO Regulations; and
 - (iv) the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
- (v) no members of the reporting unit or Registrar requesting any information as prescribed under section 272 of the RAO Schedule during the period

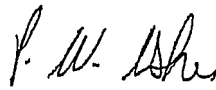
(vi) no orders have been made by the Commission under s273
of the RAO Schedule during the period

(e) The union do not profit from any recovery of wages activity.

For Committee of Management:



CHARLIE DONZOW
9th of October 2007



PETER USHER



Australian Government
Australian Industrial Registry

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
Fax: (02) 9380 6990
Email: sydney@air.gov.au

Mr Peter Usher
President, New South Wales Branch,
The Australasian Meat Industry Employees Union
Unit 3, 190 George Street
PARRAMATTA NSW 2150

Dear Mr Usher,

**Re: Lodgement of Financial Statements and Accounts –
The Australasian Meat Industry Employees Union, New South Wales Branch –
for year ending 30 June 2007 (FR2007/241)**

Thank you for lodging the Committee of Management Statement prepared in accordance with the requirement of the Industrial Registrar's Guidelines (Commonwealth). The document was received in the Registry on 25 October 2007 and has been added to the original return.

I note that the entry "Donations" on the Income Statement shows an amount of \$3,349. I take this opportunity to remind the Branch that if this total included any individual donation exceeding \$1,000, a separate statement, under section 237 of the RAO Schedule, showing the relevant particulars, should be lodged. Otherwise there is no further action required. I attach the relevant extract.

The documents have now been filed.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'S Kellett'.

Stephen Kellett
Statutory Services Branch

29 October 2007

237 Organisations to notify particulars of loans, grants and donations

(1) An organisation must, within 90 days after the end of each financial year (or such longer period as the Registrar allows), lodge in the Industrial Registry a statement showing the relevant particulars in relation to each loan, grant or donation of an amount exceeding \$1,000 made by the organisation during the financial year.

(2) A statement lodged in the Industrial Registry under subsection (1) must be signed by an officer of the organisation.

(6) The relevant particulars, in relation to a grant or donation made by an organisation, are:

(a) the amount of the grant or donation; and

(b) the purpose for which the grant or donation was made; and

(c) except where the grant or donation was made to relieve a member of the organisation, or a dependant of a member of the organisation, from severe financial hardship—the name and address of the person to whom the grant or donation was made.