



Fair Work Australia

27 January 2010

Mr Martin Byrne
Federal Treasurer
The Australian Institute of Marine and Power Engineers
52 Buckingham Street
SURRY HILLS NSW 2010



Dear Mr Byrne

Lodgment of Financial Statements and Accounts – The Australian Institute of Marine and Power Engineers - for year ended 30 June 2007 (FR2007/247)

I refer to previous correspondence in relation to the above mentioned financial statements. That correspondence concerned the fact that this and other previously lodged reports had not been presented exactly in accordance with s266 of the *Fair Work (Registered Organisations) Act 2009* (formerly the RAO Schedule).

On 2 September 2009 an application under s159 of the Act, which included particulars of alterations to rules 16 and 22, was lodged. Although I am aware that that application (R2009/10045) has not yet been determined and the rule alterations have not yet been certified due to deficiencies in the wording of the proposed rules, nevertheless, the application indicates the clear intention of the organization to take steps to ensure it is able and will continue to comply in this respect in future years. There appears no reason why suitable alterations cannot be agreed and finalized and submitted for certification.

Moreover, your covering certificate for the 2009 report (FR2009/100760) indicated that the organization had presented that latter report to general members' meetings after mailing the report to members and within the six month time frame prescribed by the legislation. In doing so, the 2009 report fully complied with s266 of the Act.

In view of the organization's compliance in respect of the 2009 report and its intention to alter its rules to facilitate compliance with its own rules and the Act, I have decided to file the financial documents for 2007.

It remains for me to point out the following detail. The item "Donations" in the Income Statement on page 4 shows a figure of \$13,310. If this amount included any single donation exceeding \$1,000, then a separate statement under s237 of the Act must be lodged, disclosing the relevant particulars. Unless this applies, there is no other action required.

Yours sincerely,

Stephen Kellett
Statutory Services Branch



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 Martin Byrne
Federal Treasurer
The Australian Institute of Marine and Power Engineers
52 Buckingham Street
SURRY HILLS NSW 2010

Dear Mr Byrne

Re: Lodgement of Financial Statements and Accounts – The Australian Institute of Marine and Power Engineers – for years ending 30 June 2006 (FR2006/496), 30 June 2007 (FR2007/247)

I refer to the abovementioned financial statements and accounts, those for 2006 being lodged in the Registry on 6 February 2007, and those for 2007 being lodged on 25 February 2008.

In the covering letters for each return both you and Henning Christensen respectively advise that the documents are presented at meetings of the Federal Executive in November or December and that mailing of the published reports to members takes place in January or February. This does not comply with the legislation.

In 2006, in reference to the 2005 return, Mr Stephen Kellett of this Registry wrote to you concerning the discrepancy between the timing of the presentation of financial reports by the Institute and the timing prescribed by the RAO Schedule (copy attached). There is no record in the Registry of any response from the Institute on the matter.

In brief it appears that the rules of the Institute provide for the financial report (which I take to mean the completed financial report pertaining to the previous financial year) to be dealt with by the Annual General Meeting on the last Tuesday in May in the following calendar year, whereas the RAO Schedule requires that the financial report be presented to a general meeting *within six months* of the end of the relevant financial year, which effectively means before 31 December.

This means that at the time the financial report is lodged, in January or February, it cannot be said that the Institute has complied with s266 of the RAO Schedule.

I am satisfied that the organisation is ensuring that its financial accounts and statements are being scrutinised by the members and management but only outside the prescribed time frame and it is my view that this recurring inconsistency between the Institute's rules and practices on the one hand and the requirements of the legislation should be addressed. Could you please advise what steps the Institute will take to rectify this problem and ensure compliance with the Act.

Yours sincerely

Barry Jenkins
Deputy Industrial Registrar

6 June 2008



Australian Government
Australian Industrial Registry

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Mr Martin Byrne
Federal Treasurer
The Australian Institute of Marine and Power Engineers
52 Buckingham Street
SURRY HILLS NSW 2010

Dear Mr Byrne

Re Financial Return – The Australian Institute of Marine and Power Engineers – year ending 30 June 2005 (FR2005/483)

Thank you for lodging the above financial report and statements on 6 February 2006.

I wish to comment on the issue of compliance with section 265 and 266 of the Schedule 1B of the *Workplace Relations Act 1996* ('the RAO Schedule'). However, in your covering letter you refer to an apparent conflict between the organisation's rules and the legislation and so I will comment on both questions as they relate to each other.

Presentation to Meeting after provision to members

In your covering letter you certify that the report was provided to the members on 14 December 2005 by mail-out of the union journal after the report was received and approved by the Federal Executive on 9 December 2005.

The organisation has complied with s265 of the RAO Schedule. However, s266 (an extract of which is enclosed) makes clear that presentation to a second meeting - of one type or another depending on the reporting unit's rules - must take place at some point *after* the members receive their copies. This does not appear to have taken place.

Clearly, the earlier meeting of the Federal Executive on 9 December could not be the meeting contemplated by s266 for the purpose of "presenting" the documents. The organisation still needs to comply with s266 and go through the formality of presenting the report to a "second meeting".

What type of meeting must this second meeting be? Section 266 makes clear it must be a general members' meeting (or series of meetings) unless the reporting unit has a rule allowing up to 5% of members to request a general members' meeting to consider the financial report. If such a rule exists, then the reporting unit can present the report to its committee, which is often more conveniently arranged.

In the case of your organisation, there is no equivalent rule. (Your rule 17(i)(c) only allows for members requesting Federal Council meetings not general members' meetings.) However, your rule 16 already appears to contemplate that the financial report will be presented to the members in a general meeting or series of meetings. This brings me to your comments.

Conflict between rules and legislation

An apparent conflict arises because whereas the RAO Schedule requires all the financial reporting steps - including the presentation of the documents to a general meeting - to be completed by 6 months after the relevant financial year, your rule 16 sets the usual date for the Annual General Meeting in May which is 11 months after the relevant financial year.

As you would appreciate, legislative requirements prevail over a potentially conflicting rule. Where the operation of a rule tends to conflict with the law, the organisation may need to consider appropriate alterations to its rules.

Options

The first option is suggested by the fact that rule 16 allows the Annual General Meeting to be held at another time as decided by the Federal Council. If the Federal Council were to resolve that the Annual General Meeting series takes place in December, or as soon as practicable after the mail-out of the union journal containing the audited financial report, then it would seem possible to comply with both the rules and the legislation.

Moreover, if the organisation considered it necessary, it could apply for an extension of time of up to one month in which to comply with s265, which would have the effect of extending the time in which the Annual general meeting series could take place.

I do not know whether the granting of most Federal Council powers to Federal Executive under rule 5(iii) means that a resolution to change the date of the Annual General Meeting series could be made by the Federal Executive.

Alternatively, the organisation could consider altering its rules to include a new rule allowing not more than 5% of members to request a general meeting series specifically to consider the general purpose financial report, the operating report and the auditor's report.

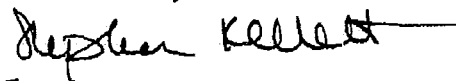
A suitable alteration of this kind would mean that for the purposes of s266, the organisation could present the financial report to the Federal Executive or Federal Council as soon as practicable after a December mail-out of the report to the members. This would enable the organisation to lodge the financial report having complied with the RAO Schedule without any conflict with its other rules.

Filing of documents

Given that with what I understand will be an Annual General Meeting series taking place in May the financial report will effectively be presented within the meaning of s266 and given that the financial report in every other respect complies with the RAO Schedule, I have decided to file the documents without further delay. However the question of completing the financial reporting obligations within the prescribed periods however needs to be satisfactorily resolved for future returns.

If I have misapprehended the nature of the difficulties you consider affect your organisation's ability to comply with both your rules and the legislation, if I have misapprehended any facts, or you wish to discuss the issues further, please contact me on (02) 8374 6509.

Yours sincerely



Stephen Kellett
Assistant Manager, Sydney Registry

27 February 2006



AIMPE

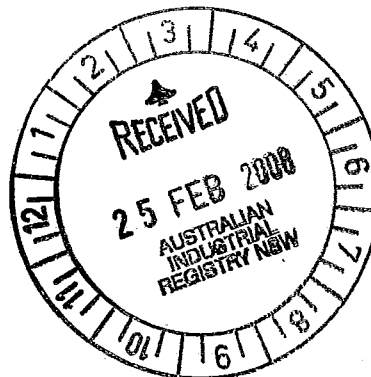
Australian Institute of
Marine and Power Engineers
HEAD OFFICE

File No. NN/3/0

21 February 2008

Ms B Penna
Australian Industrial Registry
Level 8 Terrace Towers
80 William Street,
EAST SYDNEY NSW 2011

Reference: FR2007/247 -[009V]



Dear Ms Penna,

Re: AIMPE Financial Returns 2006-2007

Please find enclosed bound copies of the Australian Institute of Marine and Power Engineers Financial Report for the year ended 30th June 2007.

As you will observe the Financial Report includes the general purpose financial report, the auditors report and the operating report. All have been signed and dated by the relevant parties.

On behalf of AIMPE I can now advise that the full report was presented to the AIMPE Federal Executive ("Committee of Management") as its meeting on 28th November 2007. As you will see the Federal Executive Certificate was signed off on that day by Federal President Mr Terry Snee and Federal Treasurer Mr. Martin Byrne.

I hereby certify that the documents enclosed are the same documents that were presented to the AIMPE Federal Executive on 28th November 2007.

I further certify that a copy of the same documents (enclosed) has been circulated by post to each member of the Australia Institute of Marine and Power Engineers at their home address. The circulation took place in conjunction with the mailing of our regular magazine (Onwatch) and was mailed to members on 18th February 2008.

In closing I apologise for the delay in providing the full report.

Yours faithfully,

**HENNING CHRISTENSEN
FEDERAL SECRETARY
AUSTRALIAN INSTITUTE OF
MARINE & POWER ENGINEERS**

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FINANCIAL REPORT

FOR THE YEAR ENDED 30TH JUNE, 2007

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Provided free of charge to members as an insert to February 2008 "On Watch".

page 1

OPERATING REPORT

I, Martin Byrne, Federal Treasurer of the Australian Institute of Marine and Power Engineers, hereby report on the operations of the AIMPE during 2006-07 as follows:

(a) The principal activities of the AIMPE continue to be the protection of the rights and entitlements of AIMPE members both individually and collectively, the defence of professional standards and the promotion of the maritime industry. As a result of these activities the AIMPE negotiated numerous collective agreements with various employers in the maritime industry. These were submitted to the Office of the Employment Advocate for registration [following approval by the members concerned]. AIMPE was also involved in a number of industrial disputes. These activities are similar in nature to the activities of the AIMPE in previous years.

In addition AIMPE maintains an active communication strategy encompassing direct mail of the union journal, monthly reports to all ships with members on board, email communications to ships where available and regular monthly meetings at major locations around the country.

AIMPE continued to be represented on industry bodies including the National Marine Safety Council's Industry Advisory Group, Seafarers Safety, Rehabilitation and Compensation Authority Board as well as the Seafarers Assistance Service.



Throughout 2006-07, AIMPE also retained its long-standing affiliations with the International Transport Workers Federation, the Australian Council of Trade Unions and the Australian Labor Party.

(b) Regarding the financial affairs of the AIMPE in 2006-07 — membership fee income was again up on the income in the previous financial year due to an increase in membership numbers as well as a modest increase in fees. In addition interest and rental income was up slightly.

AIMPE owns all of the premises in which our offices are located. In addition we have some space let out to tenants in our Head Office in Surry Hills, Sydney and in our SA Branch office in Port Adelaide.

(c) Members are entitled to resign by providing a notice of resignation in writing to the Branch Secretary of the Branch to which the member belongs as provided by Rule 31. During 2006-07 there were 124 members who resigned from the AIMPE. The number of new members was 182. At 30th June 2007 the total number of members in the union was 2,734 [including Honorary members].

(d) During 2006-07 there were two AIMPE officers who were still Directors of a company, AIMPE Super Company Pty Ltd, [that was set up as a superannuation trustee company] and who are required to be members of the organization. They are Mr Terry Snee, Federal President of AIMPE and Mr Martin Byrne, Federal Treasurer of AIMPE. AIMPE is the Principal Employer of the Australian Institute of Marine and Power Engineers Superannuation Plan. During 2006-07 the assets and liabilities of the AIMPE Superannuation Plan were managed by the SignatureSuper Master Trust operated by AMP. The directors of the AIMPE Super Company decided during 2006-07 that the company will be wound up as it no longer performs the Trustee function.

(e) The Federal Executive of the AIMPE was elected by the Federal Council in a ballot conducted by the Australian Electoral Commission. The persons elected were:

Federal President	Terry Snee,
Senior Vice President	Tony Richardson,
Vice Presidents	Andrew Williamson and
	Phillip Olsen
Federal Treasurer,	Martin Byrne.

The number of people employed by AIMPE during 2006-07 was 13 [comprising 10 full-time staff, 2 part-time staff and 1 casual staff].

Signed: _____
 Name: Martin Byrne
 Title of Office held: Federal Treasurer, AIMPE

Signed at SYDNEY this 28th day of NOVEMBER, 2007

**INCOME STATEMENT****FOR THE YEAR ENDED 30TH JUNE 2007**

	NOTE	2007 \$	2006 \$
INCOME			
Membership Contributions (including arrears, entrance fees and less refunds)		1,519,312	1,430,873
Compulsory Levies	3	-	19,325
Donations		-	200
Interest Received		10,086	178,835
Dividends Received		4,019	3,344
Net Income Received - Macquarie Managed Portfolio		54,535	-
Rent		36,125	36,552
Sundry		11,619	20,208
Surplus/(Deficit) on Sale of Property, Plant and Equipment		-	332,585
Realised Gain/(Loss) on Investments		26,739	-
Unrealised Gain/(Loss) on Investments		(12,494)	16,893
TOTAL INCOME		<u>1,649,941</u>	<u>2,038,815</u>
EXPENDITURE			
PERSONNEL			
Salaries - Officials and Staff	4 / 12	812,664	837,262
Superannuation		138,583	139,599
Payroll Tax		17,244	20,602
Workers Compensation Insurance		11,539	11,627
Fringe Benefits Tax		822	8,220
		<u>980,852</u>	<u>1,017,310</u>
COMMUNICATIONS			
Casual Typing		11,960	11,085
Postage & Freight		7,196	8,201
Printing & Stationery		9,576	10,692
Repairs & Maintenance - Office Equipment		3,803	2,710
Telephone, Internet & Facsimile		37,363	38,359
		<u>69,898</u>	<u>71,047</u>
BUILDING			
Cleaning & Maintenance		22,257	22,433
Insurance		11,384	10,610
Light & Power		5,715	5,503
Rates, Taxes & Land Tax		23,307	20,651
Valuation Fees		-	1,000
Agent Fees		1,104	-
		<u>63,767</u>	<u>60,197</u>
TRAVEL AND ACCOMMODATION	13	66,715	44,994

the attached notes form part of these accounts

**INCOME STATEMENT****FOR THE YEAR ENDED 30TH JUNE 2007****(Continued)**

	NOTE	2007 \$	2006 \$
MOTOR VEHICLE EXPENSES			
Motor Vehicle Running Costs		20,296	15,629
Fringe Benefits Tax		1,475	1,854
		<u>21,771</u>	<u>17,483</u>
OTHER ADMINISTRATION			
Audit and Accountancy	11	36,110	33,875
Advertising		2,727	773
Affiliation Fees		29,153	26,690
Bank Charges and Government Duties		11,657	12,299
Donations		13,310	2,200
Entertainment		685	543
Legal Fees		113,195	127,577
Publications		17,228	15,183
Staff Amenities		1,808	1,895
Staff Training		90	109
Sundry Expenses		3,200	2,346
		<u>229,163</u>	<u>223,490</u>
PROJECTS	5	193,063	173,997
MISCELLANEOUS			
Depreciation - Buildings	2 / 9	12,795	12,690
Depreciation - Other	2 / 9	25,410	21,904
On Watch		73,862	39,170
		<u>112,067</u>	<u>73,764</u>
TOTAL EXPENDITURE		<u>1,737,296</u>	<u>1,682,282</u>
OPERATING SURPLUS/(DEFICIT)		(87,355)	356,533
TOTAL CHANGES IN EQUITY	8	<u>(87,355)</u>	<u>356,533</u>

the attached notes form part of these accounts



BALANCE SHEET
AS AT 30TH JUNE 2007

	NOTE	2007 \$	2006 \$
CURRENT ASSETS			
Cash Assets	6	951,784	3,274,259
Receivables		19,465	21,009
TOTAL CURRENT ASSETS		<u>971,249</u>	<u>3,295,268</u>
NON-CURRENT ASSETS			
Property, Plant and Equipment	9	2,097,696	2,089,570
Investments	10	2,185,097	91,886
TOTAL NON-CURRENT ASSETS		<u>4,282,793</u>	<u>2,181,456</u>
TOTAL ASSETS		<u>5,254,042</u>	<u>5,476,724</u>
CURRENT LIABILITIES			
Membership Contributions Received in Advance		213,011	340,021
Payables		81,932	114,517
Provision for Annual Leave	4	103,899	106,032
TOTAL CURRENT LIABILITIES		<u>398,842</u>	<u>560,570</u>
NON CURRENT LIABILITIES			
Provision for Long Service Leave	4	227,562	201,161
TOTAL NON-CURRENT LIABILITIES		<u>227,562</u>	<u>201,161</u>
TOTAL LIABILITIES		<u>626,404</u>	<u>761,731</u>
NET ASSETS		<u>4,627,638</u>	<u>4,714,993</u>
EQUITY			
General Fund	8	2,502,684	2,590,039
Asset Revaluation Reserve	7	1,028,158	1,028,158
Capital Realisation Reserve		1,096,796	1,096,796
TOTAL EQUITY		<u>4,627,638</u>	<u>4,714,993</u>

the attached notes form part of these accounts



CASH FLOW STATEMENT
FOR THE YEAR ENDED 30TH JUNE 2007

	NOTE	2007 \$	2006 \$
CASH FLOWS FROM OPERATING ACTIVITIES:-			
RECEIPTS:-			
Contributions, Entrance Fees and Levies Received from Members and "On Watch" Subscriptions		1,531,532	1,808,882
Interest Received		12,280	177,753
Dividends Received		3,962	3,296
Rent Income Received		42,549	37,003
Other Income Received		11,003	23,264
TOTAL RECEIPTS		<u>1,601,326</u>	<u>2,050,198</u>
PAYMENTS:-			
Payments to Suppliers and Employees		1,559,479	1,562,819
Payment Relating to Projects		212,369	191,397
Payments Relating to "On Watch"		81,248	43,087
TOTAL PAYMENTS		<u>1,853,096</u>	<u>1,797,303</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES	14a	<u>(251,770)</u>	<u>252,895</u>
CASH FLOWS FROM INVESTING ACTIVITIES:-			
RECEIPTS			
Withdrawals from Macquarie Managed Portfolio		55,000	-
Proceeds from Sale of Property, Plant and Equipment		-	421,438
TOTAL RECEIPTS		<u>55,000</u>	<u>421,438</u>
PAYMENTS:-			
Deposits into Macquarie Managed Portfolio		2,079,375	-
Payment for Property, Plant and Equipment		46,330	414,271
TOTAL PAYMENTS		<u>2,125,705</u>	<u>414,271</u>
NET CASH USED IN INVESTING ACTIVITIES		<u>(2,070,705)</u>	<u>7,167</u>
Net Increase / (Decrease) in Cash Held		(2,322,475)	260,062
Cash at the Beginning of the Financial year		3,274,259	3,014,197
CASH AT THE END OF THE FINANCIAL YEAR	14b	<u>951,784</u>	<u>3,274,259</u>

the attached notes form part of these accounts

**NOTES TO THE FINANCIAL STATEMENTS****FOR THE YEAR ENDED 30TH JUNE 2007****Note 1: Information to be Provided to Members**

In accordance with the requirements of the Workplace Relations Act 1996, the attention of members is drawn to the provisions of Schedule 1B section 272 which reads as follows:

- (1) A member of a reporting unit, or a Registrar, 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).

Note 2: Statement of Significant Accounting Policies

This financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards, Urgent Issues Group Consensus Views and other authoritative pronouncements of the Australian Accounting Standards Board and the requirements of the Workplace Relations Act 1996.

The financial report has been prepared on a modified accruals basis of accounting where, in accordance with Schedule 1B section 252(4) of the Workplace Relations Act 1996, membership subscriptions are kept on a cash basis. The financial report is based on historical costs and does not take into account changing money values or, except where stated, current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets.

The following is a summary of the material accounting policies adopted by the Union in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

(a) Income Tax

No provision for income tax is necessary as trade unions are exempt from income tax under Section 50-15 of the Income Tax assessment Act 1997.

(b) Property, Plant and Equipment

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

Property

Freehold land and buildings are measured on the fair value basis, being the amount for which an asset could be exchanged between knowledgeable willing parties in an arm's length transaction. It is the policy of the economic entity to have an independent valuation every three years, with annual appraisals being made by the directors.

**NOTES TO THE FINANCIAL STATEMENTS****FOR THE YEAR ENDED 30TH JUNE 2007****Note 2: Statement of Significant Accounting Policies (cont'd)****Plant and Equipment**

Plant and equipment are measured on the cost basis.

The carrying amount of plant and equipment is reviewed annually by directors to ensure it is not in excess of the recoverable amount from these assets. The recoverable amount is assessed on the basis of the expected net cash flows which will be received from the assets employment and subsequent disposal. The expected net cash flows have not been discounted to their present values in determining recoverable amounts.

Depreciation

The depreciable amount of all fixed assets including building and capitalised lease assets, but excluding freehold land, is depreciated over their useful lives to the economic entity commencing from the time the asset is held ready for use. The depreciation rates used for each class of depreciable assets are:

<u>Class of Fixed Asset</u>	<u>Depreciation Rate</u>
Buildings	2 – 11.25%
Plant and equipment	9 – 60%

(c) Investments

Shares in listed companies held as current assets are valued by directors at those shares' market value at each balance date. The gains or losses, whether realised or unrealised, are included in profit from ordinary activities.

(d) Employee Benefits

Provision is made for the company's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits expected to be settled within one year together with entitlements arising from wages and salaries, annual leave and sick leave which will be settled after one year, have been measured at the amounts expected to be paid when the liability is settled, plus related on-costs. Other employee benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those benefits.

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

(e) Cash

For the purposes of the Statement of Cash Flows, cash includes cash on hand, at banks and on deposit.

**NOTES TO THE FINANCIAL STATEMENTS****FOR THE YEAR ENDED 30TH JUNE 2007****Note 2: Statement of Significant Accounting Policies (cont'd)****(f) Income**

Income from the sale of goods is recognised upon the delivery of goods to customers.

Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

Dividend revenue is recognised when the right to receive a dividend has been established.

Income from the rendering of a service is recognised upon the delivery of the service to the customers.

All revenue is stated net of the amount of goods and services tax (GST).

(g) 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 in the Statement of Financial Position are shown inclusive of GST.

(h) Comparative Figures

Where necessary, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

3. COMPULSORY LEVIES

Tug Delegates Conferences

2007 \$	2006 \$
-	19,325
-	19,325

4. PROVISIONS FOR HOLIDAY PAY AND LONG SERVICE LEAVE

The increase/(decrease) in current year provisions have been charged to operational expenditure at salary levels applicable at 30th June to Salaries

Provision for Annual Leave	(2,133)	(9,669)
Provision for Long Service Leave	26,401	(1,510)
	<u>24,268</u>	<u>(11,179)</u>

**NOTES TO THE FINANCIAL STATEMENTS****FOR THE YEAR ENDED 30TH JUNE 2007****(Continued)****5. PROJECTS**

Expenditure shown in the Income and Expenditure Account under projects are made up as follows:-

Dredges	1,505	10,606
Electricity Commission of New South Wales	1,495	3,406
Federal Council	21,882	20,861
Federal Executive	18,060	9,060
Federal President	25,235	21,906
Industrial Relations Campaign	12,946	20,457
International Conferences - I.T.F./I.M.O.	48,119	21,584
Maritime Industry Seagoing Award	20,365	4,807
Offshore	19,450	42,060
Port Services Award	305	269
Small Ships	1,008	-
Surveyors	676	1,939
Tourist Industry	8,026	-
Tugs	13,991	8,361
Tug Conference	-	8,681
	<u>193,063</u>	<u>173,997</u>

6. CASH ASSETS

Cash on Hand	3,034	2,824
Cash at Bank	393,594	432,273
Deposits at Call	555,156	2,839,162
	<u>951,784</u>	<u>3,274,259</u>

7. ASSET REVALUATION RESERVE

Opening Balance	1,028,158	1,028,158
Revaluation increment on freehold land and buildings	-	-
Revaluation adjustment on sale of freehold land and buildings	-	-
Closing Balance	<u>1,028,158</u>	<u>1,028,158</u>

**NOTES TO THE FINANCIAL STATEMENTS****FINANCIAL ACCOUNTS FOR THE YEAR ENDED 30TH JUNE 2007****(Continued)**

	NOTE	2007 \$	2006 \$
8. GENERAL FUND			
Retained surplus (deficit) at the beginning of the year		2,590,039	2,233,506
Operating Surplus/(Deficit) for the year		(87,355)	356,533
Retained surplus (deficit) at the end of the year		<u>2,502,684</u>	<u>2,590,039</u>
9. PROPERTY, PLANT AND EQUIPMENT			
Freehold Land and Buildings			
52 Buckingham Street, Surry Hills			
Sydney (at 2001 Independent Valuation + additions)		1,256,890	1,252,390
South Australia (at 1989 Valuation)		95,000	95,000
Newcastle (at 1989 Valuation)		125,000	125,000
Victoria (at 1989 Valuation)		275,000	275,000
Western Australia (at cost			
plus additions)		410,260	410,260
Queensland (at 1989 Valuation)		95,000	95,000
		<u>2,257,150</u>	<u>2,252,650</u>
Less:- Accumulated Depreciation		<u>258,268</u>	<u>245,473</u>
		<u>1,998,882</u>	<u>2,007,177</u>
Motor Vehicles			
Motor Vehicles - at cost		192,612	192,612
Less:- Accumulated Depreciation		<u>166,207</u>	<u>159,001</u>
		<u>26,405</u>	<u>33,611</u>
Furniture and Fittings			
Furniture and Fittings - at cost		164,173	152,138
Less:- Accumulated Depreciation		<u>135,017</u>	<u>132,111</u>
		<u>29,156</u>	<u>20,027</u>
Office Equipment			
Office Equipment - at cost		181,384	151,588
Less:- Accumulated Depreciation		<u>141,286</u>	<u>126,534</u>
		<u>40,098</u>	<u>25,054</u>
Sundry Assets			
The following items are included in Sundry Assets:- Noise			
Level Meters; Bindings for Publications and Reports; Hot			
Water Systems; Telephone Installations.			
Sundry Assets - at cost		8,799	8,799
Less:- Accumulated Depreciation		<u>5,644</u>	<u>5,098</u>
		<u>3,155</u>	<u>3,701</u>

the attached notes form part of these accounts

**NOTES TO THE FINANCIAL STATEMENTS****FINANCIAL ACCOUNTS FOR THE YEAR ENDED 30TH JUNE 2007****(Continued)**

	NOTE	2007 \$	2006 \$
10. INVESTMENTS			
Shares in Listed Companies - at market value		125,488	91,886
Macquarie Managed Portfolio - at market value		<u>2,059,609</u>	<u>-</u>
		<u>2,185,097</u>	<u>91,886</u>
11. AUDITOR'S REMUNERATION			
Amounts received, or due and receivable, by Auditors for:-			
Auditing the Accounts		<u>36,110</u>	<u>33,875</u>
Included above are amounts received, or due and receivable,			
by Auditors other than Forrest Roberts Bazbauers & Kindred			
Auditing the Accounts		<u>10,735</u>	<u>9,175</u>
12. SALARIES AND BENEFITS - OFFICIALS AND STAFF			
Salaries and Benefits, not including provisions			
for Long Service Leave and Annual Leave as shown in			
Note 3 comprise the following:-			
Honorary Elected Officials		520	520
Full Time Elected Officials		312,088	415,897
Staff		<u>475,788</u>	<u>432,024</u>
		<u>788,396</u>	<u>848,441</u>
13. TRAVEL AND ACCOMMODATION			
Head Office		59,209	38,308
Newcastle Branch		6,186	6,157
Victoria Branch		595	391
Western Australia Branch		139	90
Queensland Branch		532	48
Queensland District		-	-
Sydney Branch		-	-
South Australia Branch		54	-
		<u>66,715</u>	<u>44,994</u>

the attached notes form part of these accounts



NOTES TO THE FINANCIAL STATEMENTS

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FINANCIAL ACCOUNTS FOR THE YEAR ENDED 30TH JUNE 2007

	NOTE	2007 \$	2006 \$
14. STATEMENT OF CASH FLOWS			
a. Reconciliation of Net Cash provided by Operating Activities to Operating Surplus/(Deficit)			
OPERATING SURPLUS/(DEFICIT)		(87,355)	356,533
ADDBACK:-			
Deficit on Sale of Property, Plant and Equipment		-	-
Realised Loss on Investments		-	-
Unrealised Loss on Investments		12,494	-
Depreciation		38,205	34,594
Increase in Sundry Creditors and Accruals		-	32,843
Increase in Provision for Annual Leave		-	-
Increase in Provision for Long Service Leave		26,401	-
Decrease in Sundry Debtors		1,544	-
Increase in Contributions Received in Advance		-	194,040
		<u>78,644</u>	<u>261,477</u>
		(8,711)	618,010
DEDUCT:-			
Surplus on Sale of Property, Plant and Equipment		-	332,585
Realised Gain on Investments		26,739	-
Unrealised Gain on Investments		-	16,893
Macquarie Managed Portfolio Net Income Reinvested		54,535	-
Dividend Reinvested		57	48
Decrease in Contributions Received in Advance		127,010	-
Increase in Sundry Debtors		-	4,410
Decrease in Sundry Creditors and Accruals		32,585	-
Decrease in Provision for Annual Leave		2,133	9,669
Decrease in Provision for Long Service Leave		-	1,510
		<u>243,059</u>	<u>365,115</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES		<u>(251,770)</u>	<u>252,895</u>
b. Reconciliation of Cash:-			
Cash on Hand		3,034	2,824
Cash at Bank		393,594	432,273
Deposits at Call		555,156	2,839,162
		<u>951,784</u>	<u>3,274,259</u>

c. The union has no credit stand-by or financing facilities in place.

d. There were no non-cash financing or investing activities during the year.

the attached notes form part of these accounts



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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30TH JUNE 2007

Note 15: Segment Reporting

The Union operates predominantly in one business and geographical segment, being a union of employees providing industrial and workplace relations services to its members in Australia.

Note 16: Financial Instruments

Interest Rate Risk

The branch's exposure to interest rate risk, which is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates and the effective weighted average interest rates on those financial assets is not material.

Credit Risk

The maximum exposure to credit risk, excluding the value of any collateral or other security, at balance date to recognised financial assets is the carrying value of those assets, net of any provisions for doubtful debts, as disclosed in the balance sheet and notes to and forming part of those financial statements.

The company does not have any material credit risk exposure to any single debtor or group of debtors under financial instruments entered into by the company.

Net Fair Values

Assets and liabilities have been valued at their net fair value at balance date. This value approximates their carrying value. No financial assets and financial liabilities are readily traded on organised markets in standardised form. Financial assets where the carrying value exceeds fair net values have not been written down as the company intends to hold these assets to maturity. The aggregate net fair values and carrying amounts of financial assets and financial liabilities are disclosed in the balance sheet and in the notes to and forming part of the financial statements.

Note 17: Union Details

The principal place of business of the Union is:

Australian Institute of Marine and Power Engineers
52 Buckingham Street
SURREY HILLS NSW 2010



COMMITTEE OF MANAGEMENT STATEMENT

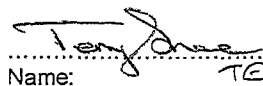
page 15

On 28th Nov, 2007 the Committee of Management passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30th June 2007:

The Committee of Management declares that in its opinion:

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with 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.
- (f) in relation to recovery of wages activity:
 - (i) there was no recovery of wages activity during the year

Signed on behalf of the Committee of Management by:



Name: TERRY SNEE
Title of Office held: FEDERAL PRESIDENT.

Signed at SYDNEY this 28th day of NOVEMBER, 2007



INDEPENDENT AUDIT REPORT

page 16

Scope

We have audited the financial report of the Australian Institute of Marine and Power Engineers for the year ended 30 June 2007 comprising the Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows and Notes to the Financial Statements. The Union's Committee of Management is responsible for the financial report. We have conducted an independent audit of the financial report in order to express an opinion on it to the members.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance whether the financial report is free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with Accounting Standards, the Workplace Relations Act 1996 and other mandatory professional reporting requirements in Australia so as to present a view which is consistent with our understanding of the Union's financial position and performance as represented by the results of its operations and its cash flows.

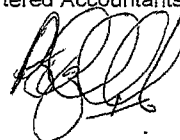
The audit opinion expressed in this report has been formed on the above basis.

Audit opinion

In our opinion, the financial report of the Australian Institute of Marine and Power Engineers is in accordance with applicable Accounting Standards, the Workplace Relations Act 1996 and other mandatory professional reporting requirements in Australia giving a true and fair view of the Branch's financial position as at 30 June 2007 and of their performance for the year ended on that date.

FORREST ROBERTS BAZBAUERS & KINDRED

Chartered Accountants



R.E. BAZBAUERS B.Com FCA

Partner

Level 1, 692 Pacific Highway

CHATSWOOD NSW 2067

Signed at



this 28th day of November, 2007

PENNA, Belinda

From: Henning Christiansen, AIMPE [hchristiansen@aimpe.asn.au]
Sent: Monday, 18 February 2008 12:55 PM
To: PENNA, Belinda
Cc: Cathy Han AIMPE Head Office Manager
Subject: FR2007/247

Ms Penna

re FR2007/247 -[009V] received 22 Jan 2008

The accounts are being presented to members via our February edition of our union journal 'On Watch'.

We have prepared a letter, dated 11 February, to you with the accounts attached however until we can positively confirm that the printers and distributors have delivered the journal + accounts to members we cannot conclude this matter. Expect to be able to do so later this week.

sincerely

Henning Christiansen,
Federal Secretary AIMPE



WEB: www.aimpe.asn.au



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: FR2007/247 -[009V]

Mr Henning Christensen
Federal Secretary
Australian Institute of Marine and Power Engineers
52 Buckingham Street
SURRY HILLS NSW 2010

Dear Mr Christensen

**Re: Australian Institute of Marine and Power Engineers, The
Outstanding Financial Documents - Workplace Relations Act 1996**

The Accounts and Audit Part of Schedule 1 of the *Workplace Relations Act 1996* requires, as a general rule, that the audited financial statements of a reporting unit of a registered organisation, be lodged in the Industrial Registry within 6 months and 14 days from the end of its financial year.

To date, the Registry has no record of lodgement of the financial reports of the above named reporting unit for the year ended 30 June, 2007. For details of these provisions and organisations' financial reporting obligations please refer to the Registry's earlier correspondence.

In particular there is no record of lodgement of copies of:

- the general purpose financial report;
- the auditor's report; or
- the operating report.

These three reports are referred to as the "full report".

Section 268 of the RAO Schedule¹ requires that a copy of the full report be lodged in the Registry within 14 days (or such longer period a Registrar allows) after the full report is presented to a general meeting of members (or to a committee of management meeting if the rules make provision consistent with s266(3)).

Section 266 (1) requires that the full report be presented to the meeting within 6 months of the end of the financial year. Therefore, lodgement of the documents in the Registry was required by **14 January, 2008.**

Section 305(2)(ze) of the RAO Schedule is a civil penalty provision. It provides that a failure to meet the requirements of s268 is a contravention of that civil penalty provision. The Federal Court may on application of the Industrial Registrar impose a pecuniary penalty on the person or organisation whose conduct contravened the civil penalty provision.

I also draw your attention to the provisions of Part 1 of Chapter 9 of the RAO Schedule which set out the general duties of officers and employees of organisations and their branches in relation to financial management.

In the absence of lodgement of a copy of the full report, I request you state in writing by **11 February, 2008:**

- whether the auditor has audited the general purpose financial report and if so, the date on which the auditor signed the audit report
- whether the committee of management has prepared the operating report

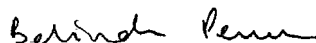
¹ Schedule 1 of the Workplace Relations Act 1996

- whether the full report has been provided to members, and if so, when
- whether the full report provided to the members has been presented to a general or committee of management meeting, and if so, when
- when a copy of the full report will be lodged in the Industrial Registry.

The full report when lodged must be accompanied by a certificate of the secretary or other authorised officer that the documents lodged are copies of the documents provided to members and presented to the general or committee of management meeting in accordance with s266.

If you wish to discuss this letter, please contact me on (02) 8374 6618. In reply please quote: **FR2007/247.**

Yours sincerely



Belinda Penna

E-mail: belinda.penna@air.gov.au

21 January, 2008



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: FR2007/247-[009V]

Mr Henning Christensen
Federal Secretary
The Australian Institute of Marine and Power
Engineers
52 Buckingham Street
SURRY HILLS NSW 2010

Dear Mr Christensen

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

A handwritten signature in black ink, appearing to be 'C. R.' followed by a long horizontal stroke.

For Deputy Industrial Registrar...
18 July, 2007

TIMELINE/ PLANNER

Financial reporting period ending:	/ /	
FIRST MEETING:		
Prepare General Purpose Financial Report (including Committee of Management Statement in accordance with C of M resolution) and Operating Report - s253(1), s254(1)	/ /	as soon as practicable after end of financial year
Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /	within a reasonable time of having received the GPFR
Provide full report free of charge to members.		
(a) if the report is to be presented before 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.	/ /	
(obligation to provide full report may be discharged by provision of a concise report s265(1))		
SECOND MEETING:		
Present full report to:		
(a) General Meeting of Members - s266 (1),(2), or	/ /	within 6 months of end of financial year
(b) where rules of organisation allow, a Committee of Management meeting - s266 (3)	/ /	within 6 months of end of financial year
Lodge full report (including any concise report) in the Industrial Registry together with secretary's certificate (or other officer authorised by the rules of the organisation) - s268	/ /	within 14 days of meeting

Note: The legislation makes limited provision for extensions of time concerning the provision of the full report to members and the presentation of the full report to a general meeting etc however the maximum extra time allowed can be no more than one month.

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:

¹*RAO 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.

²*Only applicable where a concise report is provided to members*

³*Insert whichever is applicable*