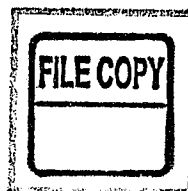




# Fair Work Australia

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 2008 (FR2008/476)**

I refer to previous correspondence in relation to the above mentioned financial statements. That correspondence concerned the fact that this and preceding 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. I am sure that suitable alterations can 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 2008.

It remains for me to point out the following detail. The item "Donations" in the Income Statement on page 4 shows a figure of \$101,446. 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



# AIMPE

Australian Institute of  
Marine and Power Engineers  
HEAD OFFICE

File No.: NN/3/0

8<sup>TH</sup> January 2009

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

Reference: Don't know for 0708

Dear Ms Penna,

**Re: AIMPE Financial Returns 2007-2008**

Please find enclosed bound copies of the Australian Institute of Marine and Power Engineers Financial Report for the year ended 30<sup>th</sup> June 2008.

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") on 17<sup>th</sup> November 2008. 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 17<sup>th</sup> November 2008.

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 4<sup>th</sup> December 2008

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

Yours faithfully,

*Cathy Han*

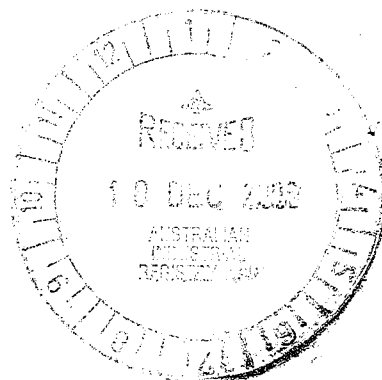
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**HENNING CHRISTENSEN  
FEDERAL SECRETARY  
AUSTRALIAN INSTITUTE OF  
MARINE & POWER ENGINEERS**

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FINANCIAL REPORT

FOR THE YEAR ENDED 30TH JUNE, 2008

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FORRESTS ROBERTS BAZBAUERS & KINDRED  
CHARTERED ACCOUNTANTS - SYDNEY

**Provided free of charge to members as an insert to November 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 2007-08 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]. After the amendments which took effect in March this procedure was changed and Agreements were lodged with the Workplace Authority. 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 2007-08, 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 2007-08 - 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. As with many other organizations, AIMPE suffered a reduction in the value of managed investment assets.

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.

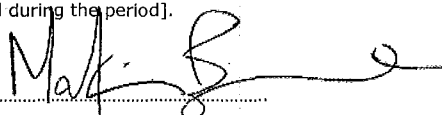
(c) Members are entitled to resign by providing a notice of resignation in writing to the Branch Secretary of the Branch to which the member belongs as provided by Rule 31. During 2007-08 there were 113 members who resigned from the AIMPE. The number of new members was 189. At 30<sup>th</sup> June 2008 the total number of members in the union was 2855 [including Honorary members].

(d) During 2007-08 the AIMPE Super Company Pty Ltd, [that was set up as a superannuation trustee company] was wound up as it no longer performs the Trustee function. The assets of the Australian Institute of Marine & Power Engineers Superannuation Plan are now managed by AMP under the SignatureSuper Master Trust.

(e) The Federal Executive of the AIMPE was elected by the 2007 Federal Council in a ballot conducted by the Australian Electoral Commission. This is the Committee of Management of the organization. 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 total number of people employed by AIMPE during 2007-08 was 16 [comprising 12 full-time staff, 2 part-time staff and 2 casual staff members]. This exceeded the number employed in 2006-07 because there were three resignations of full time staff [two replaced during the period] and one resignation of a casual staff member [replaced during the period].

Signed 

MARTIN BYRNE,  
Federal Treasurer, AIMPE

Dated November 17, 2008

**INCOME STATEMENT**  
**FOR THE YEAR ENDED 30TH JUNE 2008**

page 3

	NOTE	2008 \$	2007 \$
<b>INCOME</b>			
Membership Contributions (including arrears, entrance fees and less refunds)		1,679,012	1,519,312
On Watch Subscriptions		1,700	-
Interest Received		73,265	10,086
Bad Debt Recovered		6,554	-
Dividends Received		5,867	4,019
Net Income Received - Macquarie Managed Portfolio		59,551	54,535
Net Income Received - Other Trusts		574	-
Rent		34,142	36,125
Sundry		8,898	11,619
Surplus/(Deficit) on Sale of Property, Plant and Equipment		(361)	-
Realised Gain/(Loss) on Investments		(206,888)	26,739
Unrealised Gain/(Loss) on Investments		(363,818)	(12,494)
<b>TOTAL INCOME</b>		<b>1,298,496</b>	<b>1,649,941</b>
<b>EXPENDITURE</b>			
<b>PERSONNEL</b>			
Salaries - Officials and Staff	3 / 11	902,553	812,664
Superannuation		194,677	138,583
Payroll Tax		18,082	17,244
Workers Compensation Insurance		10,032	11,539
Fringe Benefits Tax		4,081	822
		<b>1,129,425</b>	<b>980,852</b>
<b>COMMUNICATIONS</b>			
Casual Typing		13,156	11,960
Postage & Freight		7,379	7,196
Printing & Stationery		8,492	9,576
Repairs & Maintenance - Office Equipment		6,866	3,803
Telephone, Internet & Facsimile		54,194	37,363
		<b>90,087</b>	<b>69,898</b>
<b>BUILDING</b>			
Cleaning & Maintenance		26,596	22,257
Insurance		11,213	11,384
Light & Power		5,575	5,715
Rates, Taxes & Land Tax		24,288	23,307
Valuation Fees		-	-
Agent Fees		1,172	1,104
		<b>68,844</b>	<b>63,767</b>
<b>TRAVEL AND ACCOMMODATION</b>	12	<b>48,465</b>	<b>66,715</b>

the attached notes form part of these accounts.

**INCOME STATEMENT**  
**FOR THE YEAR ENDED 30TH JUNE 2008**  
**(Continued)**

page 4

	NOTE	2008 \$	2007 \$
<b>MOTOR VEHICLE EXPENSES</b>			
Motor Vehicle Running Costs		17,597	20,296
Fringe Benefits Tax		1,263	1,475
		<b>18,860</b>	<b>21,771</b>
<b>OTHER ADMINISTRATION</b>			
Audit and Accountancy	10	36,339	36,110
Advertising		2,498	2,727
Affiliation Fees		23,532	29,153
Bank Charges and Government Duties		13,924	11,657
Donations		101,446	13,310
Entertainment		589	685
Florist		285	-
Legal Fees		15,905	113,195
Meetings		689	-
Publications		12,874	17,228
Staff Amenities		2,421	1,808
Staff Training		-	90
Sundry Expenses		7,192	3,200
		<b>217,694</b>	<b>229,163</b>
<b>PROJECTS</b>	4	<b>160,275</b>	<b>193,063</b>
<b>MISCELLANEOUS</b>			
Depreciation - Buildings	2 / 8	12,787	12,795
Depreciation - Other	2 / 8	29,038	25,410
On Watch		66,500	73,862
		<b>108,325</b>	<b>112,067</b>
<b>TOTAL EXPENDITURE</b>		<b>1,841,975</b>	<b>1,737,296</b>
<b>OPERATING SURPLUS/(DEFICIT)</b>		<b>(543,479)</b>	<b>(87,355)</b>
<b>TOTAL CHANGES IN EQUITY</b>	7	<b>(543,479)</b>	<b>(87,355)</b>

the attached notes form part of these accounts.

**BALANCE SHEET**  
**AS AT 30TH JUNE 2008**

page 5

	NOTE	2008 \$	2007 \$
<b>CURRENT ASSETS</b>			
Cash Assets	5	1,157,268	951,784
Receivables		31,221	19,465
<b>TOTAL CURRENT ASSETS</b>		<b>1,188,489</b>	<b>971,249</b>
<b>NON-CURRENT ASSETS</b>			
Property, Plant and Equipment	8	2,085,675	2,097,696
Investments	9	1,628,104	2,185,097
<b>TOTAL NON-CURRENT ASSETS</b>		<b>3,713,779</b>	<b>4,282,793</b>
<b>TOTAL ASSETS</b>		<b>4,902,268</b>	<b>5,254,042</b>
<b>CURRENT LIABILITIES</b>			
Membership Contributions Received in Advance		390,803	213,011
Payables		104,682	81,932
Provision for Annual Leave	3	100,656	103,899
<b>TOTAL CURRENT LIABILITIES</b>		<b>596,141</b>	<b>398,842</b>
<b>NON CURRENT LIABILITIES</b>			
Provision for Long Service Leave	3	221,968	227,562
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>221,968</b>	<b>227,562</b>
<b>TOTAL LIABILITIES</b>		<b>818,109</b>	<b>626,404</b>
<b>NET ASSETS</b>		<b>4,084,159</b>	<b>4,627,638</b>
<b>EQUITY</b>			
General Fund	7	1,959,205	2,502,684
Asset Revaluation Reserve	6	1,028,158	1,028,158
Capital Realisation Reserve		1,096,796	1,096,796
<b>TOTAL EQUITY</b>		<b>4,084,159</b>	<b>4,627,638</b>

the attached notes form part of these accounts.

**FOR THE YEAR ENDED 30TH JUNE 2008**

page 6

	NOTE	2008 \$	2007 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES:-</b>			
<b>RECEIPTS:-</b>			
Contributions, Entrance Fees and Levies Received from Members and "On Watch" Subscriptions		1,858,504	1,531,532
Interest Received		57,610	12,280
Dividends Received		5,718	3,962
Rent Income Received		34,142	42,549
Other Income Received		15,452	11,003
<b>TOTAL RECEIPTS</b>		<b>1,971,426</b>	<b>1,601,326</b>
<b>PAYMENTS:-</b>			
Payments to Suppliers and Employees		1,554,989	1,559,479
Payment Relating to Projects		160,275	212,369
Payments Relating to "On Watch"		66,500	81,248
<b>TOTAL PAYMENTS</b>		<b>1,781,764</b>	<b>1,853,096</b>
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	13a	<b>189,662</b>	<b>(251,770)</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:-</b>			
<b>RECEIPTS</b>			
Withdrawals from Macquarie Managed Portfolio		22,000	55,000
Proceeds from Sale of Property, Plant and Equipment		2,000	-
Proceeds from Sale of Shares in Listed Companies		23,987	-
<b>TOTAL RECEIPTS</b>		<b>47,987</b>	<b>55,000</b>
<b>PAYMENTS:-</b>			
Deposits into Macquarie Managed Portfolio		-	2,079,375
Payment for Property, Plant and Equipment		32,165	46,330
<b>TOTAL PAYMENTS</b>		<b>32,165</b>	<b>2,125,705</b>
<b>NET CASH USED IN INVESTING ACTIVITIES</b>		<b>15,822</b>	<b>(2,070,705)</b>
Net Increase / (Decrease) in Cash Held		205,484	(2,322,475)
Cash at the Beginning of the Financial year		951,784	3,274,259
<b>CASH AT THE END OF THE FINANCIAL YEAR</b>	13b	<b>1,157,268</b>	<b>951,784</b>

the attached notes form part of these accounts.

FOR THE YEAR ENDED 30TH JUNE 2008

**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.

FOR THE YEAR ENDED 30TH JUNE 2008

**Note 2: Statement of Significant Accounting Policies (cont'd)****(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.

**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.

## FOR THE YEAR ENDED 30TH JUNE 2008

## Note 2: Statement of Significant Accounting Policies (cont'd)

## (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.

## (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.

## FOR THE YEAR ENDED 30TH JUNE 2008

(Continued)

## 3. 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

	2008 \$	2007 \$
Provision for Annual Leave	(3,243)	(2,133)
Provision for Long Service Leave	(5,594)	26,401
	<u>(8,837)</u>	<u>24,268</u>

## 4. PROJECTS

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

Bunker Barge	1,376	-
Dredges	2,793	1,505
Electricity Commission of New South Wales	4,825	1,495
Federal Council	20,452	21,882
Federal Executive	12,308	18,060
Federal President	21,217	25,235
Industrial Relations Campaign	12,428	12,946
International Conferences - I.T.F./I.M.O.	41,561	48,119
Maritime Industry Seagoing Award	9,511	20,365
Offshore	7,815	19,450
Organisation - Non Union Sector	488	-
Port Services Award	610	305
Small Ships	2,883	1,008
Surveyors	-	676
Tourist Industry	2,579	8,026
Tugs	7,094	13,991
Tug Conference	12,335	-
	<u>160,275</u>	<u>193,063</u>

## 5. CASH ASSETS

Cash on Hand	2,823	3,034
Cash at Bank	591,917	393,594
Deposits at Call	562,528	555,156
	<u>1,157,268</u>	<u>951,784</u>

## 6. 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>

(Continued)

	NOTE	2008 \$	2007 \$
<b>7. GENERAL FUND</b>			
Retained surplus (deficit) at the beginning of the year		2,502,684	2,590,039
Operating Surplus/(Deficit) for the year		(543,479)	(87,355)
Retained surplus (deficit) at the end of the year		<u>1,959,205</u>	<u>2,502,684</u>
<b>8. PROPERTY, PLANT AND EQUIPMENT</b>			
<b>Freehold Land and Buildings</b>			
52 Buckingham Street, Surry Hills			
Sydney (at 2001 Independent Valuation + additions)		1,256,890	1,256,890
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>2,257,150</u>
Less:- Accumulated Depreciation		<u>271,055</u>	<u>258,268</u>
		<u>1,986,095</u>	<u>1,998,882</u>
<b>Motor Vehicles</b>			
Motor Vehicles - at cost		187,973	192,612
Less:- Accumulated Depreciation		<u>150,310</u>	<u>166,207</u>
		<u>37,663</u>	<u>26,405</u>
<b>Furniture and Fittings</b>			
Furniture and Fittings - at cost		167,783	164,173
Less:- Accumulated Depreciation		<u>139,473</u>	<u>135,017</u>
		<u>28,310</u>	<u>29,156</u>
<b>Office Equipment</b>			
Office Equipment - at cost		185,110	181,384
Less:- Accumulated Depreciation		<u>154,193</u>	<u>141,286</u>
		<u>30,917</u>	<u>40,098</u>
<b>Sundry Assets</b>			
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>6,109</u>	<u>5,644</u>
		<u>2,690</u>	<u>3,155</u>

(Continued)

	NOTE	2008 \$	2007 \$
<b>9. INVESTMENTS</b>			
Shares in Listed Companies - at market value		84,805	125,488
Macquarie Managed Portfolio - at market value		<u>1,543,299</u>	<u>2,059,609</u>
		<u>1,628,104</u>	<u>2,185,097</u>
<b>10. AUDITOR'S REMUNERATION</b>			
Amounts received, or due and receivable, by Auditors for:-			
Auditing the Accounts		<u>36,339</u>	<u>36,110</u>
Included above are amounts received, or due and receivable, by Auditors other than Forrest Roberts Bazbauers & Kindred			
Auditing the Accounts		<u>10,035</u>	<u>10,735</u>
<b>11. SALARIES AND BENEFITS - OFFICIALS AND STAFF</b>			
Salaries and Benefits, not including provisions for Long Service Leave and Annual Leave as shown in Note 3 comprise the following:-			
Honorary Elected Officials		676	520
Full Time Elected Officials		409,518	312,088
Staff		<u>501,196</u>	<u>475,788</u>
		<u>911,390</u>	<u>788,396</u>
<b>12. TRAVEL AND ACCOMMODATION</b>			
Head Office		32,385	59,209
Newcastle Branch		7,020	6,186
Victoria Branch		884	595
Western Australia Branch		378	139
Queensland Branch		7,655	532
Queensland District		-	-
Sydney Branch		-	-
South Australia Branch		<u>143</u>	<u>54</u>
		<u>48,465</u>	<u>66,715</u>



(Continued)

13. STATEMENT OF CASH FLOWS

a. Reconciliation of Net Cash provided by Operating Activities to Operating Surplus/(Deficit)

NOTE	2008 \$	2007 \$
OPERATING SURPLUS/(DEFICIT)	(543,479)	(87,355)

ADDBACK:-

Deficit on Sale of Property, Plant and Equipment	361	-
Realised Loss on Investments	206,888	-
Unrealised Loss on Investments	363,818	12,494
Depreciation	41,825	38,205
Increase in Sundry Creditors and Accruals	22,750	-
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	177,792	-
	813,434	78,644
	269,955	(8,711)

DEDUCT:-

Surplus on Sale of Property, Plant and Equipment	-	-
Realised Gain on Investments	-	26,739
Unrealised Gain on Investments	-	-
Macquarie Managed Portfolio Net Income Reinvested	59,551	54,535
Dividend Reinvested	149	57
Decrease in Contributions Received in Advance	-	127,010
Increase in Sundry Debtors	11,756	-
Decrease in Sundry Creditors and Accruals	-	32,585
Decrease in Provision for Annual Leave	3,243	2,133
Decrease in Provision for Long Service Leave	5,594	-
	80,293	243,059

NET CASH PROVIDED BY OPERATING ACTIVITIES

b. Reconciliation of Cash:-

Cash on Hand	2,823	3,034
Cash at Bank	591,917	393,594
Deposits at Call	562,528	555,156
	1,157,268	951,784

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.

Note 14: 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 15: 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 16: Union Details

The principal place of business of the Union is:

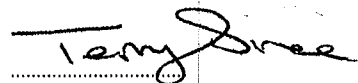
Australian Institute of Marine and Power Engineers  
52 Buckingham Street  
SURRY HILLS NSW 2010

On 17 November 2008, 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 30<sup>th</sup> June 2008:

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: T. Snee

Title of Office held: Federal President

Signed at Sydney this 17 day of November, 2008

the attached notes form part of these accounts.

## INDEPENDENT AUDIT REPORT

### Scope

We have audited the financial report of the Australian Institute of Marine and Power Engineers for the year ended 30 June 2008 comprising the Income Statement, Balance Sheet, Cash Flow Statement 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.

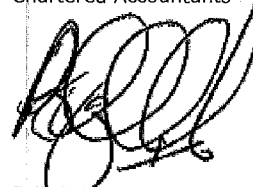
The audit opinion expressed in this report has been formed on the above basis.

### 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 2008 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 Sydney this 17 day of November, 2008

the attached notes form part of these accounts.



**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](mailto: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 year ending 30 June 2008 (FR2008/476)**

I refer to the abovementioned financial statements and accounts which were lodged in the Registry on 10 December 2008. As in previous years the documents have been lodged before it can be said that they have been presented in accordance with s266 of the RAO Schedule.

This recurrent issue in relation to the proper presentation of the financial statements and report in accordance with s266 remains unresolved. On 6 June 2008 Deputy Industrial Registrar Jenkins wrote to you regarding the matter but to date there is no record of any reply. The organisation's returns for 2006 and 2007 remain unfiled by the Registry pending the organisation's response. His letter followed earlier correspondence from me on the same matter.

In his letter, Deputy Industrial Registrar Jenkins sought your advice on what steps the Institute intended to take to rectify the recurring inconsistency between the Institute's rules and practices on the one hand and the requirements of the legislation. I am writing on his behalf to again seek your response, so that consideration can be given to the appropriate course of action that would assist the Institute to comply with the legislation without further delay.

Yours sincerely,

Stephen Kellett  
for Deputy Industrial Registrar

15 January 2009



**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: FR2008/476-[009V]**

Mr Martin Byrne  
AssistFed Sec / Treasurer / Sydney Br Sec  
Australian Institute of Marine and Power Engineers,  
The  
52 Buckingham Street  
SURRY HILLS NSW 2010

Dear Mr Byrne

**Re: Financial Return - year ending 30 June, 2008**  
**Schedule 1 of the Workplace Relations Act 1996 (RAO Schedule)**

This is a courtesy letter to remind you of the financial reporting obligations of the abovenamed reporting unit under the *Workplace Relations Act 1996* ('the Act') for the financial year ended 30 June, 2008.

The legislative scheme set out in Chapter 8, Part 3 of the RAO Schedule is directed at ensuring that a registered organisation or a branch of such an organisation discharges obligations of accountability to its members in relation to its financial affairs through proper and regular disclosure of financial information. The various steps of the financial reporting requirements must be carried out within the time-scales prescribed by the legislation so as to ensure the relevance of the financial information provided to the members. A copy of the time-scale provisions is attached for your information.

Now that the financial year has ended, it is timely that you put in train the various steps of the financial reporting requirements. We recommend you and your accountant/auditor refer to the following documents on the Commission's website where a new site has been created dealing with:

- RAO Fact sheets - These Fact Sheets explain the requirements of the RAO Schedule - many of them deal with financial reporting matters.
- Financial Reporting Sample Documents - Sample Committee of Management's Statement, Designated Officer's Certificate and checklists for illustrative purposes.
- Registrar's Reporting Guidelines - The GPFR 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 Schedule and RAO Regulations

You can access these documents at: <http://www.airc.gov.au/registered/FR/information.htm>.

The Registry strongly encourages your organisation to lodge documents electronically by either:

- Sending an email with the documents attached to: [orgs@air.gov.au](mailto:orgs@air.gov.au)
- Sending the documents by fax to: (03) 9655 0410

We encourage you to contact the Registry on (02) 8374 6507 or by e-mail at [steve.teece@air.gov.au](mailto:steve.teece@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

Steve Teece  
(02) 8374 6507  
10 July, 2008

## **TIMELINE/ PLANNER**

Financial reporting period ending:	/	/	
Prepare financial statements and Operating Report.			
<p>(a) A Committee of Management Meeting must consider the financial statements, and if satisfied, pass a resolution declaring the various matters required to be included in the Committee of Management Statement.</p> <p>(b) The Designated Officer must sign and date the Committee of Management Statement which is then forwarded to the auditor for consideration as part of the General Purpose Financial Report (GPFR).</p>	/	/	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 (NB: Auditor's report <u>must</u> be dated on or after date of Committee of Management Statement)
Provide full report free of charge to members – s265  The full report includes: <ul style="list-style-type: none"> <li>• the General Purpose Financial Report (which includes the Committee of Management Statement);</li> <li>• the Auditor's Report; and</li> <li>• the Operating Report.</li> </ul>	/	/	(a) if the report is to be presented to a General Meeting (which must be held within 6 months after the end of the financial year), the report must be provided to members 21 days before the General Meeting,  or  (b) in any other case including where the report is presented to a Committee of Management meeting*, the report must be provided to members within 5 months of end of financial year.
Present full report to:			
(a) General Meeting of Members - s266 (1),(2); or (b) where the rules of organisation or branch allow* - a Committee of Management meeting - s266 (3)	/	/	Within 6 months of end of financial year
	/	/	Within 6 months of end of financial year
Lodge full report in the Industrial Registry, together with the Designated Officer's certificate – s268 #	/	/	Within 14 days of meeting

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

# The Designated Officer's certificate must be signed by the Secretary or another officer who is an elected official and who is authorised under the rules (or by resolution of the organisation) to sign the certificate stating that the documents lodged are copies of the documents provided to members and presented to a meeting in accordance with s266 – dates of such events must be included in the certificate. A non-elected official is not allowed to sign the certificate.