



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: FR2006/602-[108N]

Mr Allan Peter
Federal Secretary
Club Managers' Association, Australia
PO Box 845
AUBURN NSW 1835

Dear Mr Peter

Financial Return - year ending 31 December, 2006

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

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

Information on AIRC Website

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

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

Reporting Unit

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

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

Industrial Registrar's Guidelines

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

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

Timeline Planner and Checklist

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

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

Three Reports

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

1. **General Purpose Financial Report** - this must comply with the Australian Accounting Standards and the Industrial Registrar's Reporting Guidelines. The GPFR consists of:
 - (a) Financial Statements containing:
 - a profit and loss statement, or other operating statement; and
 - a balance sheet; and
 - a statement of cash flows; and
 - any other statements required by the Australian Accounting Standards; and
 - (b) Notes to the Financial Statements containing:
 - notes required by the Australian Accounting Standards; and
 - information required by the Industrial Registrar's *Reporting Guidelines* under section 255 including disclosures related to any recovery of wages activity ; and
 - (c) Committee of Management Statement as required by the Registrar's Reporting Guidelines (a sample certificate for illustrative purposes is at Attachment C) including declarations related to the recovery of wages activity.
2. **Operating Report** - this report includes a review of your reporting unit's principal activities for the year and other specified information.

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

3. an **Auditor's Report**.

First Meeting (Committee of Management)

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

The Auditor

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

Informing Your Members

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

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

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

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

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

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

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

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

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

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

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

Lodge full report within 14 days of meeting

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

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

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

Complying with time limits

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

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

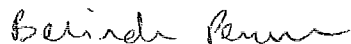
Extensions of Time

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

Contact the Registry

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

Yours sincerely



For Deputy Industrial Registrar
18 January 2007

Documents Checklist

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

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

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

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

Committee Of Management Statement

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

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

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

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

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

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

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

Title of Office held:

Signature:

Date:

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

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

Certificate of Secretary or other Authorised Officer¹

s268 of Schedule 1B *Workplace Relations Act 1996*

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

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

Signature

Date:

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*



27 April 2007

Deputy Industrial Registrar
Australian Industrial Registry
Level 8, Terrace Towers
80 William Street
EAST SYDNEY NSW 2011

Dear Sir/Madam,

CLUB MANAGERS ASSOCIATION AUSTRALIA

Please find enclosed the following documents for the above named Association:


- Certificate of the Secretary
- Financial Statements for the Year Ended 31 December 2006

Please note that there was no single donation exceeding \$1,000 in the financial year ended 31 December 2006.

The salary expenses in the Income and Expenditure Statement were all paid to employees. No holder of office was paid any remuneration by the entity for the financial year.

Should you have any queries in respect of the above, please do not hesitate to contact us.

Yours faithfully


Rod Grosvenor
Partner



RG:32669:01073045 ks

CLUB MANAGERS' ASSOCIATION AUSTRALIA
ABN 99 607 400 758

FINANCIAL REPORT

FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2006

27 APR 2007

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**CLUB MANAGERS' ASSOCIATION AUSTRALIA
OPERATING REPORT**

Your Federal Executive present their report on the Club Managers Association Australia for the financial year ended 31 December 2006.

The names of those who have been members of the Federal Executive of the organization at any time during the financial year are:

Jim Henry(Retired)	Allan Peter	Tim McAleer
William Clegg	Danny Munk	David O'Neil

The principal activity of the Organization during the year was that of a registered trade union. No significant change occurred in the nature of those activities during the year

The operating result of the Organization for the year ended 31 December 2006 was a deficit of \$56,657 (2005: Surplus of \$199,505). No provision for tax was necessary as the Organization is considered exempt.

There was no significant change in the financial affairs of the organization during the year.

Subject to the Rules of the organization and sec. 174 of the Act, members have the right to resign from membership of the Organization by written notice addressed to and delivered to the Federal Secretary of the Organization.

No officers and/or members of the Organization are directors of companies that are trustees of superannuation funds that require one or more of their directors to be a member of a registered organization.


In accordance with Regulation 159 of the Workplace Relations (Registration & Accountability of Organizations) Regulations –

- (a) the number of persons that were at the end of the financial year recorded in the register of members for sec. 230 of the RAO Schedule and who are taken to be members of the Organization under sec. 244 of the RAO Schedule was 2,286.
- (b) the number of persons who were at the end of the financial year employees of the Organization including both full-time and part-time employees measured on a full-time equivalent basis were 13

Signed for and on Behalf of the Federal Executive

Dated at Sydney this ²⁴ day of ~~February~~^{April}, 2007.


**WILLIAM CLEGG
FEDERAL PRESIDENT**


**ALLAN JAMES PETER
FEDERAL SECRETARY**

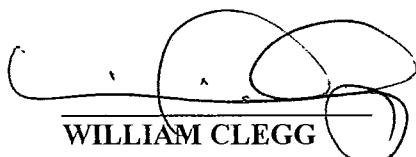
**CLUB MANAGERS' ASSOCIATION AUSTRALIA
COMMITTEE OF MANAGEMENT STATEMENT**


On 15th February, 2007 the Committee of Management of Club Managers Association Australia passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 31 December 2006.

- (a) the Balance Sheet and notes comply with the Australian Accounting Standards
- (b) the Balance Sheet and notes comply with the reporting guidelines of the Industrial Registrar;
- (c) the Balance Sheet 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 the year:
 - (i) meetings of the committee of management were held in accordance with the rules of the organization 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 organization 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 organization 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 organization; 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.

This declaration is made in accordance with a resolution of the Committee of Management

Signed at Sydney this 15th day of February 2007


**WILLIAM CLEGG
FEDERAL PRESIDENT**


**ALLAN JAMES PETER
FEDERAL SECRETARY**

CLUB MANAGERS' ASSOCIATION AUSTRALIA
INCOME STATEMENT
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2006

	NOTE	2006 \$	2005 \$
Revenue from rendering of services		4,245,019	3,908,173
Total revenue	3	<u>4,245,019</u>	<u>3,908,173</u>
Administration		990,944	847,797
Exhibitions		379,451	309,538
Club Management Magazines		341,958	347,781
CMDA Courses		1,697,316	1,610,054
CMDA Conferences		366,304	258,006
Zone operations		525,703	335,492
		<hr/>	<hr/>
Profit/Loss from continuing operations		(56,657)	199,505
		<hr/>	<hr/>
Profit/Loss attributable to members		<u>(56,657)</u>	<u>199,505</u>

The Income Statement is to be read in conjunction with the
attached notes to the financial statements

CLUB MANAGERS' ASSOCIATION AUSTRALIA

BALANCE SHEET

AS AT 31 DECEMBER 2006

	NOTE	2006 \$	2005 \$
CURRENT ASSETS			
Cash and cash equivalents	6	782,205	969,619
Trade and other receivables	7	252,984	231,949
Other financial assets	8	1,417,410	1,184,218
Others assets	9	189,379	202,353
TOTAL CURRENT ASSETS		<u>2,641,978</u>	<u>2,588,139</u>
NON-CURRENT ASSETS			
Property plant and equipment	10	378,076	281,515
TOTAL NON CURRENT ASSETS		<u>378,076</u>	<u>281,515</u>
TOTAL ASSETS		<u>3,020,054</u>	<u>2,869,654</u>
CURRENT LIABILITIES			
Trade and other payables	11	676,307	495,470
Provisions	12	143,656	122,948
TOTAL CURRENT LIABILITIES		<u>819,963</u>	<u>618,418</u>
NON CURRENT LIABILITIES			
Provisions	12	59,807	54,294
TOTAL NON CURRENT LIABILITIES		<u>59,807</u>	<u>54,294</u>
TOTAL LIABILITIES		<u>879,770</u>	<u>672,713</u>
NET ASSETS		<u>2,140,284</u>	<u>2,196,941</u>
EQUITY			
Accumulated surplus	13	2,140,284	2,196,941
TOTAL EQUITY		<u>2,140,284</u>	<u>2,196,941</u>

The Balance Sheet is to be read in conjunction with the
attached notes to the financial statements

CLUB MANAGERS' ASSOCIATION AUSTRALIA
 STATEMENT OF CASH FLOWS
 FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2006

	NOTE	2006 \$	2005 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from customers		4,140,862	4,455,332
Payments to suppliers and employees		(4,251,696)	(4,092,513)
Interest received		<u>96,096</u>	<u>74,592</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES	18(i)	<u>(14,738)</u>	<u>437,411</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Proceeds on disposal of plant and equipment		19,000	17,000
Payments for plant and equipment		(191,676)	(56,264)
NET CASH USED IN INVESTING ACTIVITIES		<u>(172,676)</u>	<u>(39,264)</u>
NET INCREASE/DECREASE IN CASH AND CASH EQUIVALENTS		(187,414)	398,147
CASH AND CASH EQUIVALENT AT THE BEGINNING OF THE FINANCIAL YEAR		969,619	571,472
CASH AND CASH EQUIVALENT AT THE END OF THE FINANCIAL YEAR	18(ii)	<u>782,205</u>	<u>969,619</u>

The Statement of Cash Flows is to be read in conjunction with the
 attached notes to the financial statements

CLUB MANAGERS' ASSOCIATION AUSTRALIA
STATEMENT OF CHANGES IN EQUITY
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2006

RETAINED EARNINGS	2006	2005
	\$	\$
Accumulated surplus at beginning of financial year	2,196,941	1,997,436
Operating surplus (deficit) for the year	(56,657)	199,505
Accumulated surplus at the end of financial year	<u>2,140,284</u>	<u>2,196,941</u>

The Statement of Changes In Equity is to be read in conjunction with the
attached notes to the financial statements

CLUB MANAGERS' ASSOCIATION AUSTRALIA
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2006

Note 1 Statement of significant accounting policies

The significant policies, which have been adopted in the preparation of this financial report are:

(a) Basis of preparation

The financial report is a general purpose financial report, which has been prepared in accordance with Accounting Standards, Urgent Issues Group Consensus Views, other authoritative pronouncements of the Australian Accounting Standards Board and the Workplace Relations Act 1996 and regulations there-under.

All amounts are presented in Australian dollars

Accounting Standards include Australian equivalents to International Financial Reporting Standards ('A-IFRS'). Compliance with the A-IFRS ensures that the financial statements and notes of the entity comply with International Financial Reporting Standards ('IFRS'). The entity financial statements and notes also comply with IFRS except for the disclosure requirements in IAS 32 'Financial Instruments: Disclosure and Presentation' as the Australian equivalent Accounting Standard, AASB 132 'Financial Instruments: Disclosure and Presentation' does not require such disclosures to be presented by the entity where its separate financial statements are presented together with the financial statements of the entity.

The entity changed its accounting policies on 1 January 2006 to comply with the Australian equivalents to International Financial Reporting Standards ('A-IFRS'). The transition to A – IFRS is accounted for in accordance with Accounting Standard AASB 1 'First – time Adoption of Australian Equivalents to International Financial Reporting Standards', with 1 January 2005 as the date of transition. The transition from superseded policies to A-IFRS has not affected the entity's Balance Sheet, Income Statement, Statement of Cash Flows and Statement of Changes In Equity.

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

(b) Revenue recognition

Rendering of services

Revenue from the rendering of services is recognised when the fee in respect of services provided is receivable.

Interest revenue

Interest revenue is recognised as it accrues.

Sale of non-current assets

The gross proceeds of non-current-asset sales are included as revenue of the Association when the asset is sold. The gain or loss on disposal is brought to account at the date an unconditional contract of sale is signed and is calculated as the difference between the carrying amount of the asset at the time of disposal and the net proceeds on disposal.

CLUB MANAGERS' ASSOCIATION AUSTRALIA
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2006

Note 1 Statement of significant accounting policies (continued)

(c) Property, plant and equipment

Acquisition

Purchased items of property, plant and equipment are recorded at cost.

Carrying amount

The form of future economic benefits comprising property plant and equipment is the service the assets provide rather than the generation of net cash inflows. Accordingly, the carrying amount of these assets is assessed relative to the expected future economic benefits rather than by reference to the assets recoverable amount.

Disposal of assets

The gain or loss on disposal of assets is calculated as the difference between the carrying amount of the asset at the time of disposal and the proceeds on disposal and is included in the results in the year of disposal.

Depreciation and amortisation

Items of property plant and equipment are depreciated/amortised using the straight-line method (SL) over their estimated useful lives or diminishing value (DV) method.

The depreciation rates used for each class of asset for the current and previous years are as follows:

Structural improvements	20% SL
Office equipment	15 – 40% DV
Library	25% DV
Mobile telephones	30% DV
Motor vehicles	22.50% DV

Assets are depreciated or amortised from the date of acquisition

(d) Payables

Liabilities are recognised for amounts to be paid in the future for goods and services received, whether or not billed to the Association. Trade accounts payable are normally settled within 30 days.

CLUB MANAGERS' ASSOCIATION AUSTRALIA
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2006

Note 1 Statement of significant accounting policies (continued)

(e) Employee benefits

Provision is made for the Association'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 benefits 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 Club Managers Association Australia to an employee superannuation fund and are charged as expenses when incurred.

(f) Goods and services tax

Revenues, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the taxation authority. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of the expense.

Receivables and payables are stated with the amount of GST excluded.

The net amount of GST recoverable from, or payable to, the ATO is included as a current asset or liability in the Balance Sheet.

Cash flows are included in the statement of cash flows on a gross basis. The GST components of cash flows arising from investing and financing activities, which are recoverable from, or payable to, the ATO are classified as operating cash flows and are included in cash receipts in the course of operations.

(g) Income Tax

No provision has been made in the financial statements for income tax as income of the union is exempt from income tax by virtue of section 50-15 of the Income Tax Assessment Act 1997

(h) Impairment of Assets

At each reporting date, the entity reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any). Where the asset does not generate cash flows that are independent from other assets, the entity estimates the recoverable amount of the cash-generating unit to which the asset belongs.

CLUB MANAGERS' ASSOCIATION AUSTRALIA
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2006

Note 1 Statement of significant accounting policies (continued)

Recoverable amount is the higher of fair value less costs to sell and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset for which the estimates of future cash flows have not been adjusted.

Where the future economic benefits of an asset are not primarily dependent on the asset's ability to generate net cash inflows and where the entity would, if deprived of the asset, replace its remaining future economic benefits, value in use shall be determined as the depreciated replacement cost of the asset.

If the recoverable amount of an asset (or cash-generating unit) is estimated to be less than its carrying amount, the carrying amount of the asset (cash-generating unit) is reduced to its recoverable amount. An impairment loss is recognised in profit or loss immediately, unless the relevant asset is carried at fair value, in which case the impairment loss is treated as a revaluation decrease.

Where an impairment loss subsequently reverses, the carrying amount of the asset (cash-generating unit) is increased to the revised estimate of its recoverable amount, but only to the extent that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset (cash-generating unit) in prior years. A reversal of an impairment loss is recognised in Income Statement immediately, unless the relevant asset is carried at fair value, in which case the reversal of the impairment loss is treated as a revaluation increase.

Note 2 Workplace Relations Act 1996

In accordance with the requirements of the Workplace Relations Act 1996, the attention of members is drawn to the provisions of sub-sections (1), (2) and (3) of Sections 272, which reads –

- (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).

CLUB MANAGERS' ASSOCIATION AUSTRALIA
 NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
 FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2006

	2006 \$	2005 \$
Note 3 Profit from operations		
The profit from operations includes the following sales revenue:		
CMA trade shows	489,127	440,147
Club Management Magazines	443,619	467,025
CMDA Courses	1,708,667	1,584,983
CMDA Conferences	310,592	248,359
CMAA Zones Functions	551,700	413,698
CMAA Subscriptions and sponsorships	741,314	675,750
Other revenue	-	78,211
Total revenue from ordinary activities	<u>4,245,019</u>	<u>3,908,173</u>
Attributable to:		
Continuing operations	<u>4,245,019</u>	<u>3,908,173</u>
	<u>4,245,019</u>	<u>3,908,173</u>

Note 4 Operating surplus/(deficit) from operating Activities

(a) Operating surplus/(deficit) from operating activities has been arrived at after charging/(crediting) the following items:

Depreciation of:		
Structural improvements	9,933	51,471
Office machines	27,087	26,264
Library	251	80
Office equipment	7,346	6,676
Mobile telephones	1,524	473
Motor vehicles	28,521	29,698
Total depreciation	<u>74,662</u>	<u>114,662</u>

Note 5 Auditors' remuneration

Audit services		
Auditors of the Association	15,000	16,000
Other services		
Auditors of the Association	32,500	22,000

CLUB MANAGERS' ASSOCIATION AUSTRALIA
 NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
 FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2006

	2006	2005
	\$	\$
Note 6 Cash and cash equivalents		
Cash on hand	500	500
Cash at bank	332,871	544,387
Cash at bank – Zones	448,834	424,732
	<u>782,205</u>	<u>969,619</u>
Note 7 Trade and other receivables		
Trade debtors	212,887	226,270
Less: Provision for doubtful debts	(5,541)	(5,541)
Interest Receivables	35,364	2,284
GST Receivables	10,274	8,936
	<u>252,984</u>	<u>231,949</u>
Note 8 Other financial assets		
Current		
Fixed term deposit	575,192	71,658
Expansion fund	60,228	112,560
Community First term deposit	781,990	1,000,000
	<u>1,417,410</u>	<u>1,184,218</u>
Note 9 Other assets		
Prepayments & Training Materials	189,379	202,353
	<u>189,379</u>	<u>202,353</u>

CLUB MANAGERS' ASSOCIATION AUSTRALIA
 NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
 FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2006

	2006	2005
	\$	\$
Note 10 Property plant and equipment		
Structural improvements – at cost	580,341	580,341
Less: Accumulated depreciation	<u>(571,559)</u>	<u>(561,626)</u>
	<u>8,782</u>	<u>18,715</u>
Office equipment - at cost	136,344	153,162
Less: Accumulated depreciation	<u>(80,373)</u>	<u>(103,549)</u>
	<u>55,971</u>	<u>49,613</u>
Library - at cost	8,619	8,619
Less: Accumulated amortisation	<u>(8,619)</u>	<u>(8,368)</u>
	<u>-</u>	<u>251</u>
Office machines - at cost	377,233	413,773
Less: Accumulated depreciation	<u>(243,082)</u>	<u>(315,284)</u>
	<u>134,151</u>	<u>98,489</u>
Mobile telephones - at cost	10,051	5,178
Less: Accumulated depreciation	<u>(2,556)</u>	<u>2,289</u>
	<u>7,495</u>	<u>2,889</u>
Motor vehicles – at cost	245,220	205,721
Less: Accumulated depreciation	<u>(73,543)</u>	<u>94,163</u>
	<u>171,677</u>	<u>111,558</u>
Total plant and equipment net book value	<u><u>378,076</u></u>	<u><u>281,515</u></u>

	Structural improvements	Office equipment	Library	Office Machines	Mobile Telephones	Motor vehicles
Carrying amount at the beginning of year	18,715	49,613	251	98,489	2,889	111,558
Additions		15,259		67,453	6,192	102,772
Disposals		(1,555)		(4,704)	(62)	(14,132)
Depreciation Expense	(9,933)	(7,346)	(251)	(27,087)	(1,524)	(28,521)
Carrying amount at end of year	<u>8,782</u>	<u>55,971</u>	<u>-</u>	<u>134,151</u>	<u>7,495</u>	<u>171,677</u>

CLUB MANAGERS' ASSOCIATION AUSTRALIA
 NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
 FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2006

Note 11 Trade and other payables

Current

Trade creditors	98,316	76,641
Accrued expenses	30,076	45,067
Advertising commissions	16,585	20,418
Prepaid members' subscriptions	147,190	159,483
Unearned income	357,036	193,861
FBT liability	27,104	-
	<u>676,307</u>	<u>495,470</u>

Note 12 Provisions

Employee benefits

Aggregate employee benefits including on-costs:

Current

Employee benefits	143,656	122,948
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Non-Current

Employee benefits	59,807	54,294
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Total

	<u>203,463</u>	<u>177,242</u>
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Number of employees

Average number of employees during the year	13	10
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Note 13 Accumulated surplus reconciliation

Accumulated surplus at beginning of financial year	2,196,941	1,997,436
Operating surplus (deficit) for the year	(56,657)	199,505
Accumulated surplus at the end of financial year	<u>2,140,284</u>	<u>2,196,941</u>

Note 14 Commitments

Non-cancellable operating lease expense commitments

Future operating lease rentals not provided for in the financial statements and payable:

Within one year	242,942	248,949
One year or later and no later than five years	724,665	328,449
Later than five years	-	-
	<u>967,607</u>	<u>577,398</u>

The Association leases property and equipment under non-cancellable operating leases expiring from one to five years. Leases generally provide the Association with a right of renewal at which time all terms are renegotiated.

CLUB MANAGERS' ASSOCIATION AUSTRALIA
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2006

Note 15 Additional financial instruments disclosure

The Association's activities expose it to credit, liquidity and cash flow risks from its operations. The Association is not materially exposed to any one entity. Financing facilities and operating cash flows are managed to ensure that the Association is not exposed to any adverse liquidity risks. Adequate standby facilities are maintained to provide strategic liquidity to meet unexpected and material cash outflows in the ordinary course of business.

(a) Interest rate risk

The Association's exposure to interest rate risk and the effective weighted average interest rates for classes of financial assets and financial liabilities, is set out below:

	Note	Weighted average interest rate	Floating interest rate	Fixed interest maturing in:			Non- interest bearing	Total
		%	\$	1 year or less	1 to 5 years	More than 5 years	\$	\$
2006								
<i>Financial Assets</i>								
Cash assets	6	0.95	782,205	-	-	-	-	782,205
Receivables	7		-	-	-	-	252,984	252,984
Other financial assets	8	5.80	1,417,410	-	-	-	-	1,417,410
			2,199,615	-	-	-	252,984	2,452,599
<i>Financial liabilities</i>								
Payables	11		-	-	-	-	676,307	676,307
Interest Bearing			-	-	-	-	-	-
			-	-	-	-	676,307	676,307
2005								
<i>Financial Assets</i>								
Cash assets	6	5.25	969,619	-	-	-	-	969,619
Receivables	7		-	-	-	-	231,949	231,949
Other financial assets	8	5.25	1,184,218	-	-	-	-	1,184,218
			2,153,837	-	-	-	231,949	2,385,786
<i>Financial liabilities</i>								
Payables	11		-	-	-	-	495,470	495,470
Interest Bearing			-	-	-	-	-	-
			-	-	-	-	495,470	495,470

CLUB MANAGERS' ASSOCIATION AUSTRALIA
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2006

Note 15 Additional financial instruments disclosure (continued)

(b) Credit risk exposures

Credit risk represents the loss that would be recognised if counterparties failed to perform as contracted.

Recognised financial instruments

The credit risk on financial assets, of the Association, which have been recognised on the Balance Sheet, is the carrying amount, net of any provision for doubtful debts.

The Association minimises concentrations of credit risk by undertaking transactions with a large number of customers and counterparties.

(c) Net fair value of financial assets and liabilities

The Association's financial assets and liabilities included in assets and liabilities in the Balance Sheet are carried at amounts that approximate net fair value. These include bank term deposits, receivables, other financial assets, and trade creditors and borrowings.

Note 16 Related parties

Federal Executives

Number of Federal Executives whose income from Club Managers Association Australia or any related parties was within the following bands:

\$0 - \$9,999	5	5
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No member of the Federal executive received any income from Club Managers Australia during the year.

The name of each person holding the position of Federal Executive of the Club Managers Association of Australia during the year ended 31 December 2006 were:

Allan Peter Bill Clegg Danny Munk Tim McAleer David O'Neil

Note 17 Organisation Details

The registered and business office of the organisation is:

Club Manager Association Australia
67-73 St. Hilliers Road
Auburn
Sydney NSW 2144

CLUB MANAGERS' ASSOCIATION AUSTRALIA
 NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
 FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2006

Note 18 Notes to the statement of cash flows

(i) Reconciliation of operating surplus for the year to net cash provided by operating activities

	Note	2006 \$	2005 \$
Operating surplus/ (deficit) for the year		(56,657)	199,505
Add: Non-cash items			
Depreciation	4	74,662	114,662
Loss on disposal of assets		1,453	19,477
Net cash provided by operating activities before change in assets and liabilities		19,458	333,644
Change in assets and liabilities during the financial year:			
Decrease/(increase) in net receivables	7	(21,035)	(77,170)
Decrease/(increase) in other current assets	8,9	(220,218)	(4)
Increase/(decrease) in payables	11	180,836	96,114
Increase/(decrease) in provisions	12	26,221	84,827
Net cash provided by operating activities		(14,738)	437,411

(ii) Reconciliation of cash

For the purposes of the Statement of cash flows, cash includes cash on hand and at bank and short-term deposits at call, net of outstanding bank overdrafts. Cash at the end of the financial year as shown in the Statement of cash flows is reconciled to the related items in the Balance Sheet as follows:

	Note	2006 \$	2005 \$
Cash at bank and on hand	6	782,205	969,619
		782,205	969,619

Note 19 Segment Reporting

The Association operates in one segment being a trade union in Australia.



**INDEPENDENT AUDIT REPORT TO THE FEDERAL COUNCIL OF
The Club Managers Association Australia**

Scope

We have audited the financial report of the Club Managers Association Australia for the financial year ended 31 December 2006 set out on pages 2 to 17

The financial report includes the Operation Report and Committee of Management Statement, Balance Sheet, Income Statement, Statement of Cash Flows, Statement of Changes In Equity and notes to and forming part of the Financial Statements of the Club Managers Association Australia. The members of the Executive Committee are responsible for the financial report. We have conducted an independent audit of this financial report in order to express an opinion on it to the members of the organization.

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 include examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial reporting 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 and other mandatory professional reporting requirements in Australia and statutory requirements so as to present a view which is consistent with our understanding of the Association's financial position and performance as represented by the results of their operations and their cash flows.

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

Independence

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements.

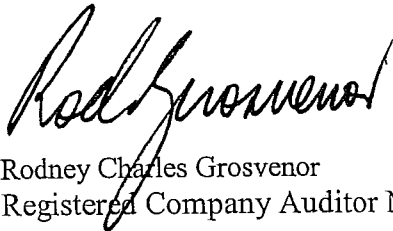
Audit Opinion

In our opinion:

- a. the financial report of the Club Managers Association Australia is in accordance with sections 253 and 270 of the Workplace Relation Act 1996, as amended to:

- i. give a true and fair view of the Association's financial position as at 31 December 2006 and of its performance for the year ended on that date as represented by the results of their operation and their cash flows; and
 - ii. comply with Accounting Standards in Australia;
- b. the Association kept satisfactory accounting records for the year ended 31 December 2006, which detailed the sources and nature of the income of the Association (including income from members) and the nature and purposes of expenditure; and
- c. all information and explanations that are required under schedule 1(b) of the Workplace Relations Act 1996 have been provided by officers and employees of the Association.

Grosvenor Schiliro
Chartered Accountants



Rodney Charles Grosvenor
Registered Company Auditor No.

Dated this 27th day of April ~~February~~ 2007

CLUB MANAGERS ASSOCIATION AUSTRALIA
CERTIFICATE OF SECRETARY
Industrial Relations Act 1988 – Section 280(1)(b)
Industrial Relations Regulation – 114

I Allan Peter, Federal Secretary of the Club Managers Association Australia hereby, certify that the documents lodged herewith are true copies of the accounts, auditor's report and certificates supplied to members in the general meeting of members held on 3rd April 2007 and presented to the executive meeting of members of the organization for approval on 3rd April 2007 in respect of the financial year of the organization ending 31 December 2006.



ALLAN PETER
SECRETARY

DATED AT SYDNEY THIS 24..... DAY OF April..., 2007



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 Allan Peter
Federal Secretary
Club Managers Association Australia
67-73 St Hilliers Road
AUBURN NSW 2144



Dear Mr Peter

**Re: Lodgement of Financial Return – Club Managers’ Association Australia –
for year ending 31 December 2006 (FR2006/602)**

I refer to the abovementioned financial statements lodged in the Registry on 30 April 2007. Before filing the documents I seek your advice on the following question.

Timing of supply of Report to members

The concise report lodged indicates that the relevant documents were signed and dated on 15 February 2007. I assume that the production of a concise report indicates that it is this version of the report that was supplied to members. For compliance with s265(5) of the RAO Schedule, the organisation should have supplied this to the members 21 days before presentation to a members’ general meeting.

However, the Secretary’s Certificate accompanying the full report states that the documents were “supplied to members in the general meeting of members held on 3rd April 2007 and presented to the executive meeting....for approval on 3rd April 2007...”

There are two issues. Firstly, if the members did not receive the concise report 21 days before the 3rd April, then the organisation has failed to comply with s265(5) of the RAO Schedule. Secondly, presentation of the report to the organisation’s executive meeting does not satisfy s266(1) because it is the Registry’s view that the organisation does not have a 5% rule which meets the requirements of s266(3), which would entitle it to present the documents to a committee of management meeting.

Can you advise whether the organisation supplied the report to members at any time prior to the 3rd April meeting?

If this was not the case, can you advise whether the organisation will be able to take steps in future to ensure that it will be able to comply with s265(5) and s266(1)?

I look forward to your advice at your earliest convenience. If you have any query regarding this which you would like to discuss with me before responding, please do not hesitate to contact me on 0429 462 979.

Yours sincerely

Stephen Kellett
for Deputy Industrial Registrar.

6 June 2007



FAXED
11-7-07

11 July 2007

Mr Stephen Kellett
For Deputy Industrial Registrar
Australian Industrial Registry
Level 8 Terrace Towers
80 William Street
EAST SYDNEY NSW 2011



By Fax: 9380 6990

Dear Mr Kellett

Lodgement of financial return - Club Managers' Association Australia - for Year ending 31 December 2006 (FR2006/602)

I refer to your letter of 6 June 2007.

There are a number of matters I wish to draw to your attention in reply.

Firstly, I advise that in accordance with s.265(2) of Schedule 1 ('Schedule') to the *Workplace Relations Act 1996* the Federal Executive of the Association resolved earlier this year that a concise report be provided to members rather than a full report. This action was consistent with Rule 11A(b) of the Rules of the Association which provides that the Federal Executive shall have power to resolve that a concise report be provided to all members of the Association in lieu of a full report. The concise report was provided to members on 31 March 2007. This was consistent with s.265(5)(b) of the Schedule whereby the concise report may be provided to members in the period of 5 months commencing at the end of the financial year. This again is consistent with Rule 11A(a) of the Rules of the Association which provides that the Federal Secretary shall within five (5) months of the end of the financial year provide free of charge to all members of the Association a copy of the full report for the financial year. The sub rule further provides that the full report may be circulated to members by publication in the Association's journals, by correspondence or email, on the Association's website or by some other method where all Association members have access to and are able to view the full report.

Of course, Rule 11A(b) prevails over Rule 11A(a) where the Federal Executive resolves that the concise report be provided to members.

Secondly, Rule 11A(c) of the Association's Rules is a '5% rule' in accordance with s.266(3) of the Schedule. It was therefore appropriate that the Federal Executive being the Committee of Management of the Association, considered the full report at its meeting on 3 April 2007.

In addition to the requirements of the Schedule, the Association published on its website on 4 April 2007 a copy of the full report.

The full report was also provided to members who attended the general meeting on 3 April 2007. This also was in addition to the requirements of the Schedule in circumstances where the general meeting of the members was not one as envisaged by s.266(1) due to the combination of s.266(3) and Rule 11A(c) of the Rules of the Association.

It is therefore submitted that the Association has complied with s.265(5) of the Schedule having regard to s.265(5)(b). It is further submitted that the presentation of the full report to the Federal Executive on 3 April 2007 was in compliance with s.266(3) having regard to Rule 11A(c) of the Rules of the Association.

The Association remains confident that it will be able to continue to comply with the requirements of the Schedule in the future.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Allan J Peter', written in a cursive style.

Allan J Peter ACCM
Federal Secretary.



Australian Government
Australian Industrial Registry

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Mr Allan Peter
Federal Secretary
Club Managers' Association Australia
67-73 St Hilliers Road
AUBURN NSW 2144

Dear Mr Peter

**Re: Lodgement of Financial Return – Club Managers' Association Australia –
for year ending 31 December 2006 (FR2006/602)**

I refer to the abovementioned financial statements lodged in the Registry on 30 April 2007 which have been under consideration by the Registry. I also wish to acknowledge your letter dated 11 July 2007 in reply to my own of 6 June 2007. In the normal course of events, I would have corresponded with you regarding the return much sooner and I sincerely apologise for the delay.

Your comments and advice with respect to the issue of compliance with ss265(5) and 266(3) and the operation of the Association's rule 11A are appreciated and noted. The Registry made an inadvertent error by making reference to a superseded version of the Association's rules.

The Association has indeed complied with the requirements of the RAO Schedule and the documents have now been filed.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Stephen Kellett', with a long horizontal flourish extending to the right.

Stephen Kellett
for Deputy Industrial Registrar.

28 April 2008