

CEPU PLUMBING DIVISION
Communications, Electrical and Plumbing Union

FEDERAL OFFICE

EARL SETCHES
Federal Secretary

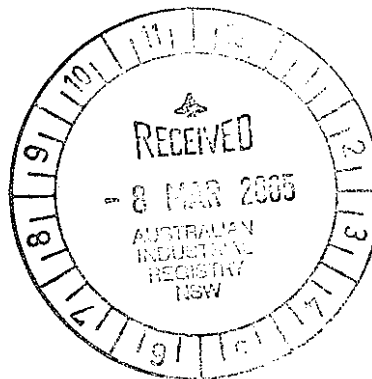
BRIAN O'REILLY
Federal President

52 Victoria St
Carlton South 3053

Ph: 03 9662 1400
Fax: 03 9663 7516

4 March 2005

Peter McKerrow
For Deputy Industrial Registrar
Level 8, Terrace Towers
80 William St, East Sydney NSW 2011



Dear Mr McKerrow

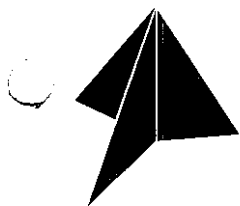
Re: Financial reports for CEPU Plumbing Division Federal Office Y/E 30 June 04

Enclosed are the Financial Reports (and concise reports) for the Communications, Electrical, Electronic, Information, Postal, Plumbing and Allied Services Union Of Australia Plumbing for the Year ended 30 June 04, and the Secretary's Certificate.

Yours sincerely

Robyn Wilson
Finance Manager





CEPU PLUMBING DIVISION
Communications, Electrical and Plumbing Union

FEDERAL OFFICE

EARL SETCHES
Federal Secretary

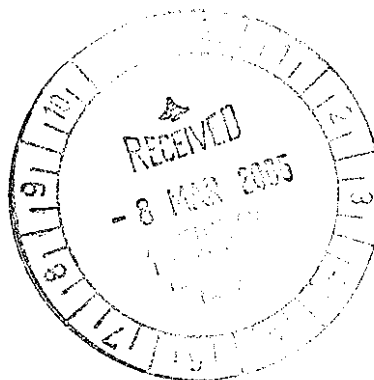
52 Victoria St
Carlton South 3053

Ph: 03 9662 1400
Fax: 03 9663 7516

SECRETARY'S CERTIFICATE

I Earl Setches, Federal Secretary, certify that the copies of the Auditors Report, accounts and statements of the Communications, Electrical, Electronic, Information, Postal, Plumbing & Allied Services Union of Australia - Federal Office for the year ended 30 June 2004, as lodged in the Industrial Registry are copies of the documents that were made available to the Members on our Website on and from 13th December 2004 (in concise format) and subsequently presented to the Committee of Management Meeting 28th February 2005.

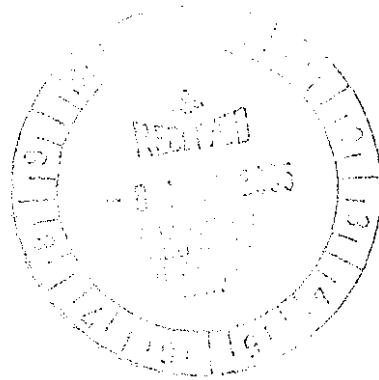

Earl Setches
Federal Secretary



Date 3.3.05



**COMMUNICATIONS, ELECTRICAL,
ELECTRONIC, ENERGY, INFORMATION,
POSTAL, PLUMBING AND ALLIED SERVICES
UNION OF AUSTRALIA
PLUMBING DIVISION – NATIONAL OFFICE**



CONCISE FINANCIAL REPORT

30 JUNE 2004

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION,
POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA
PLUMBING DIVISION - NATIONAL OFFICE**

OPERATING REPORT

Principal activities

The principal activities of the National Office during the financial year was to provide representation and support to our members. There were no significant changes to the principal activities during the year.

Review of results

The net result of operations for the twelve months was a profit of \$137,954 (2003: \$267,056).

Significant Changes in the State of Affairs

In the opinion of the Divisional Council, there were no significant changes in the National Office's state of affairs during the financial year.

Resignation of Members

As per section 174 of the Workplace Relations Act 1996, a member of an organisation may resign from membership by written notice addressed and delivered to a person designated for the purpose in the rules of the organisation or a branch of the organisation.

Number of Members

As at 30 June 2004, the number of members of the branch was 15,181 (2003: 13,093).

Number of Employees

As at 30 June 2004, the number of full time equivalent employees was 1(2003: 1).

Executive Members

E Setches
G Jacobsen
B O'Reilly

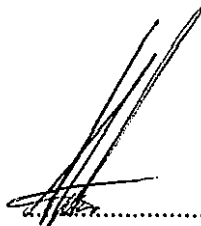
J Gullestrup
S McCarney
N Lean

Future Developments

The Tasmanina branch of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing & Allied Services Union of Australia, Plumbing Division is to join with another Union. The ACT branch is to be taken over by the Victorian Branch and will no longer operate as a separate entity. The dates for these events have yet to be determined.

Signed in accordance with a resolution of the National Executive,


.....
EARL SETCHES


.....
GARY JACOBSEN

Dated this ~~30th~~ day of ~~November~~ 2004.

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION,
POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA
PLUMBING DIVISION - NATIONAL OFFICE**

DIVISIONAL COUNCIL CERTIFICATE

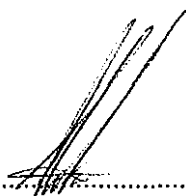
On ~~30 November~~ 2004, the Divisional Council of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia - Plumbing Division - National Office passed the following resolution in relation to the concise financial report of the reporting unit for the financial year ended 30 June 2004:

The Divisional Council declares in relation to the concise financial report that in its opinion:

- (a) the financial statements comply with the Australian Accounting Standard AASB1039: Concise Financial Reports;
- (b) the financial statements comply with the Reporting Guidelines of the Industrial Registrar;
- (c) the financial statements 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 concise financial report relates and since the end of that year:
 - (i) meetings of the Divisional Council 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 have been no orders for inspection of financial records made by the Commission under section 273 of the RAO Schedule during the period.

For the Committee of Management:


.....
EARL SETCHES


.....
GARY JACOBSEN

Dated this ~~30TH~~ day of ~~November~~ 2004.

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION,
POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA
PLUMBING DIVISION - NATIONAL OFFICE**

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30 JUNE 2004**

	2004 \$	2003 \$
Income from ordinary activities		
Per Capita Contributions	374,090	338,563
Other Contributions	104,535	115,884
Interest Received	695	94
Other Income	<u>582</u>	<u>2,000</u>
	<u>479,902</u>	<u>456,541</u>
Expenses from ordinary activities		
General Secretary Expense Allowance	10,078	9,492
Salaries - Office Staff	23,722	55,547
Air Fares & Accommodation	54,029	22,811
Affiliation Fees	21,647	7,700
Audit Fees	6,775	4,900
Bank Charges	199	613
Computer expenses	68	-
Interest on Group Tax	16	69
Federal Council & Executive Conferences & Travel	1,740	2,222
Depreciation	4,062	7,774
Debts written off	11,633	-
Industrial Law Updates	-	266
Work Cover Premium	377	390
Legal Expenses	2,271	4,000
Postage & Freights	-	86
Printing & Stationery	316	458
Provision for Annual Leave	-	(6,738)
Provision for Long Service Leave	(7,692)	14,290
Provision for Doubtful Debts	70,969	51,716
Professional Fees	-	956
Subscriptions	1,440	1,230
Sundry Expenses	2,814	24
Superannuation	1,192	6,620
Payroll & Fringe Benefit Tax	3,286	3,168
Telephone	-	1,871
Vehicle Expenses	<u>542</u>	<u>20</u>
	<u>209,484</u>	<u>189,485</u>
Surplus from ordinary activities	270,418	267,056
Assets transferred to Branches	<u>132,464</u>	<u>-</u>
Net Surplus/(Deficit)	<u>\$ 137,954</u>	<u>\$ 267,056</u>

The statement of financial performance is to read in conjunction with the attached notes

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION,
POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA
PLUMBING DIVISION - NATIONAL OFFICE**

**STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2004**

	2004 \$	2003 \$
CURRENT ASSETS		
Cash Assets	50,478	34,208
Receivables	<u>638,329</u>	<u>561,451</u>
TOTAL CURRENT ASSETS	<u>688,807</u>	<u>595,659</u>
 NON CURRENT ASSETS		
Plant and Equipment	<u>14,132</u>	<u>16,340</u>
TOTAL NON CURRENT ASSETS	<u>14,132</u>	<u>16,340</u>
TOTAL ASSETS	<u>702,939</u>	<u>611,999</u>
 CURRENT LIABILITIES		
Payables	30,261	13,227
Provisions	<u>56,855</u>	<u>-</u>
TOTAL CURRENT LIABILITIES	<u>87,116</u>	<u>13,227</u>
 NON CURRENT LIABILITIES		
Provisions	<u>61,705</u>	<u>182,608</u>
TOTAL LIABILITIES	<u>148,821</u>	<u>195,835</u>
NET ASSETS	<u>\$ 554,118</u>	<u>\$ 416,164</u>
 EQUITY		
General Fund	<u>554,118</u>	<u>416,164</u>
TOTAL EQUITY	<u>\$ 554,118</u>	<u>\$ 416,164</u>

The statement of financial position is to be read in conjunction with the attached notes

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION,
POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA
PLUMBING DIVISION - NATIONAL OFFICE**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2004**

	2004 Inflows (Outflows) \$	2003 Inflows (Outflows) \$
Cash Flows from Operating Activities		
Per Capita Contributions	238,761	332,984
Other Contributions	104,535	115,884
Interest Received	695	95
Other	4,045	6,600
Payments to Suppliers and Employees	(329,896)	(139,417)
Retiring Allowance & Termination Payments	(16)	-
Net Provided by Operating Activities	<u>18,124</u>	<u>316,146</u>
Cash Flows from Investing Activities		
Payment for purchase of plant and equipment	(1,854)	-
Net Cash Provided by/(Used in) Investing Activities	<u>(1,854)</u>	<u>-</u>
Cash Flows from Financing Activities		
Loan repayments to State Branch	-	(285,890)
Net Cash Provided by/(Used in) Financing Activities	<u>-</u>	<u>(285,890)</u>
Net Increase /(Decrease) in Cash Held	16,270	30,256
Cash at Beginning of Year	<u>34,208</u>	<u>3,952</u>
Cash at End of Year	<u>\$ 50,478</u>	<u>\$ 34,208</u>

The statement of cash flows is to be read in conjunction with the attached notes

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION,
POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA
PLUMBING DIVISION - NATIONAL OFFICE**

Notes to the Concise Financial Report

This concise report has been derived from the full financial report for the year ended 30 June 2004 and has been prepared in accordance with Australian Accounting Standard AASB1039: Concise Financial Reports. The full financial report and auditors report will be sent to members on request, free of charge. The Auditor's opinion on the general purpose financial statements did not contain any qualification or particulars of any deficiency, failure or shortcoming as referred to in the Workplace Relations Act 1996 subsection 252 and 257(2).

The discussion and analysis is provided to assist members in understanding the concise financial report. The discussion is based on the full financial report.

The concise financial report cannot be expected to provide as full an understanding of the financial performance, financial position and financing and investing activities of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia (Plumbing Division - National Office) as the full financial report.

Discussion and Analysis of Financial Statements

Statement of Financial Performance

Revenue from ordinary activities increased by 5% to \$479,902. Expenses from ordinary activities increased from \$189,485 to \$209,484. The surplus from ordinary activities of \$270,418 was similar to the previous year's result. However, during this financial year, assets to the value of \$132,464 were transferred to two branches and were expensed in the statement of financial performance, leaving a net surplus after ordinary activities of \$137,954.

Statement of Financial Position

Changes in Assets

Total assets of the National Office increased by 15% and were due to an increase in receivables.

Changes in Liabilities

Liabilities decreased by 24% to \$148,821 due to payment of employee entitlements and decrease in the provision for employee benefits at year end.

Statement of Cash Flows

Net cash inflows from operating activities decreased substantially as a result of employee benefits of \$64,048 being paid and an increase in receivables of \$147,847 during the year.

INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the Workplace Relations Act 1996 Schedule 1B (ROA), the attention of members is drawn to the provisions of sub-sections (1), (2) and (3) of section 272 which reads as follows:

- (1) A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.
- (2) An organisation shall, on application made under subsection (1) by a member of the organisation or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time, as is prescribed.
- (3) A Registrar may only make an application under subsection (1) at the request of a member of the organisation concerned, and the Registrar shall provide to a member information received because of an application made at the request of the member

INDEPENDENT AUDIT REPORT

To the Members of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia - Plumbing Division - National Office

Scope

The concise financial report and Divisional Council's responsibility

The concise financial report comprises the statement of financial position, statement of financial performance, statement of cash flows, discussion and analysis of, and the Divisional Council declaration for the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia - Plumbing Division - National Office for the year ended 30 June 2004.

The National Executive is responsible for the preparation and presentation of the financial report in accordance with Australian Accounting Standard AASB 1039: Concise Financial Reports and the Reporting Guidelines of the Industrial Registrar.

Audit Approach

We conducted an independent audit of the concise financial report in order to express an opinion to the members of the Branch. Our audit was conducted in accordance with Australian Auditing Standards, in order to provide reasonable assurance as to whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgment, selective testing, the inherent limitations of internal control, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

We also performed an independent audit of the full financial report of the National Office for the financial year ended 30 June 2004. Our audit report was signed on _____ and was not subject to any qualification.

In conducting our audit of the concise financial report, we performed procedures to assess whether in all material respects the financial report presents fairly, in accordance with Australian Accounting Standard AASB 1039: Concise Financial Reports and the Reporting Guidelines of the Industrial Registrar.

We formed our audit opinion on the basis of these procedures, which included:

- testing that the information included in the concise financial report is consistent with the information in the full financial report, and
- examining, on a test basis, information to provide evidence supporting the amounts, discussion and analysis, and other disclosures in the concise financial report which were not directly derived from the full financial report.

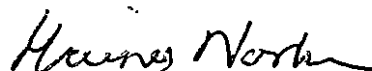
When this audit report is included on a document containing the Divisional Council's report, our procedures include reading the National Executive's report to determine whether it contains any material inconsistencies with the financial report.

Independence

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

Audit Opinion

In our opinion, the concise financial report of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia - Plumbing Division - National Office for the year ended 30 June 2004 complies with Australian Accounting Standard AASB1039: Concise Financial Reports.



Haines Norton
Chartered Accountants



R.H. Hutton
Registered Company Auditor

Dated this 30TH day of November, 2004

**Communications, Electrical,
Electronic, Energy, Information, Postal,
Plumbing & Allied Services
Union of Australia
Plumbing Division - National Office**

Financial Report

For The Year Ended

30 June 2004

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION,
POSTAL, PLUMBING & ALLIED SERVICES UNION OF AUSTRALIA
PLUMBING DIVISION - NATIONAL OFFICE**

**OPERATING REPORT
For the year ended 30 June 2004**

Principal activities

The principal activities of the National Office during the financial year was to provide representation and support to our members. There were no significant changes to the principal activities during the year.

Review of results

The net result of operations for the twelve months was a profit of \$ 137,954 (2003: \$ 267,056).

Significant Changes in the State of Affairs

In the opinion of the Members of the National Executive, there were no significant changes in the organisation's state of affairs during the financial year.

Resignation of Members

As per section 174 of the Workplace Relations Act 1996, a member of an organisation may resign from membership by written notice addressed and delivered to a person designated for the purpose in the rules of the organisation or a branch of the organisation.

Number of Members

As at 30 June 2004, the number of financial members of the organisation was 15,181(2003: 13,093).

Number of Employees

As at 30 June 2004, the number of full time equivalent employees was 1 (2003: 1).

Executive Members

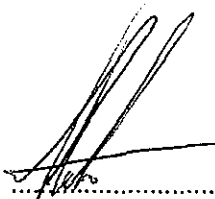
E Setches	J Gullestrup
G Jacobsen	S McCarney
B O'Reilly	N Lean

Future Developments

The Tasmanina branch of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing & Allied Services Union of Australia, Plumbing Division is to join with another Union. The ACT branch is to be taken over by the Victorian Branch and will no longer operate as a separate entity. The dates for these events have yet to be determined.

Signed in accordance with a resolution of the National Executive,


.....
EARL SETCHES


.....
GARY JACOBSEN

Dated this ~~30th~~ day of ~~November~~ 2004.

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION,
POSTAL, PLUMBING & ALLIED SERVICES UNION OF AUSTRALIA
PLUMBING DIVISION - NATIONAL OFFICE**

CERTIFICATE OF DIVISIONAL COUNCIL

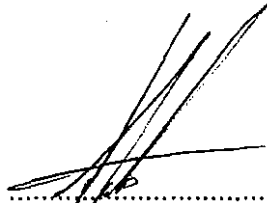
On *24 November 2004* the National Executive of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing & Allied Services Union of Australia, Plumbing Division - National Office passed the following resolution in relation to the general purpose financial report of the reporting unit for the financial year ended 30 June 2004:

The National Executive declares in relation to the general purpose financial report 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 general purpose financial report relates and since the end of that year:
 - (i) meetings of the national executive 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 have been no orders for inspection of financial records made by the Commission under section 273 of the RAO Schedule during the period.

For the National Executive:


.....
EARL SETCHES


.....
GARY JACOBSEN

Dated this *30th* day of *NOVEMBER*, 2004

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION,
POSTAL, PLUMBING & ALLIED SERVICES UNION OF AUSTRALIA
PLUMBING DIVISION - NATIONAL OFFICE**

INDEPENDENT AUDIT REPORT

Scope

The financial report and Divisional Council responsibility

The financial report of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing & Allied Services Union of Australia Plumbing Division - National Office for the year ended 30 June 2004 is set out on pages 5 to 14.

The National Executive are responsible for the preparation and true and fair presentation of the financial report in accordance with Australian Accounting Standards, the Reporting Guidelines of the Industrial Registrar and other mandatory financial reporting requirements in Australia. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

Audit Approach

We conducted an independent audit in order to express an opinion to the members of the National Office. Our audit was conducted in accordance with Australian Auditing Standards, in order to provide reasonable assurance as to whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgment, selective testing, the inherent limitations of internal control, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

We performed procedures to assess whether in all material respects the financial report presents fairly, in accordance with Australian Accounting Standards, the Reporting Guidelines of the Industrial Registrar and other mandatory financial reporting requirements in Australia, a view which is consistent with our understanding of the National Office's financial position, and of their performance as represented by the results of their operations and cash flows.

We formed our audit opinion on the basis of these procedures, which included:

- o examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report; and
- o assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the executive members.

While we considered the effectiveness of management's internal controls over financial reporting when determining the nature and extent of our procedures, our audit was not designed to provide assurance on internal controls.

Independence

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

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION,
POSTAL, PLUMBING & ALLIED SERVICES UNION OF AUSTRALIA
PLUMBING DIVISION - NATIONAL OFFICE**

Audit Opinion

In our opinion,

- (i) there were kept by the National Office, in respect of the year, satisfactory accounting records detailing the source and nature of the income of the National Office (including income from members) and the nature and purpose of the expenditure;
- (ii) the attached financial report, prepared in accordance with applicable Australian Accounting Standards, the Reporting Guidelines of the Industrial Registrar and other mandatory professional reporting requirements in Australia, are properly drawn up so as to give a true and fair view of:
 - (a) the financial affairs of the National Office as at 30 June 2004; and
 - (b) the income and expenditure, results and cash flows of the National Office for the year then ended; and
- (iii) all information and explanations required for the purpose of the audit under Section 257(2), were provided by the officers or employees of the National Office.



**Haines Norton
Chartered Accountants**



**R.H. Hutton
Registered Company Auditor**

Dated this 30th day of November, 2004

COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION,
POSTAL, PLUMBING & ALLIED SERVICES UNION OF AUSTRALIA
PLUMBING DIVISION - NATIONAL OFFICE

STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2004

	Note	<u>2004</u> \$	<u>2003</u> \$
CURRENT ASSETS			
Cash Assets	3	50,478	34,208
Receivables	4	<u>638,329</u>	<u>561,451</u>
TOTAL CURRENT ASSETS		<u>688,807</u>	<u>595,659</u>
NON CURRENT ASSETS			
Plant and Equipment	5	<u>14,132</u>	<u>16,340</u>
TOTAL NON CURRENT ASSETS		<u>14,132</u>	<u>16,340</u>
TOTAL ASSETS		<u>702,939</u>	<u>611,999</u>
CURRENT LIABILITIES			
Payables	6	30,261	13,227
Provisions	8 (a)	<u>56,855</u>	<u>-</u>
TOTAL CURRENT LIABILITIES		<u>87,116</u>	<u>13,227</u>
NON CURRENT LIABILITIES			
Provisions	8 (b)	<u>61,705</u>	<u>182,608</u>
TOTAL LIABILITIES		<u>148,821</u>	<u>195,835</u>
NET ASSETS		<u>\$ 554,118</u>	<u>\$ 416,164</u>
EQUITY			
General Fund	12	<u>554,118</u>	<u>416,164</u>
TOTAL EQUITY		<u>\$ 554,118</u>	<u>\$ 416,164</u>

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION,
POSTAL, PLUMBING & ALLIED SERVICES UNION OF AUSTRALIA
PLUMBING DIVISION - NATIONAL OFFICE**

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30 JUNE 2004**

	Note	<u>2004</u> \$	<u>2003</u> \$
Income from Ordinary Activities			
Per Capita Contributions	10e (i)	374,090	338,563
Other Contributions	10e (ii)	104,535	115,884
Interest Received		695	94
Other Income		<u>582</u>	<u>2,000</u>
		<u>479,902</u>	<u>456,541</u>
Expenses from Ordinary Activities			
General Secretary Expense Allowance		10,078	9,492
Salaries - Office Staff		23,722	55,547
Air Fares & Accomodation		54,029	22,811
Affiliation Fees		21,647	7,700
Audit Fees & Other Services	11	6,775	4,900
Bank Charges		199	613
Computer Expenses		68	-
Interest		16	69
Federal Council & Executive Conferences & Travel		1,740	2,222
Depreciation		4,062	7,774
Debts Written Off	10e (v)	11,633	-
Industrial Law Updates		-	266
Work Cover Premium		377	390
Legal Expenses		2,271	4,000
Postage & Freights		-	86
Printing & Stationery		316	458
Provision for Annual Leave		-	(6,738)
Provision for Long Service Leave		(7,692)	14,290
Provision for Doubtful Debts		70,969	51,716
Professional Fees		-	956
Subscriptions		1,440	1,230
Sundry Expenses		2,814	24
Superannuation		1,192	6,620
Payroll & Fringe Benefit Tax		3,286	3,168
Telephone		-	1,871
Vehicle Expenses		<u>542</u>	<u>20</u>
		<u>209,484</u>	<u>189,485</u>
Surplus from Ordinary Activities		\$ 270,418	\$ 267,056
Assets Transferred to Branches	10e (iv)	\$ <u>132,464</u>	\$ -
Net Surplus	12	<u>\$ 137,954</u>	<u>\$ 267,056</u>

The accompanying notes form part of these financial statements.

COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION,
POSTAL, PLUMBING & ALLIED SERVICES UNION OF AUSTRALIA
PLUMBING DIVISION - NATIONAL OFFICE

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2004

	Note	<u>2004</u> Inflows (Outflows) \$	<u>2003</u> Inflows (Outflows) \$
Cash Flows from Operating Activities			
Per Capita Contributions		238,761	332,984
Other Contributions		104,535	115,884
Interest Received		695	95
Other		4,045	6,600
Payments to Suppliers and Employees		(329,896)	(139,417)
Interest paid		(16)	-
Net Cash Provided by Operating Activities	9 (b)	<u>18,124</u>	<u>316,146</u>
Cash Flows from Investing Activities			
Payment for purchase of Plant & Equipment		(1,854)	-
Net Cash Used in Investing Activities		<u>(1,854)</u>	<u>-</u>
Cash Flows from Financing Activities			
Loan repayments to State Branch		-	(285,890)
Net Cash Used in Financing Activities		<u>-</u>	<u>(285,890)</u>
Net Increase in Cash Held		16,270	30,256
Cash at Beginning of Year		<u>34,208</u>	<u>3,952</u>
Cash at End of Year	9 (a)	<u>\$ 50,478</u>	<u>\$ 34,208</u>

The accompanying notes form part of these financial statements.

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION,
POSTAL, PLUMBING & ALLIED SERVICES UNION OF AUSTRALIA
PLUMBING DIVISION - NATIONAL OFFICE**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

1. Accounting Policies

The general purpose financial report is prepared under the historical cost convention and in accordance with Australian Accounting Standards. In particular:

- (a) The financial report has not been adjusted to record either changes in the general purchasing power of the dollar or in the prices of specific assets. The accounting policies have been consistently applied, unless otherwise stated.
- (b) **Depreciation**

Depreciation of fixed assets is calculated so as to write-off the assets over their estimated useful life to the Union.
The depreciation rates used for plant and equipment are 15% - 50% (2003 : 15% - 50%)
- (c) **Employee Benefits**

Provisions for employee benefits in the form of long service leave, retiring allowance and annual leave have been made for the estimated accrued entitlement of employees on the basis of their terms of employment, and are in accordance with the rules of the Union and Accounting Standard AASB1028 "Employee Benefits". Employee benefits represent annual leave accrued by staff member to the 30 June 2004, and long service leave and retiring allowance accrued by Divisional officers up to 30 June 1999. From 1 July 1999, each Division has provided for the liability of benefits for their own officers. The provisions include associated on-cost.

Employee benefits expected to be settled within one year have been measured at their nominal amount. Benefits for future periods are recognised at the present value of the future payments.

No provision is made for sick leave as there is no liability to pay for accumulated leave and the sick leave to be taken in the future reporting periods is not expected to be greater than the entitlements which are expected to accrue in those periods.

The number of staff employed at 30 June 2004 was 1.
- (d) **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.
- (e) **Revenue**

Per Capita and other contributions income are recognised in the statement of financial performance on an accrual basis. Amounts recognised are calculated on contributions received by each branch.

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

Other revenue is recognised on an accrual basis.
- (f) **Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the Statement of Financial Position are shown inclusive of GST.

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION,
POSTAL, PLUMBING & ALLIED SERVICES UNION OF AUSTRALIA
PLUMBING DIVISION - NATIONAL OFFICE**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

(g) Bad and Doubtful Debts

Bad debts are written off when identified. If a provision for bad and doubtful debts has been recognised in relation to a debtor's account, write-offs for bad debts are made against the provision. If no provision for bad and doubtful debts has previously been recognised, write-offs for bad debts are recognised as expenses in the statement of financial performance.

2. Information to be Provided to Members or Registrar

In accordance with the requirements of the Workplace Relations Act 1996 Schedule 1B (ROA), the attention of members is drawn to the provisions of sub-sections (1), (2) and (3) of Section 272 which reads as follows:-

- (1) A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.
- (2) An organisation shall, on application made under subsection (1) by a member of the organisation or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time as is prescribed.
- (3) A Registrar may only make an application under subsection (1) at the request of a member of the organisation concerned, and the Registrar shall provide to a member information received because of an application made at the request of the member.

	<u>2004</u> \$	<u>2003</u> \$
3. Cash Assets		
Cash on Hand	500	\$ 255
Cash at Bank	49,978	33,953
	<u>\$ 50,478</u>	<u>\$ 34,208</u>
4. Receivables		
Advances & Per Capita due by Branches	1,702,279	1,566,949
Provision for Bad & Doubtful Debts	<u>(1,077,820)</u>	<u>(1,006,851)</u>
	624,459	560,098
GST Receivable	13,870	1,353
	<u>\$ 638,329</u>	<u>\$ 561,451</u>

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION,
POSTAL, PLUMBING & ALLIED SERVICES UNION OF AUSTRALIA
PLUMBING DIVISION - NATIONAL OFFICE**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

	<u>2004</u>	<u>2003</u>
	\$	\$
5. Plant and Equipment		
Office Equipment at Cost	108,604	106,750
Less accumulated Depreciation	<u>(94,936)</u>	<u>(91,075)</u>
	<u>13,668</u>	<u>15,675</u>
Computer Equipment at Cost	89,518	89,518
Less accumulated Depreciation	<u>(89,054)</u>	<u>(88,853)</u>
	<u>464</u>	<u>665</u>
Total Plant and Equipment	<u>\$ 14,132</u>	<u>\$ 16,340</u>
Movements in carrying amounts for plant and equipment between the beginning and end of current financial year		
	Office Equipment \$	Computer Equipment \$
Balance at Beginning of Year	15,675	665
Depreciation Expense	(3,861)	(201)
Additions	<u>1,854</u>	<u>1,854</u>
Carrying Amounts at End of Year	<u>\$ 13,668</u>	<u>\$ 464</u>
		Total \$
		16,340
		(4,062)
		<u>1,854</u>
		<u>\$ 14,132</u>
6. Payables		
Creditors and Accrued Expenses	<u>\$ 30,261</u>	<u>\$ 13,227</u>
7. Employee Benefits		
Employee benefits paid during the year:		
	Elected Officials	Administrative & Industrial Staff
Wages & Salaries	10,078	23,722
Annual Leave and Sick Leave	-	-
Long Service Leave	56,357	-
Superannuation	<u>-</u>	<u>1,192</u>
Total	<u>\$ 66,435</u>	<u>\$ 24,914</u>
		Total
		33,800
		-
		56,357
		1,192
		<u>91,349</u>

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION,
POSTAL, PLUMBING & ALLIED SERVICES UNION OF AUSTRALIA
PLUMBING DIVISION - NATIONAL OFFICE**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

	<u>2004</u>	<u>2003</u>
	\$	\$
8. Provisions		
(a) Current		
Employee Benefits	<u>56,855</u>	<u>-</u>
(b) Non Current		
Employee Benefits	<u>61,705</u>	<u>182,608</u>
	<u>118,560</u>	<u>182,608</u>
Provision for Long Service Leave in respect to:		
Elected Officials	26,801	88,500
Provision for Retiring Allowance in respect to:		
Elected Officials	<u>91,759</u>	<u>94,108</u>
	\$ <u>118,560</u>	\$ <u>182,608</u>
9. Note to Statement of Cashflows		
(a) Reconciliation of Cash		
For the purposes of the Statement of Cashflows, cash includes cash on hand and at bank. Cash at the end of the reporting period is reconciled to the related items in the balance sheet as follows:		
Cash on Hand	500	255
Cash at Bank	<u>49,978</u>	<u>33,953</u>
	\$ <u>50,478</u>	\$ <u>34,208</u>
(b) Reconciliation of Net Cash Provided by Operating Activities to Net Surplus		
Net Surplus	137,954	267,056
Depreciation	4,062	7,774
Provision for Employee Benefits	(64,048)	7,552
Provision for Bad and Doubtful Debts	70,969	51,716
Changes in Assets and Liabilities		
Decrease/(Increase) in Prepaid Expenditure	-	266
(Decrease)/Increase in Trade Creditors & Accruals	17,034	(13,172)
Increase in Debtors	<u>(147,847)</u>	<u>(5,046)</u>
Net Cash Provided by Operating Activities	\$ <u>18,124</u>	\$ <u>316,146</u>

COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION,
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PLUMBING DIVISION - NATIONAL OFFICE

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004

10. Related Party Information

- (a) The names of persons who formed part of the Divisional Executive during the year were:

E. Setches
B. O'Reilly
M. Mitchell
J. Gullestrup
S. McCarney
N. Lean

- (b) Amounts received or due and receivable from the Union by members of the divisional executive were \$ 10,078 (2003 - \$13,742).

- (c) Amounts paid to a superannuation scheme in respect to the retirement of the divisional executive was \$Nil (2003 - \$Nil).

- (d) Other transactions between the divisional executive were conducted on normal commercial terms in respect of the supply of other goods and services.

- (e) Transactions between the national office and state branches:

	<u>2004</u>	<u>2003</u>
	\$	\$
(i) Per Capital Receivable		
Victorian Branch	229,041	192,684
New South Wales Branch	61,207	60,035
South Australian Branch	14,558	14,969
Western Australian Branch	8,979	7,829
ACT Branch	6,130	5,675
Queensland Branch	51,944	55,143
Tasmanian Branch	2,231	2,228
Total	<u>\$ 374,090</u>	<u>\$ 338,563</u>
(ii) Federal Office Levy Receivable		
Victorian Branch	44,832	44,194
New South Wales Branch	14,296	16,830
South Australian Branch	21,630	18,330
Western Australian Branch	2,597	10,988
ACT Branch	1,610	1,610
Queensland Branch	19,570	23,932
Total	<u>\$ 104,535</u>	<u>\$ 115,884</u>

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION,
POSTAL, PLUMBING & ALLIED SERVICES UNION OF AUSTRALIA
PLUMBING DIVISION - NATIONAL OFFICE**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

10. Related Party Information (cont'd)

	<u>2004</u> \$	<u>2003</u> \$
(iii) Loan Receivable		
Loan granted to State Branches during the year	\$ <u> -</u>	\$ <u> 2,255</u>
(iv) Assets Transferred		
Assets transferred to NSW & QLD Branches during the year	\$ <u> 132,464</u>	\$ <u> -</u>
(v) Debts Written Off		
Amounts due by TAS and WA branches.	\$ <u> 11,633</u>	\$ <u> -</u>

11 Auditors' Remuneration

Audit of financial report	4,450	4,900
Other services	<u>2,325</u>	<u> -</u>
	\$ <u> 6,775</u>	\$ <u> 4,900</u>

12. General Fund

Retained Surplus at beginning of year	416,164	149,108
Net Surplus	<u>137,954</u>	<u>267,056</u>
Retained Surplus at end of year	\$ <u> 554,118</u>	\$ <u> 416,164</u>

**COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION,
POSTAL, PLUMBING & ALLIED SERVICES UNION OF AUSTRALIA
PLUMBING DIVISION - NATIONAL OFFICE**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

13 FINANCIAL INSTRUMENTS

13(a) Terms, conditions and accounting policies

The Union's terms, conditions and accounting policies of financial instruments are those adopted by businesses in Australia generally.

13(b) Interest rate risk

The Union's exposure to interest rate risks and the effective interest rates of financial assets and financial liabilities, both recognised and unrecognised are as follows:

<u>Financial Instruments</u>	<u>Non-interest bearing</u>		<u>Floating interest Rate</u>	
	2004	2003	2004	2003
(i) Financial assets				
Cash and Bank deposits	\$ 500	\$ 255	\$ 49,978	\$ 33,953
Receivables	<u>1,716,149</u>	<u>1,568,302</u>	-	-
Total financial assets	<u>\$1,716,649</u>	<u>\$1,568,557</u>	<u>\$ 49,978</u>	<u>\$ 33,953</u>
(ii) Financial liabilities				
Accounts Payable	\$ 30,261	\$ 13,227	-	-
Total financial liabilities	<u>\$ 30,261</u>	<u>\$ 13,227</u>	<u>-</u>	<u>-</u>

(iii) Weighted average interest rate of financial assets and liabilities above: 2004 2003

Cash and Bank deposits 0.80% 0.60%

13(c) Credit Risk

The Union's maximum exposure to credit risk at balance date in relation to each class of recognised financial assets is the carrying amount of those assets as indicated in the Statement of Financial Position.

13(d) Net Fair values

The net fair values of the Union's financial assets and financial liabilities are not expected to be significantly different from each class of asset and liability as disclosed above and recognised in the balance sheet as at 30 June 2004.



Australian Government
Australian Industrial Registry

Level 8, Terrace Towers
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Email: sydney@air.gov.au

Mr Earl Setches
Divisional Secretary
CEPU Plumbing Division
52 Victoria St
CARLTON SOUTH VIC 3053

Dear Mr Setches

Financial Return - year ending 30 June 2004 (FR2004/574)

I refer to the Division's financial documents lodged in the Registry on 8 March 2005.

Presentation of Full Report to Meeting

Section 266(1) of the RAO Schedule¹ requires a reporting unit (in this case the Division) to present the full report to a general meeting of its members. A reporting unit may only present the report to its committee of management if, consistent with s266(3), the rules of the reporting unit "provide for a specified percentage (not exceeding 5%) of members to be able to call a general meeting of the reporting unit for the purpose of considering the full report". I have enclosed a copy of s266 for your information.

I note that your certificate states that the full report was presented to a meeting of the Division's committee of management on 28 February 2005 after a concise version was distributed to members.

The Registry has examined the rules of the Division as certified on 28 June 2004 to determine if they provide for members of the Division to be able to call a general meeting to consider the full report. It appears the rules do not make such provision. If so, the full report must be presented to a general meeting of members of the Division.

As discussed with your Finance Manager, it is open to the Division to alter its rules to make the necessary provision. However, until there is such a provision or the documents are presented to a general meeting (for which there should also be provision under the rules) the Division has not met its financial reporting obligations under the RAO Schedule.

I stress that the Registry's examination of the Division's rules has not been exhaustive and that it is open to the Division to identify any rule which it considers does make provision consistent with s266(3) and which would permit it to present the full report to a committee of management meeting instead of a general meeting.

If the Division proposes to alter its rules to make provision to allow presentation of the full report to a committee of management meeting, it should ensure that any alterations do not limit the range of members who can call the meeting to only financial members of the Division. Any alteration designed to meet the requirements of s266(3) should be consistent with that provision.

Branch Rules

I note that Branches of the Division will be preparing their financial reports following the end of their financial years on 31 March 2005. The Registry will shortly be writing to Branch Secretaries outlining the RAO Schedule's financial reporting requirements. However, you may wish to bring to

¹ The Registration and Accountability of Organisations Schedule (Schedule 1B to the *Workplace Relations Act 1996*) (the RAO Schedule)

their attention the matters I have outlined above, particularly whether the Division's rules governing its Branches meet the requirements of s266(3) to enable them to meet their reporting obligations by presenting the full report to meetings of their committees of management if they so choose.

Additional Matters

I draw your attention to the following and ask you note them when preparing next year's financial documents.

Notice under s272(5)

This provision requires the general purpose financial report and concise report to include a notice drawing attention to sub-sections (1), (2) and (3) of s272 and setting out those subsections. Both the GPFR and concise report include the notice in the form which was required under the former provisions of the legislation. The notice required under the RAO Schedule should be included in future.

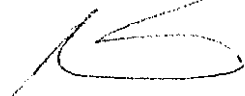
Operating Report

I note that the report lists members of the Division's Executive. Regulation 159(c) of the RAO Regulations requires the operating report include "the name of each person who has been a member of the committee of management of the reporting unit at any time during the reporting period, and the period for which he or she held such a position". Please ensure that future operating reports make it clear for what period each of these persons has held their positions during the year.

I would appreciate your advice on what action the Division now proposes to take to address the requirement to present its report under s266 and complete its financial reporting obligations.

If you or your staff have any questions, please contact me on (02) 8374 6666.

Yours sincerely



Peter McKerrow
for Deputy Industrial Registrar

1 April 2005

266 Full report to be presented to meetings

(1) Subject to subsection (2), the reporting unit must cause the full report to be presented to a general meeting of the members of the reporting unit within the period of 6 months starting at the end of the financial year (or such longer period as is allowed by a Registrar under subsection 265(5)).

Note: This subsection is a civil penalty provision (see section 305).

(2) If the rules of the reporting unit permit a general meeting to be a series of meetings at different locations, the presenting of the full report to such a series of meetings is taken to be the presenting of the report to a general meeting. The general meeting is taken to have occurred at the time of the last of the meetings in the series.

(3) If the rules of the reporting unit provide for a specified percentage (not exceeding 5%) of members to be able to call a general meeting of the reporting unit for the purpose of considering the auditor's report, the general purpose financial report and the operating report, the full report may instead be presented to a meeting of the committee of management of the reporting unit that is held within the period mentioned in subsection (1).



Australian Government
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Mr Earl Setches
Divisional Secretary, Plumbing Division
CEPU
52 Victoria Street
CARLTON SOUTH VIC 3053

Dear Mr Setches

Divisional Financial Return - year ending 30 June 2004 (FR2004/574)

I am writing in follow-up to my predecessor Peter McKerrow's letter dated 1 April 2005 and his facsimile dated 16 August 2005. There is no record to date of your reply.

I can appreciate the constraints on your time. The Registry is keen however to finalise as many outstanding financial return matters as possible before the busy December month and so I would appreciate your advice in response to Mr McKerrow's letter as soon as possible.

As Peter explained, the absence in the Plumbing Division's rules of a rule permitting up to 5% of the members of the Division to call a general meeting to consider the financial reports means that the financial reports for 2004 had to be presented to a general meeting of members (or a series of meetings) rather than to a meeting of the committee of management.

The documents will be able to be filed when you are able to lodge a statement declaring that the above financial reports have been or will be presented to a general meeting (or a series of meetings) of the Division's members. The same requirement will apply to the financial reports for year ending 30 June 2005 and subsequent years also unless the rules are altered to include a 5% rule.

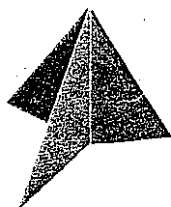
If you wish to discuss this matter with me in the meantime please do not hesitate to contact me on (02) 8374 6509.

Yours sincerely

A handwritten signature in dark ink, appearing to be 'Stephen Kellett'.

Stephen Kellett
for Deputy Industrial Registrar

18 November 2005



CEPU PLUMBING DIVISION
Communications, Electrical and
Plumbing Union
ABN 70 511 013 431

TASMANIAN BRANCH
52 Victoria Street
Carlton South Vic 3053
Ph: 03 9662 3388
Fx: 03 9663 2613

Tony Murphy
Secretary

Peter Fraser
Organiser
0418 330 550

9th February 2006

Stephen Kellett
For Deputy Industrial Registrar
Level 8, Terrace Towers
80 William Street
East Sydney NSW 2011

Re: CEPU Plumbing Divisional Financial Return 2004 (FR2004/574)

Dear Mr Kellett

In response to your letter of November 2005. The CEPU Plumbing Division Financial returns for 2004 and 2005 have been and will be presented at Branch General Meeting of Members in Victoria (29/11/05), in Queensland (28/02/06), Tasmania and other branches in February dates to be advised.

Yours truly,

Robyn Wilson
Finance Manager





Australian Government

Australian Industrial Registry

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Email: sydney@air.gov.au

Ms Robyn Wilson
Finance Manager, Plumbing Division
CEPU
52 Victoria Street
CARLTON SOUTH VIC 3053

Dear Robyn

Divisional Financial Return - year ending 30 June 2004 (FR2004/574)

Thank you for your letter dated 9 February 2006 advising that the above financial statements will be presented at general meetings of the members of the various Branches to comply with s266 of the RAO Schedule.

(I do note that the financial statements for the year ending 30 June 2005 have also been or will be presented at the same general meetings. The Secretary should re-confirm this along with the other declarations on his certificate when the 2005 documents are lodged.)

As the legislative requirements have been complied with, the 2004 documents have 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

15 February 2006



Australian Government

Australian Industrial Registry

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Mr Earl Setches
Divisional Secretary, Plumbing Division
CEPU
52 Victoria Street
CARLTON SOUTH VIC 3053

Dear Mr Setches

Divisional Financial Return - year ending 30 June 2004 (FR2004/574)

I refer to the letter from Robyn Wilson, Finance Manager, dated 9 February 2006 advising that the above financial statements will be presented at general meetings of the members of the various Branches to comply with s266 of the RAO Schedule.

As the legislative requirements have been complied with the documents have been filed.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Stephen Kellett', with a horizontal line extending from the end of the signature.

Stephen Kellett
for Deputy Industrial Registrar

15 February 2006