



**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 Dean Mighell  
Secretary, Southern States Branch  
CEPU  
PO Box 432  
NORTH MELBOURNE VIC 3051

Dear Mr Mighell

**Re: Lodgement of Financial Statements and Accounts – Electrical Division, Southern States ices  
Branch, CEPU – for year ending 31 December 2006 (FR2006/608)**

Thank you for your letter dated 29 August 2007 providing a corrected Secretary's Certificate and corrected Committee of Management Statement.

The documents have now been filed.

Yours sincerely,

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

Stephen Kellett  
Statutory Services Branch

5 September 2007

**ELECTRICAL TRADES  
UNION OF AUSTRALIA  
SOUTHERN STATES BRANCH**

Communications, Electrical,  
Electronic, Energy, Information,  
Postal, Plumbing and Allied  
Services Union of Australia

**President**

John Doran

**Secretary**

Dean Mighell

**Assistant Secretaries**

Howard Worthing

Kevin Harkins

**Business Director**

Alex McCallum

**Email** [etu@etu.asn.au](mailto:etu@etu.asn.au)

**Web** [www.etu.asn.au](http://www.etu.asn.au)

29 August 2007

Mr Stephen Kellett  
Statutory Services Branch  
Australian Industrial registry  
Level 8, Terrace Towers  
80 William Street  
East Sydney NSW 2011



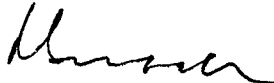
Dear Stephen,

**RE: Lodgement of Financial Statements and Accounts for year ended 31/12/06  
9FR2006/608)**

Further to your letter of 1 August 2007 please find attached the following amended documents for your records:

- Committee of Management statement
- Certificate of Secretary

Yours Sincerely



Ron Brentnall  
Finance Manager

**Melbourne**

Level 1  
200 Arden St  
North Melbourne, VIC 3051  
Ph 03 8329 0000  
Fax 03 8329 0066  
Postal Address  
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**Morwell**

42 Buckley St  
Morwell, VIC 3840  
Ph 03 5134 3847  
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**Hobart**

105 New Town Rd  
New Town, TAS 7008  
Ph 03 6228 0098  
Fax 03 6228 7557

# Electrical Trades Union of Australia - Southern States Branch

## Certificate of Secretary

I, Dean Mighell being the State Secretary of the Electrical Trades Union of Australia (Southern States Branch) certify:

- That the document lodged herewith are copies of the full report, referred to in s268 of the RAO Schedule; and
- that the full report was provided to members on 21/6/07; and
- that the full report was presented to BRANCH COUNCIL of the reporting unit on 26/7/07; in accordance with section 266 of the RAO Schedule.

Branch Secretary:  .....

Dean Mighell

Dated

26/7/07

# Electrical Trades Union of Australia - Southern States Branch

## Statement by Committee of Management

On the <sup>21, 6</sup> / 2007 the Executive Committee of the Electrical Trades Union Of Australia - Southern States Branch, passed the following resolution in relation to the general purpose financial report for the year ended 31 December, 2006.

The Electrical Trades Union of Australia – Southern States Branch declares in relation to the GPFR that in its opinion:

- (a) the financial report and notes comply with the Australian Accounting Standards;
- (b) the financial report and notes comply with the reporting guidelines of the Industrial Registrar for the purposes of section 270 of the RAO Schedule;
- (c) the financial report and notes give a true and fair view of the financial performance, financial position and cash flows of the Electrical Trades Union of Australia – Southern States Branch for the financial year ended 31 December, 2006.
- (d) there are reasonable grounds to believe that the Electrical Trades Union of Australia – Southern States Branch will be able to pay its debts as and when they become due and payable; and
- (e) during the financial year ended 31 December, 2006 and since the end of the financial year:
  - (i) meetings of the Committee of Management were held in accordance with the rules of the Electrical Trades Union of Australia – Southern States Branch ; and
  - (ii) the financial affairs of the Electrical Trades Union of Australia – Southern States Branch have been managed in accordance with the rules of the Electrical Trades Union of Australia – Southern States Branch; and
  - (iii) the financial records of the Electrical Trades Union of Australia – Southern States Branch have been kept and maintained in accordance with Schedule 1B to the Workplace Relations Act 1996 and the Workplace Relations (Registration and Accountability of Organisations) Regulations 2003; and
  - (iv) the financial records of the Electrical Trades Union of Australia – Southern States Branch have been kept, as far as practicable, in a consistent manner to each of the other branches of the national organisation; and
  - (v) no information has been sought in any request of a member of the Electrical Trades Union of Australia or a Registrar under section 272 of Schedule 1B to the Workplace Relations Act 1996; and
  - (vi) no orders have been made by the Industrial Registrar under section 273 of Schedule 1B to the Workplace Relations Act 1996

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

Branch Secretary .....  
Dean Mighell

Dated this <sup>28<sup>th</sup></sup> .....day of <sup>JUNE</sup> .....2007.



**Australian Government**  
**Australian Industrial Registry**

Level 8, Terrace Towers  
80 William Street, East Sydney, NSW 2011  
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Email: sydney@air.gov.au

Mr Dean Mighell  
Secretary, Southern States Branch  
CEPU  
PO Box 432  
NORTH MELBOURNE VIC 3051

COPY

Dear Mr Mighell

**Re: Lodgement of Financial Statements and Accounts – Electrical Division, Southern States ices Branch, CEPU – for year ending 31 December 2006 (FR2006/608)**

I refer to the abovementioned financial statements and accounts which were lodged in the Registry on 25 July 2007.

Before the documents are filed I draw your attention to the following matters.

**Date of Second meeting uncertain**

There appears to be an error in the dating of meetings according to the Committee of management Statement and the Secretary's Certificate.

Both documents are signed and dated 21 June 2007. However the Committee of Management statement states that the resolution of the Executive Committee – which normally and almost certainly was passed at the "first" meeting - was passed on the 28 June 2007, whereas the Secretary's certificate states that the report was supplied to members and presented – which is required to be done at the "second" meeting - on 21 June 2007.

The Registry wonders whether it may have been your intention to state that the resolution and declarations set out in the Committee of Management Statement were made on the twenty-first, and that the report was presented to a second committee meeting on the twenty-eighth. If this is the case you should lodge an amended Committee of management Statement and an amended Secretary's Certificate to replace those already lodged, so that the correct documents may be filed as part of the financial return. I enclose a copy of the documents for your ready reference, and a copy of the previous (2005) documents for comparison.

**Donations over \$1,000**

The amount for Donations at Note 4(a) shows as \$232,252. If this total amount included any single donation exceeding \$1,000, a separate statement providing relevant particulars is required to be lodged under s237 of the RAO Schedule. If this is the case and you have not already done so, this should be lodged as soon as possible.

Yours sincerely,

Stephen Kellett  
Statutory Services Branch

1 August 2007

**ETU****Proud to be Union****ELECTRICAL TRADES  
UNION OF AUSTRALIA  
SOUTHERN STATES BRANCH**Communications, Electrical,  
Electronic, Energy, Information,  
Postal, Plumbing and Allied  
Services Union of Australia**President**

John Doran

**Secretary**

Dean Mighell

**Assistant Secretaries**

Howard Worthing

Kevin Harkins

**Business Director**

Alex McCallum

**Email** etu@etu.asn.au**Web** www.etu.asn.au

24 July 2007

Australian Industrial Registry  
Level 8,  
Terrace towers  
80 William st  
East Sydney NSW 2011

Dear Sir/Madam,

Ref FR2006/608

Please find attached signed, audited Financial Statements for the year ended 31 December 2006 as required under the Workplace Relations Act 1996 for your records.

We understand you did not receive the above documents previously mailed to the above address earlier this month. NB These documents have been publicly available on the website of the CEPU national office since 28 June 2007.

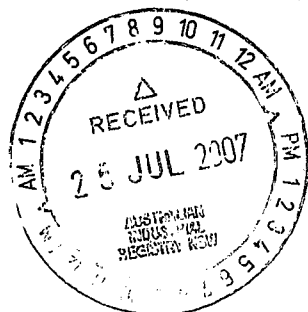
Yours Sincerely

**Ron Brentnall  
Finance Manager****Melbourne**Level 1  
200 Arden St  
North Melbourne, VIC 3051  
Ph 03 8329 0000  
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Postal Address  
PO Box 432  
North Melbourne, VIC 3051**Geelong**67 Gheringhap St  
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Ph 03 5134 3847  
Fax 03 5133 9238**Hobart**105 New Town Rd  
New Town, TAS 7008  
Ph 03 6228 0098  
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# Electrical Trades Union of Australia - Southern States Branch

## Consolidated Financial Statements

For the Year Ended 31 December 2006



# Electrical Trades Union of Australia - Southern States Branch

For the Year Ended 31 December 2006

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## **Electrical Trades Union of Australia - Southern States Branch**

### **Independent Audit Report**

#### **Scope**

We have audited financial report of Electrical Trades Union of Australia - Southern States Branch and controlled entities for the financial year ended 31 December 2006 as set out on pages 3 to 6.

The financial report includes the consolidated financial statements of the consolidated entity comprising of the union and the entities it controlled at the year's end or from time to time during the financial year. The union's directors 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 union.

#### **Audit Approach**

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance whether the financial report is free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with Accounting Standards 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 union's and consolidated entity'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.

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 the applicable independence requirements of Australian professional and ethical pronouncements and the Workplace Relations Act 1996

#### **Audit Opinion**

In our opinion, the consolidated financial report of Electrical Trades Union of Australia - Southern States Branch is in accordance with:

- (a) the Workplace Relations Act 1996, including:

LDB Chartered Accountants

ABN 46 386 005 807

1-3 Albert Street, Blackburn VIC 3130

PO Box 550, Blackburn VIC 3130

Telephone 03 9875 2900

Facsimile 03 9875 2999

www.ldb.com.au



CHARTERED ACCOUNTANTS

## Electrical Trades Union of Australia - Southern States Branch

### Independent Audit Report

(i) presents fairly the union's and consolidated entity's financial position as at 31 December 2006 and of their performance for the year ended on that date; in accordance with:

- i. Accounting Standards in Australia; and
- ii. any other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of Schedule 1B of the Act; and

(b) other mandatory professional reporting requirements.

*LDB ACCOUNTANTS + ADVISORS 21 JUNE, 2007*

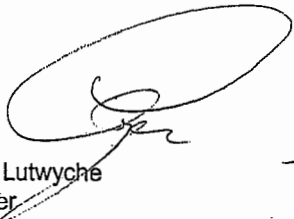
LDB Accountants & Advisors

CHARTERED ACCOUNTANTS

SUITE 3

1-3 ALBERT ST

BLACKBURN VIC 3130

  
Craig Lutwyche  
Partner

# Electrical Trades Union of Australia - Southern States Branch

## Operating Report

For the Year Ended 31 December 2006

Your directors present their report on the union and its controlled entities for the financial year ended 31 December 2006.

### 1. General information

#### a Members

In accordance with s254 of the RAO Schedule we advise that the names of those who have been members of the Committee of Management of the Branch at any time during, or since the end of, the year are:

<b>Names</b>	<b>Date</b>
Dean Mighell	
Alex McCallum	
Howard Worthing	
Kevin Harkins	
Gary Carruthers	
Kevin Loveday	
Eric O'Neill	
Dennis Butcher	
John Cleary	
Gary Laycock	

All other members of the Committee of Management held office for the full year.

#### b State Secretary

The following person held the position of state secretary of the Electrical Trades Union of Australia (Southern States Branch) at the end of the financial year:

Dean Mighell.

#### c Principal Activities of the Southern States Branch

The principal activities of the economic entity during the financial year were:

- Implementation of the decisions of the Branch Executive and Branch Council
- Implementation of the union's organising agenda, including direct assistance and strategic advice on particular industry or site organising projects, the training and development of officials and assistance to branches on planning and resourcing campaigns.
- Industrial support including representation of individual member grievances, advice on legal and legislative matters, pursuing relevant changes to the conditions of eligibility rules on the

# Electrical Trades Union of Australia - Southern States Branch

## Operating Report

For the Year Ended 31 December 2006

### 1. General information continued

#### c Principal Activities of the Southern States Branch continued

union, and responding to other unions' rules applications where they impact on membership of the ETU.

- The administration of federal awards, the variation of awards following major test cases (such as living wage) and making applications to vary federal awards on behalf of branches.
- Management of information technology and strategic membership systems designs to support organising.
- Media and communications to members and to the broader community via media releases in support of campaigns, video and film development, and targeted publications, including the magazine ETU News.
- National bargaining in key industries and assistance to branches on bargaining by request.

The branch has also been involved in lobbying and negotiations with different levels of Government and key industry organisations around issues of importance to ETU members, e.g. shorter hours, apprentices, safety, licences.

There have been no significant changes in the nature of the economic entity's principal activities during the financial year.

#### d Right of Members to Resign

All members of the Union have the right to resign from the Union in accordance with Rules of the Union, (and Section 174 of the Workplace Relations Act); namely, by providing written notice addressed and delivered to the Secretary of the relevant Branch, including via email.

### 2. Business review

#### a Operating Results

The consolidated profit of the economic entity amounted to \$ 2,397,623 .

#### b Review of operations - single operation consolidated

A review of the operations of the economic entity during the financial year and the results of those operations found that

- There were 16,495 Members of the union at 31 December 2006.
- As at 31 December, 2006 the Electrical Division Southern States Branch employed 51 full time employees

# Electrical Trades Union of Australia - Southern States Branch

## Operating Report

For the Year Ended 31 December 2006

### 3. Other items

#### a Significant Changes in State of Affairs - no change consolidated

No significant changes in the economic entity's state of affairs occurred during the financial year.

#### b After balance day events - consolidated - no events

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the economic entity, the results of those operations or the state of affairs of the economic entity in future financial years.

#### c Auditors Independence Declaration

The lead auditors independence declaration for the year ended 31 December 2006 has been received and can be found on page 1 of the financial report.

#### d Rounding of amounts

Amounts in the financial statements and directors' report have been rounded to the nearest dollar.

### 4. Sign off details

#### a Sign off information

Signed in accordance with a resolution of the Committee of Management:

Branch Secretary: .....  
Dean Mighell

Dated this 21<sup>st</sup> day of June 2007

# Electrical Trades Union of Australia - Southern States Branch

## Statement by Committee of Management

On the 28/06/2007 the Executive Committee of the Electrical Trades Union Of Australia - Southern States Branch, passed the following resolution in relation to the general purpose financial report for the year ended 31 December, 2006.

The Electrical Trades Union of Australia – Southern States Branch declares in relation to the GPFR that in its opinion:

- (a) the financial report and notes comply with the Australian Accounting Standards;
- (b) the financial report and notes comply with the reporting guidelines of the Industrial Registrar for the purposes of section 270 of the RAO Schedule;
- (c) the financial report and notes give a true and fair view of the financial performance, financial position and cash flows of the Electrical Trades Union of Australia – Southern States Branch for the financial year ended 31 December, 2006.
- (d) there are reasonable grounds to believe that the Electrical Trades Union of Australia – Southern States Branch will be able to pay its debts as and when they become due and payable; and
- (e) during the financial year ended 31 December, 2006 and since the end of the financial year:
  - (i) meetings of the Committee of Management were held in accordance with the rules of the Electrical Trades Union of Australia – Southern States Branch ; and
  - (ii) the financial affairs of the Electrical Trades Union of Australia – Southern States Branch have been managed in accordance with the rules of the Electrical Trades Union of Australia – Southern States Branch; and
  - (iii) the financial records of the Electrical Trades Union of Australia – Southern States Branch have been kept and maintained in accordance with Schedule 1B to the Workplace Relations Act 1996 and the Workplace Relations (Registration and Accountability of Organisations) Regulations 2003; and
  - (iv) the financial records of the Electrical Trades Union of Australia – Southern States Branch have been kept, as far as practicable, in a consistent manner to each of the other branches of the national organisation; and
  - (v) no information has been sought in any request of a member of the Electrical Trades Union of Australia or a Registrar under section 272 of Schedule 1B to the Workplace Relations Act 1996; and
  - (vi) no orders have been made by the Industrial Registrar under section 273 of Schedule 1B to the Workplace Relations Act 1996

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

Branch Secretary .....

Dean Mighell

Dated this 21<sup>st</sup> day of June 2007.

# Electrical Trades Union of Australia - Southern States Branch

## Certificate of Secretary

I, Dean Mighell being the State Secretary of the Electrical Trades Union of Australia (Southern States Branch) certify:

- That the document lodged herewith are copies of the full report, referred to in s268 of the RAO Schedule; and
- that the full report was provided to members on 21/6/07; and
- that the full report was presented to ..... of the reporting unit on 21/6/07; in accordance with section 266 of the RAO Schedule.

Branch Secretary: .....  .....

Dean Mighell

Dated

21/6/2007

# Electrical Trades Union of Australia - Southern States Branch

## Income Statement

For the Year Ended 31 December 2006

	Note	Consolidated		Parent	
		2006	2005	2006	2005
		\$	\$	\$	\$
Revenue	2(a)	9,581,971	8,941,852	9,566,412	8,916,392
Other income	2f	2,874,908	3,458,927	2,847,346	3,452,070
Changes in inventories of finished goods and work in progress		(718,041)	(623,550)	(718,041)	(623,550)
Employee benefits expense		(4,818,982)	(3,874,578)	(4,818,982)	(3,874,578)
Depreciation, amortisation and impairments	3(a)	(421,466)	(747,619)	(394,341)	(738,169)
Other expenses	4(a)	(4,100,767)	(3,482,274)	(4,035,658)	(3,476,819)
<b>Profit before income tax</b>		<b>2,397,623</b>	<b>3,672,758</b>	<b>2,446,736</b>	<b>3,655,346</b>
<b>Profit attributable to members</b>		<b>2,397,623</b>	<b>3,672,758</b>	<b>2,446,736</b>	<b>3,655,346</b>



# Electrical Trades Union of Australia - Southern States Branch

## Balance Sheet

As At 31 December 2006

	Note	Consolidated		Parent	
		2006	2005	2006	2005
		\$	\$	\$	\$
<b>ASSETS</b>					
<b>Current assets</b>					
Cash and cash equivalents	6	15,692,778	14,303,514	5,266,587	4,158,648
Trade and other receivables	7	760,056	1,338,534	757,556	475,000
Inventories	8	428,691	34,089	428,691	34,089
Other current assets	11	69,973	16,311	69,973	16,311
<b>Total current assets</b>		<b>16,951,498</b>	<b>15,692,448</b>	<b>6,522,807</b>	<b>4,684,048</b>
<b>Non-current assets</b>					
Trade and other receivables	7	428,171	140,632	424,571	140,632
Financial assets	9	1,551,555	726,447	618,168	726,460
Property, plant and equipment	10	15,202,866	12,554,883	14,185,180	11,511,579
<b>Total non-current assets</b>		<b>17,182,592</b>	<b>13,421,962</b>	<b>15,227,919</b>	<b>12,378,671</b>
<b>TOTAL ASSETS</b>		<b>34,134,090</b>	<b>29,114,410</b>	<b>21,750,726</b>	<b>17,062,719</b>
<b>LIABILITIES</b>					
<b>Current liabilities</b>					
Trade and other payables	12	980,146	688,201	997,702	685,311
Short-term borrowings	13	239	-	239	-
Short-term provisions	14	939,918	937,050	939,918	937,050
Other current liabilities	15	2,111,657	1,097,106	2,111,657	1,097,106
<b>Total current liabilities</b>		<b>4,031,960</b>	<b>2,722,357</b>	<b>4,049,516</b>	<b>2,719,467</b>
<b>Non-current liabilities</b>					
Other long-term provisions	14	334,810	48,350	334,810	48,350
<b>Total non-current liabilities</b>		<b>334,810</b>	<b>48,350</b>	<b>334,810</b>	<b>48,350</b>
<b>TOTAL LIABILITIES</b>		<b>4,366,770</b>	<b>2,770,707</b>	<b>4,384,326</b>	<b>2,767,817</b>
<b>NET ASSETS</b>		<b>29,767,320</b>	<b>26,343,703</b>	<b>17,366,400</b>	<b>14,294,902</b>
<b>EQUITY</b>					
Reserves	16	5,381,172	4,182,232	5,303,848	4,104,908
Accumulated Union Funds		24,386,148	22,161,471	12,062,552	10,189,994
<b>TOTAL EQUITY</b>		<b>29,767,320</b>	<b>26,343,703</b>	<b>17,366,400</b>	<b>14,294,902</b>

# Electrical Trades Union of Australia - Southern States Branch

## Statement of Changes in Equity

For the Year Ended 31 December 2006

2006	Note	Retained	Parent	Total
		Earnings	Asset Revaluation Reserve	
		\$	\$	\$
Balance at 1 January 2006		10,189,994	4,104,908	14,294,902
Profit attributable to members		2,446,736	-	2,446,736
Revaluation increment (decrement)		-	1,198,940	1,198,940
Transfers to and from reserves				
Distribution of trust corpus		(574,178)	-	(574,178)
<b>Sub-total</b>		<b>1,872,558</b>	<b>1,198,940</b>	<b>3,071,498</b>
<b>Balance at 31 December 2006</b>		<b>12,062,552</b>	<b>5,303,848</b>	<b>17,366,400</b>

2005	Note	Retained	Parent	Total
		Earnings	Asset Revaluation Reserve	
		\$	\$	\$
Balance at 1 January 2005		10,755,959	1,441,031	12,196,990
Profit attributable to members		3,655,346	-	3,655,346
Revaluation increment		-	2,663,877	2,663,877
Transfers to and from reserves				
Distribution of trust corpus		(4,221,311)	-	(4,221,311)
<b>Sub-total</b>		<b>(565,965)</b>	<b>2,663,877</b>	<b>2,097,912</b>
<b>Balance at 31 December 2005</b>		<b>10,189,994</b>	<b>4,104,908</b>	<b>14,294,902</b>

# Electrical Trades Union of Australia - Southern States Branch

## Statement of Changes in Equity

For the Year Ended 31 December 2006

2006	Note	Consolidated		Total
		Retained Earnings	Asset Revaluation Reserve	
		\$	\$	\$
Balance at 1 January 2006		22,161,471	4,182,232	26,343,703
Profit attributable to members		2,397,623	-	2,397,623
Revaluation increment (decrement)		-	1,198,940	1,198,940
Transfers to and from reserves				
Distribution of trust corpus		(172,946)	-	(172,946)
<b>Sub-total</b>		<b>2,224,677</b>	<b>1,198,940</b>	<b>3,423,617</b>
<b>Balance at 31 December 2006</b>		<b>24,386,148</b>	<b>5,381,172</b>	<b>29,767,320</b>

2005	Note	Consolidated		Total
		Retained Earnings	Asset Revaluation Reserve	
		\$	\$	\$
Balance at 1 January 2005		18,547,885	1,441,031	19,988,916
Profit attributable to members		3,672,758	-	3,672,758
Deconsolidation of CEPU Pty Ltd		(12)	-	(12)
Revaluation increment		-	2,741,201	2,741,201
Transfers to and from reserves				
Distribution of trust corpus		(59,160)	-	(59,160)
<b>Sub-total</b>		<b>3,613,586</b>	<b>2,741,201</b>	<b>6,354,787</b>
<b>Balance at 31 December 2005</b>		<b>22,161,471</b>	<b>4,182,232</b>	<b>26,343,703</b>

# Electrical Trades Union of Australia - Southern States Branch

## Statement of Cash Flows

For the Year Ended 31 December 2006

	Note	Consolidated		Parent	
		2006	2005	2006	2005
		\$	\$	\$	\$
<b>Cash from operating activities:</b>					
Receipts from customers		12,418,153	11,804,665	11,560,506	12,060,597
Payments to suppliers and employees		(8,956,436)	(8,248,196)	(8,913,414)	(8,196,722)
<b>Net cash provided by (used in) operating activities</b>		<b>3,461,717</b>	<b>3,556,469</b>	<b>2,647,092</b>	<b>3,863,875</b>
<b>Cash flows from investing activities:</b>					
Proceeds from sale of plant and equipment		(1,449,044)	(122,764)	(1,474,662)	(131,232)
Proceeds from sale of investment		-	212,850	-	212,850
Interest received		818,305	634,568	245,589	213,426
Dividends received		7,956	10,725	7,956	10,725
Acquisition of other investments		(1,000,000)	(500,624)	-	(500,624)
Loans to & from related parties - payments made		(460,487)	1,476,125	(328,853)	(3,844,406)
<b>Net cash provided by (used in) investing activities</b>		<b>(2,083,270)</b>	<b>1,710,880</b>	<b>(1,549,970)</b>	<b>(4,039,261)</b>
<b>Cash flows from financing activities:</b>					
Proceeds from borrowings		10,578	28,520	10,578	28,520
<b>Net cash provided by (used in) financing activities</b>		<b>10,578</b>	<b>28,520</b>	<b>10,578</b>	<b>28,520</b>
<b>Other activities:</b>					
<b>Net increase (decreases) in cash held</b>		<b>1,389,025</b>	<b>5,295,869</b>	<b>1,107,700</b>	<b>(146,866)</b>
Cash at beginning of financial year		14,303,514	9,007,645	4,158,648	4,305,514
<b>Cash at end of financial year</b>	6(c)	<b>15,692,539</b>	<b>14,303,514</b>	<b>5,266,348</b>	<b>4,158,648</b>

# Electrical Trades Union of Australia - Southern States Branch

## Notes to the Financial Statements

For the Year Ended 31 December 2006

### 1 Statement of Significant Accounting Policies

#### (a) General information

##### (i) Introduction

The financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards, other mandatory professional requirements and the *Workplace Relations Act 1996*.

The financial report covers the economic entity of Electrical Trades Union of Australia - Southern States Branch and controlled entities, and Electrical Trades Union of Australia - Southern States Branch as an individual parent entity. Electrical Trades Union of Australia - Southern States Branch is a registered trade union domiciled in Australia

The financial report of Electrical Trades Union of Australia - Southern States Branch and controlled entities, and Electrical Trades Union of Australia - Southern States Branch as an individual parent entity comply with all Australian equivalents to International Financial Reporting Standards (AIFRS) in their entirety.

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

#### (b) Basis of Preparation

##### (i) Reporting Basis and Conventions

The financial report has been prepared on an accruals basis and is based on historical costs modified by the revaluation of selected non-current assets, financial assets and financial liabilities for which the fair value basis of accounting has been applied.

#### (c) Principals of Consolidation

##### (i) Controlled entities

A list of controlled entities is contained in Note 21a to the financial statements. All controlled entities have a June financial year-end.

##### (ii) Inter-company balances

All inter-company balances and transactions between entities in the economic entity, including any unrealised profits or losses, have been eliminated on consolidation. Accounting policies of subsidiaries have been changed where necessary to ensure consistencies with those policies applied by the parent entity.

# Electrical Trades Union of Australia - Southern States Branch

## Notes to the Financial Statements

For the Year Ended 31 December 2006

### 1 Statement of Significant Accounting Policies continued

#### (c) Principals of Consolidation continued

##### (iii) Principals of Consolidation

A controlled entity is an entity Electrical Trades Union of Australia - Southern States Branch has the power to control the financial and operating policies of so as to obtain benefits from its activities.

#### (d) Income Tax

##### (i) Current Income Tax expense

No provision for Income Tax is necessary as the Union is exempt from Income Tax under section 50-15 of the Income Tax Assessment Act 1997.

#### (e) Inventories

##### (i) Inventories

Inventories are measured at the lower of cost and net realisable value.

#### (f) Property, Plant and Equipment

##### (i) General Information

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

##### (ii) Property

Freehold land and buildings are shown at their fair value (being the amount for which an asset could be exchanged between knowledgeable willing parties in an arm's length transaction), based on periodic, but at least triennial, valuations by external independent valuers, less subsequent depreciation for buildings. It is the policy of the economic entity to have and independent valuation every three years, with annual appraisals being made by the committee of management.

Any accumulated depreciation at the date of revaluation is eliminated against the gross carrying amount of the asset and the net amount is restated to the revalued amount of the asset.

##### (iii) Plant and equipment

Plant and equipment are measured on the cost basis less depreciation and impairment losses.

# Electrical Trades Union of Australia - Southern States Branch

## Notes to the Financial Statements

For the Year Ended 31 December 2006

### 1 Statement of Significant Accounting Policies continued

#### (f) Property, Plant and Equipment continued

##### (iv) Depreciation

The depreciable amount of all fixed assets including buildings and capitalised leased assets, but excluding freehold land, is depreciated on a straight-line basis over their useful lives to the economic entity commencing from the time the asset is held ready for use. Properties held for investment purposes are not subject to depreciation.

##### (v) Depreciation rates

The depreciation rates used for each class of depreciable assets are:

###### Class of Fixed Asset

Buildings	2.5%
Furniture, Fixtures and Fittings	11.25%
Motor Vehicles	18.75%
Office Equipment	10-15%
Computer Equipment	37.5%

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at each balance sheet date.

#### vi Plant and equipment - increases in carrying amount

Increases in the carrying amount arising on revaluation of land and buildings are credited to a revaluation reserve in equity. Decreases that offset previous increases of the same asset are charged against fair value reserves directly in equity; all other decreases are charged to the income statement. Each year the difference between depreciation based on the revalued carrying amount of the asset charged to the income statement and depreciation based on the assets original cost is transferred from the revaluation reserve to retained earnings.

#### (g) Investment Property

##### i Investment Property

Investment property, comprising freehold office complexes, is held to generate long-term rental yields. All tenant leases are on an arms length basis. Investment property is carried at fair value, determined annually by independent valuers. Changes to fair value are recorded in the income statement as other income.

# Electrical Trades Union of Australia - Southern States Branch

## Notes to the Financial Statements

For the Year Ended 31 December 2006

### 1 Statement of Significant Accounting Policies continued

#### (h) Financial Instruments

##### (i) Recognition

Financial instruments are initially measured at cost on trade date, which includes transaction costs, when the related contractual rights or obligations exist. Subsequent to initial recognition these instruments are measured as set out below.

##### (ii) Financial assets at fair value through profit and loss

A financial asset is classified in this category if acquired principally for the purpose of selling in the short term or if so designated by management and within the requirements of AASB 139: Recognition and Measurement of Financial Instruments. Realised and unrealised gains and losses arising from changes in the fair value of these assets are included in the income statement in the period in which they arise.

##### (iii) Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are stated at amortised cost using the effective interest rate method.

##### (iv) Held-to-maturity investments

These investments have fixed maturities, and it is the economic entity's intention to hold these investments to maturity. Any held-to-maturity investments held by the economic entity are stated at amortised cost using the effective interest rate method.

##### (v) Available-for-sale financial assets

Available-for-sale financial assets include any financial assets not included in the above categories. Available-for-sale financial assets are reflected at fair value. Unrealised gains and losses arising from changes in fair value are taken directly to equity.

##### (vi) Financial liabilities

Non-derivative financial liabilities are recognised at amortised cost, comprising original debt less principal payments and amortisation.

##### (vii) Fair value

Fair value is determined based on current bid prices for all quoted investments. Valuation techniques are applied to determine fair value for all unlisted securities, including recent arm's length transactions, reference to similar instruments and option pricing models.



# Electrical Trades Union of Australia - Southern States Branch

## Notes to the Financial Statements

For the Year Ended 31 December 2006

### 1 Statement of Significant Accounting Policies continued

#### (h) Financial Instruments continued

##### (viii) Impairment

At each reporting date, the economic entity assess whether there is objective evidence that a financial instrument has been impaired. In the case of available-for-sale financial instruments, a prolonged decline in the value of the instrument is considered to determine whether an impairment has arisen. Impairment losses are recognised in the income statement.

#### (i) Impairment of Assets

##### i Impairment determination

At each reporting date, the economic entity reviews the carrying values of its tangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the income statement.

##### ii Recoverable amount not possible to estimate

Where it is not possible to estimate the recoverable amount of an individual asset, the economic entity estimates the recoverable amount of the cash-generating unit to which the asset belongs.

#### (j) Employee Benefits

##### (i) Employee benefits

Provision is made for the union's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled, plus related on-costs. Employee benefits payable later than one year have been measured at present value of the estimated future cash outflows to be made for those benefits.

#### (k) Provisions

##### (i) Provisions

Provisions are recognised when the group has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

# Electrical Trades Union of Australia - Southern States Branch

## Notes to the Financial Statements

For the Year Ended 31 December 2006

### 1 Statement of Significant Accounting Policies continued

#### (l) Cash and Cash Equivalents

##### (i) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within short-term borrowings in current liabilities on the balance sheet.

#### (m) Revenue

##### (i) Revenue

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

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

Revenue from rental activities is recognised on an accruals basis or straight-line basis in accordance with lease agreements.

Dividend revenue is recognised when the right to receive a dividend has been established. Dividends received from associates and joint venture entities are accounted for in accordance with the equity method of accounting.

Revenue from the rendering of services is recognised upon the delivery of the service to the customers.

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

#### (n) Borrowing Costs

##### (i) Borrowing Costs

Borrowing costs directly attributable to the acquisition, construction or production of assets that necessarily take a substantial period of time to prepare for their intended use or sale, are added to the cost of those assets, until such time as the assets are substantially ready for their intended use or sale.

All other borrowing costs are recognised in income in the period in which they are incurred.

# Electrical Trades Union of Australia - Southern States Branch

## Notes to the Financial Statements

For the Year Ended 31 December 2006

### 1 Statement of Significant Accounting Policies continued

#### (o) Goods and Services Tax (GST)

##### (i) 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 Taxation 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 balance sheet are shown inclusive of GST.

Cash flows are presented in the cash flow statement on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

#### (p) Comparative Figures

##### (i) Comparative Figures

When required by Accounting Standards, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

#### (q) Rounding of Amounts

##### (i) Rounding of Amounts

The union has applied the relief available to it under ASIC Class Order 98/100 and accordingly, amounts in the financial report and directors' report have been rounded off to the nearest \$1.

### 2 Revenue

#### (a) Operating activities

	Note	Consolidated		Parent	
		2006	2005	2006	2005
		\$	\$	\$	\$
Operating activities					
- sale of goods		72,122	49,078	72,122	49,078
- services revenue		22,152	17,674	19,320	17,669
- rental revenue for property investment		837,341	682,931	824,614	657,476
- member subscriptions		6,594,561	6,365,018	6,594,561	6,365,018
- management fees		1,836,941	1,695,673	1,836,941	1,695,673
- other revenue		218,854	131,478	218,854	131,478
<b>Total Revenue</b>		<b>9,581,971</b>	<b>8,941,852</b>	<b>9,566,412</b>	<b>8,916,392</b>

# Electrical Trades Union of Australia - Southern States Branch

## Notes to the Financial Statements

For the Year Ended 31 December 2006

### 2 Revenue continued

#### (b) Dividend revenue breakup

	Consolidated		Parent	
	2006	2005	2006	2005
	\$	\$	\$	\$
(c) Dividend revenue from:				
Professional Investment Holdings	7,956	10,725	7,956	10,725
<b>Total dividend revenue</b>	<b>7,956</b>	<b>10,725</b>	<b>7,956</b>	<b>10,725</b>

#### (d) Interest revenue breakup

	Consolidated		Parent	
	2006	2005	2006	2005
	\$	\$	\$	\$
(e) Interest revenue from:				
Bank	818,305	569,951	245,589	213,426
Publicity Works	-	64,616	-	-
<b>Total interest revenue</b>	<b>818,305</b>	<b>634,567</b>	<b>245,589</b>	<b>213,426</b>

#### (f) Non-operating activities

	Consolidated		Parent	
	2006	2005	2006	2005
	\$	\$	\$	\$
Non-operating activities				
- Profit Distributions	1,472,134	2,067,010	1,472,134	2,067,010
- Dividends	7,956	10,725	7,956	10,725
- Director Fees	233,703	334,406	233,703	334,406
- Interest - investment	818,305	634,567	245,589	213,426
- Trust Distributions	283,939	401,963	830,593	816,447
- Other income	58,871	10,256	57,371	10,056
<b>Other Income</b>	<b>2,874,908</b>	<b>3,458,927</b>	<b>2,847,346</b>	<b>3,452,070</b>

# Electrical Trades Union of Australia - Southern States Branch

## Notes to the Financial Statements

For the Year Ended 31 December 2006

### 3 Depreciation, amortisation and impairment

#### (a) Depreciation, amortisation and impairment

	Consolidated		Parent	
	2006	2005	2006	2005
	\$	\$	\$	\$
<b>Depreciation</b>				
Depreciation - buildings	186,065	167,390	158,940	158,940
Depreciation - furniture and fixtures	15,657	23,374	15,657	23,374
Depreciation - motor vehicles	144,901	120,662	144,901	120,662
Depreciation - office equipment	17,359	15,114	17,359	15,114
Depreciation - IT equipment	57,484	45,830	57,484	45,830
<b>Total depreciation</b>	<b>421,466</b>	<b>372,370</b>	<b>394,341</b>	<b>363,920</b>
<b>Amortisation</b>				
<b>Impairment</b>				
Impairments - property, plant and equipment	-	374,249	-	374,249
Impairments	-	1,000	-	-
<b>Total impairment losses</b>	<b>-</b>	<b>375,249</b>	<b>-</b>	<b>374,249</b>
<b>Reversed impairment losses</b>				
<b>Total depreciation, amortisation and impairment</b>	<b>421,466</b>	<b>747,619</b>	<b>394,341</b>	<b>738,169</b>

# Electrical Trades Union of Australia - Southern States Branch

## Notes to the Financial Statements

For the Year Ended 31 December 2006

### 4 Other operating expenses

#### (a) Other operating expenses

	Consolidated		Parent	
	2006	2005	2006	2005
	\$	\$	\$	\$
Accounting & Audit fees	77,170	95,663	74,790	95,663
Administration and management fees	24,000	123	24,000	123
Advertising	55,131	94,955	55,131	94,955
Affiliation fees	885,530	1,094,605	885,530	1,094,605
Bank charges	49,352	51,095	49,041	50,869
Cleaning	78,185	63,654	78,185	63,654
Computer expenses	85,303	80,310	85,303	80,310
Consulting and professional fees	603,818	230,713	603,818	230,713
Diminution in value of investments	174,892	-	108,292	-
Donations	232,252	104,470	232,352	104,470
Electricity and water	64,760	54,542	64,760	54,542
Insurance	84,501	35,863	84,501	35,863
Land tax	24,368	19,627	23,964	16,518
Motor vehicle expenses	259,832	177,015	259,832	177,015
Other Operating expenses	692,785	653,072	700,161	664,232
Postage	182,401	138,135	182,401	138,135
Printing and stationery	35,954	33,894	35,954	33,894
Rates and taxes	74,065	69,390	71,175	56,085
Repairs and maintenance	109,164	161,946	109,164	161,946
Telephone and fax	173,132	170,843	173,132	170,843
Travel - domestic	97,910	84,418	97,910	84,418
Travel - overseas	36,262	67,966	36,262	67,966
<b>Total</b>	<b>4,100,767</b>	<b>3,482,299</b>	<b>4,035,658</b>	<b>3,476,819</b>

### 5 Auditors' Remuneration

#### (a) Auditor's Remuneration

	Consolidated		Parent	
	2006	2005	2006	2005
	\$	\$	\$	\$
Remuneration of the auditor of the parent entity for:				
- Auditing or reviewing the financial report	26,400	25,000	25,000	25,000
- Other services	32,270	42,865	32,270	42,865

# Electrical Trades Union of Australia - Southern States Branch

## Notes to the Financial Statements

For the Year Ended 31 December 2006

### 6 Cash and Cash Equivalents

#### (a) Summary

	Consolidated		Parent	
	2006	2005	2006	2005
	\$	\$	\$	\$
Cash on hand	8,303	7,953	8,250	7,900
Cash at bank	12,484,475	12,295,561	2,058,337	2,150,748
Short-term bank deposits	3,200,000	2,000,000	3,200,000	2,000,000
	<b>15,692,778</b>	<b>14,303,514</b>	<b>5,266,587</b>	<b>4,158,648</b>

#### (b) Effective Interest Rate

The effective interest rate on short-term bank deposits was 6.3% (2005: 5.9%); these deposits have an average maturity of 90 days.

#### (c) Reconciliation of Cash

Note	Consolidated		Parent	
	2006	2005	2006	2005
	\$	\$	\$	\$
Cash at the end of the financial year as shown in the cash flow statement is reconciled to items in the balance sheet as follows:				
Cash and cash equivalents	15,692,778	14,303,514	5,266,587	4,158,648
Bank overdraft	(239)	-	(239)	-
	<b>15,692,539</b>	<b>14,303,514</b>	<b>5,266,348</b>	<b>4,158,648</b>

### 7 Trade and Other Receivables

#### (a) Current receivables table

	Consolidated		Parent	
	2006	2005	2006	2005
	\$	\$	\$	\$
<b>CURRENT</b>				
Trade receivables	853,192	1,445,272	850,692	581,738
Provision for impairment of receivables	(93,136)	(106,738)	(93,136)	(106,738)
	<b>760,056</b>	<b>1,338,534</b>	<b>757,556</b>	<b>475,000</b>
	<b>760,056</b>	<b>1,338,534</b>	<b>757,556</b>	<b>475,000</b>

# Electrical Trades Union of Australia - Southern States Branch

## Notes to the Financial Statements

For the Year Ended 31 December 2006

### 7 Trade and Other Receivables continued

#### (b) Non current receivables table

	Consolidated		Parent	
	2006	2005	2006	2005
	\$	\$	\$	\$
NON-CURRENT				
related entity - unpaid trust distribution	428,171	140,632	424,571	140,632
	<u>428,171</u>	<u>140,632</u>	<u>424,571</u>	<u>140,632</u>

### 8 Inventories

#### (a) Current Inventories

	Note	Consolidated		Parent	
		2006	2005	2006	2005
		\$	\$	\$	\$
CURRENT					
At Cost					
Merchandise		428,691	34,089	428,691	34,089
		<u>428,691</u>	<u>34,089</u>	<u>428,691</u>	<u>34,089</u>
		<u>428,691</u>	<u>34,089</u>	<u>428,691</u>	<u>34,089</u>



# Electrical Trades Union of Australia - Southern States Branch

## Notes to the Financial Statements

For the Year Ended 31 December 2006

### 9 Financial Assets

#### (a) Summary

	Note	Consolidated		Parent	
		2006	2005	2006	2005
		\$	\$	\$	\$
Available for sale financial assets	9(b)	1,159,223	225,823	225,836	225,836
Held-to-maturity financial assets		392,332	500,624	392,332	500,624
		1,551,555	726,447	618,168	726,460
Less non-current portion		(1,551,555)	(726,447)	(618,168)	(726,460)

#### (b) Available-for-sale Financials Assets Comprise:

	Consolidated		Parent	
	2006	2005	2006	2005
	\$	\$	\$	\$
Listed investments, at fair value shares in listed corporations	933,400	-	-	-
	933,400	-	-	-
Unlisted investments, at cost shares in controlled entities	-	-	13	13
shares in other related parties	72	72	72	72
units in unit trusts	225,750	225,750	225,750	225,750
	225,822	225,822	225,835	225,835
Unlisted investment, at recoverable amount shares in other corporations at cost	374,250	374,250	374,250	374,250
Less: impairment provision	(374,249)	(374,249)	(374,249)	(374,249)
	1	1	1	1
<b>Total available-for-sale financial assets</b>	<b>1,159,223</b>	<b>225,823</b>	<b>225,836</b>	<b>225,836</b>

Available-for-sale financial assets comprise of investments in the ordinary issued capital of various entities. There are no fixed returns or fixed maturity date attached to these investments.

# Electrical Trades Union of Australia - Southern States Branch

## Notes to the Financial Statements

For the Year Ended 31 December 2006

### 10 Property Plant and Equipment

#### (a) Property Plant and Equipment

	Consolidated		Parent	
	2006	2005	2006	2005
	\$	\$	\$	\$
<b>LAND AND BUILDINGS</b>				
Buildings				
At independant's valuation	12,441,622	11,401,622	11,405,000	10,365,000
Addn	1,432,927	6,682	1,424,737	-
Less accumulated depreciation	(27,125)	-	-	-
<b>Total buildings</b>	<b>13,847,424</b>	<b>11,408,304</b>	<b>12,829,737</b>	<b>10,365,000</b>
<b>Total land and buildings</b>	<b>13,847,424</b>	<b>11,408,304</b>	<b>12,829,737</b>	<b>10,365,000</b>
<b>PLANT AND EQUIPMENT</b>				
Furniture, fixtures and fittings				
At cost	322,963	268,653	322,963	268,653
Less accumulated depreciation	(65,778)	(56,237)	(65,778)	(56,237)
<b>Total furniture, fixtures and fittings</b>	<b>257,185</b>	<b>212,416</b>	<b>257,185</b>	<b>212,416</b>
Motor vehicles				
At cost	1,012,435	914,031	1,012,435	914,031
Less accumulated depreciation	(262,264)	(212,461)	(262,264)	(212,461)
<b>Total motor vehicles</b>	<b>750,171</b>	<b>701,570</b>	<b>750,171</b>	<b>701,570</b>
Office equipment				
At cost	218,949	150,930	218,949	150,930
Less accumulated depreciation	(58,658)	(48,742)	(58,658)	(48,742)
<b>Total office equipment</b>	<b>160,291</b>	<b>102,188</b>	<b>160,291</b>	<b>102,188</b>
Computer equipment				
At Cost	306,660	241,934	306,660	241,934
Less accumulated depreciation	(118,865)	(111,529)	(118,865)	(111,529)
<b>Total computer equipment</b>	<b>187,795</b>	<b>130,405</b>	<b>187,795</b>	<b>130,405</b>
<b>Total plant and equipment</b>	<b>1,355,442</b>	<b>1,146,579</b>	<b>1,355,442</b>	<b>1,146,579</b>
<b>Total property, plant and equipment</b>	<b>15,202,866</b>	<b>12,554,883</b>	<b>14,185,179</b>	<b>11,511,579</b>

In the current financial year property held by the economic entity was primarily owner occupied for the full year.

# Electrical Trades Union of Australia - Southern States Branch

## Notes to the Financial Statements

For the Year Ended 31 December 2006

### 10 Property Plant and Equipment continued (b) Movements in Carrying Amounts

#### Parent

	Buildings \$	Furniture, Fixtures and Fittings \$	Motor Vehicles \$	Office Equipment \$
<b>Current Year</b>				
Balance at the beginning of year	10,365,000	212,416	701,570	102,188
Additions	1,424,737	65,993	267,157	77,885
Disposals	-	(5,566)	(73,655)	(2,423)
Depreciation Expense	(158,940)	(15,657)	(144,901)	(17,359)
Revaluation increase recognised in equity	1,198,940	-	-	-
<b>Carrying amount at the end of year</b>	<b>12,829,737</b>	<b>257,186</b>	<b>750,171</b>	<b>160,291</b>

#### Prior Year

Balance at the beginning of year	7,860,063	202,613	471,874	84,093
Additions	-	33,177	562,047	43,160
Disposals	-	-	(211,689)	(9,951)
Depreciation expense	(158,940)	(23,374)	(120,662)	(15,114)
Revaluation increase recognised in equity	2,663,877	-	-	-
<b>Carrying amount at the end of year</b>	<b>\$ 10,365,000</b>	<b>\$ 212,416</b>	<b>\$ 701,570</b>	<b>\$ 102,188</b>

#### Parent

	Computer Equipment \$	Total \$
<b>Current Year</b>		
Balance at the beginning of year	130,405	11,511,579
Additions	135,620	1,971,392
Disposals	(20,747)	(102,391)
Depreciation Expense	(57,484)	(394,341)
Revaluation increase recognised in equity	-	1,198,940
<b>Carrying amount at the end of year</b>	<b>187,794</b>	<b>14,185,179</b>

#### Prior Year

Balance at the beginning of year	97,857	8,716,500
Additions	88,468	726,852
Disposals	(10,090)	(231,730)
Depreciation expense	(45,830)	(363,920)
Revaluation increase recognised in equity	-	2,663,877
<b>Carrying amount at the end of year</b>	<b>\$ 130,405</b>	<b>\$ 11,511,579</b>

# Electrical Trades Union of Australia - Southern States Branch

## Notes to the Financial Statements

For the Year Ended 31 December 2006

### 10 Property Plant and Equipment continued

#### Movements in Carrying Amounts continued

##### Consolidated

	Buildings \$	Furniture, Fixtures and Fittings \$	Motor Vehicles \$	Office Equipment † \$
<b>Current Year</b>				
Balance at the beginning of year	11,408,304	212,416	701,570	102,188
Additions	1,426,245	65,992	267,157	77,885
Disposals	-	(5,566)	(73,655)	(2,423)
Depreciation Expense	(186,065)	(15,657)	(144,901)	(17,359)
Revaluation increase recognised in equity	1,198,940	-	-	-
<b>Balance at 31 December 2006</b>	<b>13,847,424</b>	<b>257,185</b>	<b>750,171</b>	<b>160,291</b>
<b>Prior Year</b>				
Balance at the beginning of year	8,834,493	202,613	471,874	84,093
Additions	-	33,177	562,047	43,160
Disposals	-	-	(211,689)	(9,951)
Depreciation expense	(167,390)	(23,374)	(120,662)	(15,114)
Revaluation increase recognised in equity	2,741,201	-	-	-
<b>Carrying amount at the end of year</b>	<b>\$ 11,408,304</b>	<b>\$ 212,416</b>	<b>\$ 701,570</b>	<b>\$ 102,188</b>

# Electrical Trades Union of Australia - Southern States Branch

## Notes to the Financial Statements

For the Year Ended 31 December 2006

### 10 Property Plant and Equipment continued

#### Movements in Carrying Amounts continued

##### Consolidated

	Computer Equipment \$	Total \$
<b>Current Year</b>		
Balance at the beginning of year	130,405	12,554,883
Additions	135,621	1,972,900
Disposals	(20,747)	(102,391)
Depreciation Expense	(57,484)	(421,466)
Revaluation increase recognised in equity	-	1,198,940
<b>Balance at 31 December 2006</b>	<b>187,795</b>	<b>15,202,866</b>
<b>Prior Year</b>		
Balance at the beginning of year	97,857	9,690,930
Additions	88,468	726,852
Disposals	(10,090)	(231,730)
Depreciation expense	(45,830)	(372,370)
Revaluation increase recognised in equity	-	2,741,201
<b>Carrying amount at the end of year</b>	<b>\$ 130,405</b>	<b>\$ 12,554,883</b>

# Electrical Trades Union of Australia - Southern States Branch

## Notes to the Financial Statements

For the Year Ended 31 December 2006

### 11 Other Assets

#### (a) Other Current Asset

	Consolidated		Parent	
	2006	2005	2006	2005
	\$	\$	\$	\$
CURRENT				
Prepayments	69,973	16,311	69,973	16,311
	<u>69,973</u>	<u>16,311</u>	<u>69,973</u>	<u>16,311</u>

### 12 Trade and Other Payables

#### (a) Current payables

	Consolidated		Parent	
	2006	2005	2006	2005
	\$	\$	\$	\$
CURRENT				
Unsecured liabilities				
Trade payables	1,022,100	579,759	1,022,100	579,759
GST Payable	(41,954)	108,442	(24,398)	105,552
	<u>980,146</u>	<u>688,201</u>	<u>997,702</u>	<u>685,311</u>
Secured Liabilities				
	<u>980,146</u>	<u>688,201</u>	<u>997,702</u>	<u>685,311</u>

### 13 Borrowings

#### (a) Current and non current secured and unsecured liabilities

	Note	Consolidated		Parent	
		2006	2005	2006	2005
		\$	\$	\$	\$
CURRENT					
Unsecured liabilities					
Secured liabilities					
Bank overdraft		239	-	239	-
		<u>239</u>	<u>-</u>	<u>239</u>	<u>-</u>
		<u>239</u>	<u>-</u>	<u>239</u>	<u>-</u>

# Electrical Trades Union of Australia - Southern States Branch

## Notes to the Financial Statements

For the Year Ended 31 December 2006

### 13 Borrowings continued

#### (b) Total current and non-current secured liabilities

	Consolidated		Parent	
	2006	2005	2006	2005
	\$	\$	\$	\$
Bank overdraft	239	-	239	-
	239	-	239	-

### 14 Provisions

#### (a) Movement in carrying amounts

##### Parent

	Employee entitlements	Total
	\$	\$
Opening balance at 1 January 2006	985,400	985,400
Additional provisions	289,328	289,328
Balance at 31 December 2006	1,274,728	1,274,728

##### Consolidated

	Employee entitlements	Total
	\$	\$
Opening balance at 1 January 2006	985,400	985,400
Additional provisions	289,328	289,328
Balance at 31 December 2006	1,274,728	1,274,728

#### (b) Total Provisions

	Consolidated		Parent	
	2006	2005	2006	2005
	\$	\$	\$	\$
Current	939,918	937,050	939,918	937,050
Non-current	334,810	48,350	334,810	48,350
	1,274,728	985,400	1,274,728	985,400

# Electrical Trades Union of Australia - Southern States Branch

## Notes to the Financial Statements

For the Year Ended 31 December 2006

### 15 Other Liabilities

#### (a) Current

	Consolidated		Parent	
	2006	2005	2006	2005
	\$	\$	\$	\$
Members Contribution in Advance	1,344,071	1,044,818	1,344,071	1,044,818
American Express	39,098	28,520	39,098	28,520
Accrued Expenses	728,488	23,768	728,488	23,768
<b>Total</b>	<b>2,111,657</b>	<b>1,097,106</b>	<b>2,111,657</b>	<b>1,097,106</b>

### 16 Reserves

#### (a) Asset Revaluation Reserve

The asset revaluation reserve records revaluations of non current assets.

#### (b) General Reserve

The general reserve records funds set aside for future expansion of the economic entity.



# Electrical Trades Union of Australia - Southern States Branch

## Notes to the Financial Statements

For the Year Ended 31 December 2006

### 17 Key Management Personnel Compensation

#### (a) Compensation Practices

The committee's policy for determining the nature and amount of compensation of key management for the economic entity is as follows:

The compensation structure for key management personnel is governed by the registered rules of the Electrical Division of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia.

#### (b) Key Management Personnel

Names and positions held of key management personnel in office at any time during the financial year are:

<b>Key Management Person</b>	<b>Position</b>
Dean Mighell	Secretary
Alex McCallum	Assistant Secretary until 6/12/06
Howard Worthing	Assistant Secretary from 6/12/06
Kevin Harkins	Assistant Secretary - Tasmania
Gary Carruthers	
Kevin Loveday	
Eric O'Neill	
Dennis Butcher	
John Cleary	
Gary Laycock	

# Electrical Trades Union of Australia - Southern States Branch

## Notes to the Financial Statements

For the Year Ended 31 December 2006

### 18 Cash Flow Information

#### (a) Reconciliation of Cash Flow from Operations with Profit

	Consolidated		Parent	
	2006	2005	2006	2005
	\$	\$	\$	\$
Net income/loss for the period	2,397,623	3,672,733	2,446,736	3,655,346
Revenue - investment	(826,261)	(645,292)	(253,544)	(224,151)
Cash flows excluded from profit attributable to operating activities				
Non-cash flows in profit				
Impairment of property, plant and equipment	-	374,249	-	374,249
Unpaid trust distributions	-	-	(546,654)	(414,484)
Bad debt write off	-	-	17,387	17,387
Membership fees paid in advance	299,254	266,376	299,254	266,376
Income received in advance	604,496	23,768	604,496	23,768
Diminution in value of investments	174,892	-	108,292	-
Prepaid Wages	(53,661)	19,640	(53,661)	19,641
changes in assets and liabilities, net of the effects of purchase and disposal of subsidiaries				
(Increase)/decrease in trade and term receivables	578,478	(151,471)	(282,555)	(64,862)
(Increase)/decrease in inventories	(394,602)	(24,315)	(394,602)	(24,315)
Increase/(decrease) in trade payables and accruals	442,342	36,112	442,342	55,269
Increase/(decrease) in GST	(141,284)	(65,726)	(120,838)	129,256
Increase/(decrease) in provisions	289,327	50,395	289,327	50,395
	<b>3,370,604</b>	<b>3,556,469</b>	<b>2,555,980</b>	<b>3,863,875</b>

# Electrical Trades Union of Australia - Southern States Branch

## Notes to the Financial Statements

For the Year Ended 31 December 2006

### 19 Change in Accounting Policy

#### (a) Accounting Standards Issued but not Applicable

All other pending Standards issued between the previous financial report and the current reporting dates have no application to the association.

#### AASB

AASB Amendment	AASB Standard Affected
2004-3	AASB 1: First-time Adoption of AIFRS AASB 101: Presentation of Financial Statements AASB 124: Related Party Disclosures
2005-1	AASB 139: Financial Instruments: Recognition and Measurement
2005-2	AASB 1023: General Insurance Contracts
2005-4	AASB 139: Financial Instruments: Recognition and Measurement AASB 132: Financial Instruments: Disclosure and Presentation
2005-9	AASB 4: Insurance Contracts AASB 1023: General Insurance Contracts AASB 139: Financial Instruments: Recognition and Measurement AASB 132: Financial Instruments: Disclosure and Presentation
2006-1	AASB 121: The Effects of Changes in Foreign Exchange Rates
New Standard	AASB 119: Employee Benefits: December 2004

# Electrical Trades Union of Australia - Southern States Branch

## Notes to the Financial Statements

For the Year Ended 31 December 2006

### 19 Change in Accounting Policy continued (b) Accounting Standards Issued/Amended

The following Australian Accounting Standards issued or amended and are applicable to the association but not yet effective and have not been adopted in preparation of the financial statements at reporting date.

AASB Amendment	AASB Standard Affected	Nature of change in Accounting Policy and Impact	Application Date of the Standard	Application Date for the Economic Entity
2005-5	AASB 1: First-time Adoption of AIFRS	No change, no impact	1 January 2006	1 January 2006
	AASB 139: Financial Instruments: Recognition and Measurement			
2005-06	AASB 3: Business Combinations	No change, no impact	1 January 2006	1 January 2006
2005-10	AASB 139: Financial Instruments: Recognition and Measurement	No change, no impact	1 January 2007	1 January 2007
	AASB 101: Presentation of Financial Statements			
	AASB 139: Financial Instruments			
	AASB 1: First-time Adoption of AIFRS			
New Standard	AASB 7: Financial Instruments: Disclosure	No change, no impact	1 January 2007	1 January 2007

### 20 Union Details

#### (a) Registered office

The registered office of the company is:

Electrical Trade Unions of Australia - Southern States Branch  
516-520 Swanston Street  
CARLTON SOUTH 3053

# Electrical Trades Union of Australia - Southern States Branch

## Notes to the Financial Statements

For the Year Ended 31 December 2006

### 21 Controlled Entities

#### (a) Controlled Entities

Name	Country of incorporation	Percentage Owned 2006	Percentage Owned 2005
<b>Parent Entity:</b>			
Electrical Trades Union - Southern States Branch	Australia	-	-
<b>Controlled Entities</b>			
ETU - Victorian Branch Trust	Australia	100	100
ETU - Distress, Mortality & Training Fund	Australia	100	100

### 22 Workplace Relations Act 1996

#### (a) Workplace Relations Act 1996

##### (i) Section 272

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 Section 272 which reads as follows:

272 Information to be provided to members or Registrar

(1) A member of a reporting unit, or a Registrar, may apply to the reporting unit for 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).



**Ref: FR2006/608 -[128V-VIC]**

Mr Dean Mighell  
Branch Secretary  
CEPU Electrical Division  
Southern States Divisional Branch  
516-520 Swanston Street  
CARLTON SOUTH VIC 3053

Dear Mr Mighell

**Re: Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia-Electrical Division Southern States Divisional Branch  
Outstanding Financial Documents - *Workplace Relations Act 1996***

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

To date, the Registry has no record of lodgement of the financial reports of the above named reporting unit for the year ended 31 December, 2006. For details of these provisions and organisations' financial reporting obligations please refer to the Registry's earlier correspondence.

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

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

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

Section 268 of the RAO Schedule<sup>1</sup> requires that a copy of the full report be lodged in the Registry within 14 days (or such longer period a Registrar allows) after the full report is presented to a general meeting of members (or to a committee of management meeting if the rules make provision consistent with s266(3)).

Section 266 (1) requires that the full report be presented to the meeting within 6 months of the end of the financial year. Therefore, lodgement of the documents in the Registry was required by **17 July, 2007.**

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

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

In the absence of lodgement of a copy of the full report, I request you state in writing by **8 August, 2007:**

- whether the auditor has audited the general purpose financial report and if so, the date on which the auditor signed the audit report

<sup>1</sup> Schedule 1B of the Workplace Relations Act 1996

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

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

If you wish to discuss this letter, please contact me on (02) 8374 6618. In reply please quote: **FR2006/608.**

Yours sincerely



Belinda Penna

E-mail: [belinda.penna@air.gov.au](mailto:belinda.penna@air.gov.au)

20 July, 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

**Ref: FR2006/608-[128V-VIC]**

Mr Dean Mighell  
Branch Secretary  
CEPU Electrical Division  
Southern States Divisional Branch  
516-520 Swanston Street  
CARLTON SOUTH VIC 3053

Dear Mr Mighell

**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](http://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](http://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](mailto: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  
19 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.

<b>No</b>	<b>Document</b>	✓
<b>1</b>	<b>General Purpose Financial Report</b>	
	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?	
<b>2</b>	<b>Committee of Management Statement</b>	
	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?	
<b>3</b>	<b>Auditor's Report</b>	
	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?	
<b>4</b>	<b>Operating Report</b>	
	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?	
<b>5</b>	<b>Concise report*</b>	
<b>6</b>	<b>Certificate of Secretary or other Authorised Officer</b>	
	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 Officer<sup>1</sup>**

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]<sup>2</sup>*, referred to in s268 of the RAO Schedule; and
- that the *[full report **OR** concise report]<sup>3</sup>*, 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]<sup>3</sup>* of the reporting unit on *[insert date]*; in accordance with section 266 of the RAO Schedule.

Signature

Date:

<sup>1</sup>*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.

<sup>2</sup>*Only applicable where a concise report is provided to members*

<sup>3</sup>*Insert whichever is applicable*