



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: FR2005/579

Mr Craig Walters
Secretary/Treasurer
CFMEU FFPD
Pulp & Paper Workers' Sydney Sub-Branch
9/32 Brittain Crescent
HILLSDALE NSW 2036

Dear Mr Walters

Financial Return - year ending 31 December, 2005

Our records show your 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*.

Legislation

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.

In May 2003 the Industrial Registrar wrote to all organisations forwarding a number of facts sheets outlining the major changes made by Schedule 1B of the Workplace Relations Act 1996 ('RAO'¹). While the immediate changes affected the rules and elections in organisations, the changes affecting financial returns involve a longer lead time.

The key differences under the new legislation affecting financial returns are:

- a reduced financial reporting cycle (now maximum periods of 5 or 6 months depending on internal arrangements of organisation)
- a greater emphasis given to Australian Accounting Standards
- the introduction of a new report, known as an Operating Report (broadly similar in concept to a Director's Report under the corporations legislation)
- extensions of time are limited to one month
- restructured penalty provisions involving more extensive use of Civil Penalties
- the introduction of the Industrial Registrar's Reporting Guidelines
- organisations and their branches to report according to their financial structures, known as 'reporting units'.

We recommend you discuss the new requirements with your accountant or auditor.

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

Reporting Unit

One of the new concepts of the RAO legislation is that 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 refer to your organisation as a 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:

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

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); and

Committee of Management Statement as required by the Registrar's Reporting Guidelines (a sample certificate for illustrative purposes is at Attachment C)

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 and the second meeting 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). When lodging the financial return please quote: **FR2005/579**.

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.

Reduced Reporting Requirements

If your reporting unit meets certain conditions, some of these reporting requirements can be reduced. Such conditions might be where the annual income of the reporting unit (where the reporting unit is the whole of the organisation) is less than \$100,000, or where the reporting unit has no financial affairs in the financial year, or where the financial affairs of the reporting unit are encompassed by the financial affairs of its counterpart State industrial association.

Contact the Registry

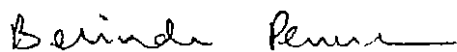
We encourage you to contact the Registry on (02) 8374 6666 or by e-mail at belinda.penna@air.gov.au as early as possible if you believe preparation or lodgment of your return will be delayed or if you have any queries. We can offer you advice on procedure but we cannot give you legal or accounting advice.

Information on AIRC Website

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

- [RAO Schedule and 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 new requirements of the RAO Schedule - many of them deal with financial reporting matters.

Yours sincerely



For Deputy Industrial Registrar
25 January 2006

Documents Checklist

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

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

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

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

Committee Of Management Statement

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

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

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

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

Title of Office held:

Signature:

Date:

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

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

Certificate of Secretary or other Authorised Officer¹

s268 of Schedule 1B *Workplace Relations Act 1996*

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

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

Signature

Date:

¹RAO 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.

²Only applicable where a concise report is provided to members

³Insert whichever is applicable

**CFMEU Pulp & Paper Workers' Branch
Sydney Sub-Branch**

Fax

To: Margaret Buchanan

From: Craig Walters

Fax: 9666 3048

Pages: 15

Phone: 0439 461 491

Date: 2/7/06

Australian industrial Registry

Urgent **For Review** **Please Comment** **Please Reply** **Please Recycle**

CFMEU PULP & PAPER BRANCH

Craig Walters



CONSTRUCTION
FORESTRY
MINING
ENERGY
UNION

Sydney Sub Branch Secretary: Craig Walters

9/32 Brittain Crescent
Hillsdale 2036
Ph: 0402 308 825
(W): (02) 9695 3459
Fax: (02) 9666 8048
ABN: 36 696 809 080

30th June 2005

9/32 Brittain cres
HILLSDALE 2036 NSW
(W) 9695 3459
Mobile 0439 461 491

Australian Industrial Registry
Level 8
Terrace Towers
80 William Street
EAST SYDNEY NSW 2001

ATTN Margaret Buchanan
Deputy Industrial Register

Dear Ms Buchanan

RE: CFMEU

The Forestry Forest Building Products Manufacturing Division , Pulp & paper
Workers Branch, Sydney Sub – Branch Financial Statements.
Please find enclosed the Financial Statements for the period 1st January 2005 to
31st December 2005.

Yours faithfully,

Craig Walters
Secretary / Treasurer



FORESTRY AND FOREST PRODUCTS DIVISION NO. 7 BRANCH
Pulp & Paper Workers' Branch 1st Floor, 500 Swanston St Carlton South, Victoria 3053
Ph: (03) 9349 2488
Fax: (03) 9349 2580



CONSTRUCTION
FORESTRY
MINING
ENERGY
UNION

Sydney Sub Branch Secretary: Craig Walters

9/32 Brittain Crescent
Hillsdale 2036
Ph: 0402 308 825
(w): (02) 9695 3459
Fax: (02) 9666 3048
ABN: 36 896 809 080

30th June 2006

TO ALL MEMBERS

SUPPLIED FOR YOUR INFORMATION

1. Copy of Financial statements for the year ended 31/12/2005.
Including: a) Copy of statement of receipts and payment 1/1/2005 – 31/12/05
b) Copy of statement of assets and liabilities 1/1/2005 – 31/12/05

Notice is hereby given that Annual General Meeting will be held:

Date: Friday 30th June 2006

Time: 2:00pm

Venue: Maintaining Room

Agenda: To consider and endorse the above documents

Notice is hereby given that a special committee Meeting will be held:

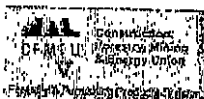
Date: 30th June 2006

Time: 2:31 pm

Venue: Maintaining room

Agenda: To consider the agenda of the Annual general Meeting if it does not
Attain a QuorumNotice is also hereby given that a committee Meeting will take place at the
conclusion of the Annual General Meeting or the Committee Meeting as the
case may be:

Craig Walters
Secretary / Treasure



FORESTRY AND FOREST PRODUCTS DIVISION NO. 7 BRANCH
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9/32 Brittain Crescent
Hillsdale 2036
Ph: 0402 308 825
(w): (02) 9695 3459
Fax: (02) 9666 3048
ABN: 36 696 809 080

13th February 2006

Sydney Sub Branch Committee of Management

President	David Hastie	Day
Senior Vice President	Shane Walker	White Grade 6
Junior Vice President	Adam Macreadie	Red Grade 7
Secretary / Treasure	Craig Walters	Day

Committeemen

David Horrell	Grade 7	Green 7
Neil Johns	Grade 4	Yellow 7
Thomas Wallace	Grade 7	Yellow 8
Darrell Wright	Grade 4	Red 8
Mark Vegelian	Grade 4	Yellow 7

C.F.M.E.U REPRESENTATIVES ON OH&S COMMITTEE

Craig Walters	Day	Shane walker	White 7
David Hastie	Day	Adam Macreadie	Red 7

C.F.M.E.U REPRESENTATIVES ON THE MILL TRAINING COMMITTEE

Craig Walters	Bret Owen
David Hastie	Grade 8's that can attend



FORESTRY AND FOREST PRODUCTS DIVISION NO. 7 BRANCH
Pulp & Paper Workers' Branch 1st Floor, 500 Swanston St Carlton South, Victoria 3053
Ph: (03) 9349 2488
Fax: (03) 9349 2580

CONSTRUCTION FORESTRY MINING AND ENERGY UNION

FORESTRY AND FOREST PRODUCTS DIVISION

NO. 7 BRANCH
PULP & PAPER WORKERS'S BRANCH
SYDNEY SUB-BRANCH

FINANCIAL STATEMENT FOR THE YEAR ENDED

31 DECEMBER 2005

**CONSTRUCTION, FORESTRY, MINING & ENERGY UNION
FORESTRY AND FOREST PRODUCTS DIVISION**

**NO.7 BRANCH
PULP & PAPER WORKERS' BRANCH**

SYDNEY SUB-BRANCH

A.B.N.36 896 809 070

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CONSTRUCTION FORESTRY MINING AND ENERGY UNION
THE FORESTRY & FOREST, BUILDING PRODUCTS
MANUFACTURING DIVISION
NO 7 PULP AND PAPER WORKERS' BRANCH
SYDNEY SUB BRANCH

Statement of Financial Position as at 31st December 2005

	<u>1/01/05</u> <u>to 31/12/05</u>	<u>1/01/04</u> <u>to 31/12/04</u>
<u>Accumulated Funds</u>		
General Fund - Balance 01/01/04	\$ 78,143	\$ 76,740
<u>Add Receipts for year</u>	<u>55,274</u>	<u>53,097</u>
	133,417	129,837
 <u>Less Payment for Year</u>	 <u>75,568</u>	 <u>51,693</u>
	<u>57,850</u>	<u>78,143</u>
 <u>Represented by Net Assets as follows</u>		
<u>Current Assets</u>		
Dependable Credit Union	30,550	25,525
Input Tax Credits	4,957	794
 <u>Investments</u>		
Shares in Dependable Credit Union Ltd.	5	5
Dependable Credit Union Ltd.		
Special Investment Account	30,000	53,000
 Total Assets	 <u>65,513</u>	 <u>79,324</u>
 <u>Current Liabilities</u>		
GST Payable	1,931	1,181
Federal Office Loan	5,732	
 Net Assets	 <u>57,850</u>	 <u>78,143</u>

CONSTRUCTION FORESTRY MINING AND ENERGY UNION**FORESTRY & FOREST PRODUCTS DIVISION****NO. 7 BRANCH
PULP & PAPER WORKERS'S BRANCH
SYDNEY SUB-BRANCH****NOTES TO, AND FORMING PART OF, THE FINANCIAL ACCOUNTS
FOR THE PERIOD ENDED 1ST JANUARY 2005 TO 31ST DECEMBER 2005****1.ACCOUNTING METHODS**

The accounts are prepared on the cash basis. The reason for using this method in lieu of the accrual basis of accounting is that the volume of transactions does not warrant the introduction of accrual accounting and the additional costs involved.

Otherwise, the accounts are prepared under the historical cost convention and in accordance with the Accounting Bodies.

In particular:

- (a) The accounts have not been adjusted to record either changes in the general purchasing power of the dollar or in the prices of specific assets.
- (b) No liability exists for income tax as "Trade Unions" are exempt from income tax under section 23(f) of the Income Tax Assessment Act.

Investments

Dependable Credit Union Limited	\$5.00
Special Investment Account realizable within one year	<u>\$53000.00</u>

2. INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirement 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 of Schedule 1B which read as follow:

[1] A member of a reporting unit, or a Registrar, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making the application.

[2] The application must be in writing and must specify the period within which, and the manner in which, the information is to be made available. The period must not be less than 14 days after the application is given to the reporting unit.

[3] A reporting unit must apply with an application made under subsection (1).

Committee of Management Statement

On 09 / 06 /06 the Committee of Management of CFMEU Pulp & Paper Workers Branch Sydney Sub Branch passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 31st December 2005.

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

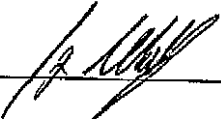
- the financial statements and notes comply with the Australian Accounting Standards;
- the financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
- the financial statements and notes give a true and fair view of the financial year to which they relate;
- there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- 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.

For Committee of Management: Craig Walters

Title of Office held:

SECRETARY - TREASURER

Signature:



Date:

30-6-06

CONSTRUCTION, FORESTRY, MINING & ENERGY UNION**FORESTRY AND FOREST PRODUCTS DIVISION****NO.7 BRANCH****PULP & PAPER WORKERS' BRANCH****SYDNEY SUB-BRANCH**

To the members of the CONSTRUCTION, FORESTRY, MINING & ENERGY UNION.

Scope

The Financial Report is the Responsibility of the Secretary

The Financial report comprises the statement of financial position, statement of financial performance, statement of cash flows and accompanying notes to the financial statements for the year ended 31st December 2005.

The secretary is responsible for the preparation and true and fair presentation of the financial report in accordance with the Workplace Relations Act 1996. 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 have conducted an independent audit of the financial report in order to express an opinion on it to the members of the Sydney Sub-Branch. Our audit has been conducted in accordance with Australian Auditing Standards in order to provide reasonable assurance 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 controls, 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 the Workplace Relations Act 1996, including compliance with Accounting Standards and other mandatory professional reporting requirements in Australia a view which is consistent with our understanding of the Sydney Sub-Branch's financial position and its performance as represented by the results of its operations and cash flows.

CONSTRUCTION, FORESTRY, MINING & ENERGY UNION**FORESTRY AND FOREST PRODUCTS DIVISION****NO.7 BRANCH****PULP & PAPER WORKERS' BRANCH****SYDNEY SUB-BRANCH**

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CONSTRUCTION FORESTRY MINING AND ENERGY UNION
THE FORESTRY & FOREST, BUILDING PRODUCTS

MANUFACTURING DIVISION
NO 7 PULP AND PAPER WORKERS' BRANCH
SYDNEY SUB BRANCH

Statement of Financial Performance
for the period 1st January 2005 to 31st December 2005

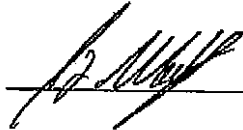
	<u>1/01/05</u>	<u>1/01/04</u>
	<u>to 31/12/05</u>	<u>to 31/12/04</u>
	\$	\$
<u>Receipts</u>		
Membership Contributions & Entrance Fees	51,824	50,112
Interest - Fixed Term Deposit	2,744	2,434
Interest - Credit Union	706	551
	<u>55,274</u>	<u>53,097</u>
<u>Payments</u>		
Air Fares	3,458	2,835
Auditor's Remuneration	2,390	1,320
Capitation Fees	21,756	27,358
Christmas Dinner	1,818	1,000
Cost Time - Meetings	13,427	11,175
Cost Time - Superannuation		781
Donations		169
Federal & State Duties	18	6
Gifts		200
Insurance		220
Legal Expenses	430	65
P.P.W. Mortuary Fund	602	1,189
Stationery		10
Telephone		874
Training	1,668	3,020
Tumut Campaign		900
Union Election		571
Union Levy	30,000	
Total Payments	<u>75,568</u>	<u>51,694</u>
Excess Receipts over Payments	(20,293)	1,403
Beginning of Year	<u>78,143</u>	<u>76,740</u>
Dependable Credit Union balance as at 31/12/05	<u><u>57,850</u></u>	<u><u>78,143</u></u>

Certificate of Secretary or other Authorised Officer
S268 of Schedule 1B *Workplace Relations Act 1996*

I Craig Walters, being the Secretary of the Sydney Sub Branch certify:

- that the documents 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 09 / 06 / 06 ; and
- that the full report was presented to a meeting of the committee of management of the reporting unit on 09 / 06 / 06 ; in accordance with section 266 of the RAO Schedule.

Signature: _____



Date: _____

30-6-06

5. Membership of the Sub-Branch

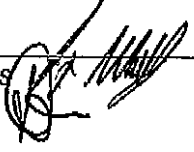

At 31st December 2005, the membership of the Sub-Branch was 116.


6. Employees of the Sub-Branch

The Sub-Branch has no employees.

7. Committee of Management and Executive

The following persons were members of the Sub-Branch Committee of Management, during the year ended 31st December 2005:

<u>Name</u>	<u>Period of Appointment</u>
Craig Walters 	01/01/05 – 31/12/05
Dave Hastie 	01/01/05 – 31/12/05



Craig Walters
Secretary

30-6-06
Dated

**CFMEU Pulp & Paper Workers' Branch
Sydney Sub-Branch**

Fax

To: Belinda Pinda

From: Craig Walters

Fax: 9666 3048

Pages: 5

Phone: 0439 461 491

Date: 4/7/06

Australian Industrial Registry

Urgent **For Review** **Please Comment** **Please Reply** **Please Recycle**

CFMEU PULP & PAPER BRANCH

Craig Walters

CONSTRUCTION, FORESTRY, MINING & ENERGY UNION**FORESTRY & FURNISHING PRODUCTS DIVISION****PULP & PAPER WORKERS' (No. 7) BRANCH****CFMEU Pulp & Paper Workers Branch Sydney Sub Branch****OPERATING REPORT**

This Operating Report covers the activities of the Pulp & Paper Workers' (No. 7) Branch ('The Branch'), Sydney Sub Branch of the Forestry & Furnishing Products Division of the Construction, Forestry, Mining & Energy Union for the year ended 31st December 2005, the results of those activities and the significant changes in the nature of those activities during the year.

1. Principal Activities of the Sydney Sub-Branch

The principal activities of the Sub-Branch over the year were:

- Implementation of the decisions of the Sub-Branch COM and Executive.
- Conduct of meetings of members.
- Representation of members in matters involving their employment.
- Participation in dispute resolution processes, including referring matters to the Pulp & Paper.
- Participation in negotiations for agreements pertaining to member's terms and conditions of employment.
- Preparations for the application of the RAO schedule.

2. The Sydney Sub-Branch Financial Affairs

There were no significant changes to the financial affairs or structures of the Sub-Branch over the year.

3. Right of Members to Resign

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

4. Superannuation Trustees

There are no officers or members of the Sub-Branch Committee of Management who are Trustees of any superannuation fund.

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

- examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report, and

- assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the Sydney Sub-Branch Secretary.

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 and the Workplace Relations Act 1996.

Audit Opinion

In our opinion the financial report of Sydney Sub-Branch of the Forestry & Furnishing Products Division of the Construction, Forestry, Mining & Energy Union is in accordance with:

(a) the Workplace Relations Act 1996, including:

- (i) giving a true and fair view of the Sydney Sub-Branch 's financial position as at 30 June 2005 and its performance for the year ended on that date; and
- (ii) complying with Australian Accounting Standard; and
- (iii) complying with 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 in Australia.

ROBERTS McNAMARA & Associates

Certified Practising Accountants


DAVID McNAMARA

Registered Company Auditor

Sydney NSW 2004

11 June 2006

CONSTRUCTION, FORESTRY, MINING & ENERGY UNION**FORESTRY AND FOREST PRODUCTS DIVISION****NO.7 BRANCH****PULP & PAPER WORKERS' BRANCH****SYDNEY SUB-BRANCH**

To the members of the CONSTRUCTION, FORESTRY, MINING & ENERGY UNION.

Scope

The Financial Report is the Responsibility of the Secretary

The Financial report comprises the statement of financial position, statement of financial performance, statement of cash flows and accompanying notes to the financial statements for the year ended 31st December 2005.

The secretary is responsible for the preparation and true and fair presentation of the financial report in accordance with the Workplace Relations Act 1996. 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 have conducted an independent audit of the financial report in order to express an opinion on it to the members of the Sydney Sub-Branch. Our audit has been conducted in accordance with Australian Auditing Standards in order to provide reasonable assurance 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 controls, 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 the Workplace Relations Act 1996, including compliance with Accounting Standards and other mandatory professional reporting requirements in Australia a view which is consistent with our understanding of the Sydney Sub-Branch's financial position and its performance as represented by the results of its operations and cash flows.

5. **Membership of the Sub-Branch**

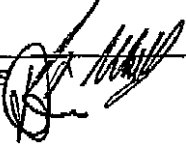

At 31st December 2005, the membership of the Sub-Branch was 116.

6. **Employees of the Sub-Branch**

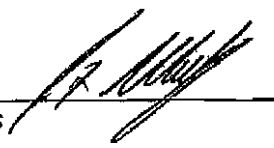
The Sub-Branch has no employees.

7. **Committee of Management and Executive**

The following persons were members of the Sub-Branch Committee of Management, during the year ended 31st December 2005:

<u>Name</u>	<u>Period of Appointment</u>
Craig Walters 	01/01/05 – 31/12/05
Dave Hastie 	01/01/05 – 31/12/05

Craig Walters
Secretary



Dated

30-6-06



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 Craig Walters
Secretary, Sydney Sub-Branch, Pulp and Paper Workers' Branch
Construction, Forestry, Mining and Energy Union
9/32 Brittain Crescent
HILLSDALE NSW 2036

Dear Mr Walters

Re: Lodgement of Financial Statements and Accounts – Pulp and Paper Workers' Branch, Sydney Sub-Branch – for year ending 31 December 2005 (FR2005/579)

I refer to the abovementioned financial statements and accounts which were lodged in the Registry on 3-4 July 2006.

Before the documents are filed I seek your clarification on two issues.

Firstly, the financial report documents did not include a Statement of Cash Flows which is required by s253 of the *Workplace Relations Act 1996* as part of a general purpose financial report. There was no reference to one in either the circular notice of Annual General Meeting, or on the contents page at the beginning of the documents.

Can you advise whether one was prepared but not lodged by an oversight? If so, please lodge it at your earliest convenience. If not, can you comment why one was not prepared?

Secondly, the Secretary's Certificate you signed on 30/6/06 appears to incorrectly state that the documents were provided to the members on 9/6/06 and presented to a committee meeting on 9/6/06 "*in accordance with section 266*".

Since the AGM notice included in the documents suggests that the s266 meeting for presentation purposes was held on 30 June 2006, this certificate should have made reference to one of the meetings of that date.

Can you confirm whether the financial report was presented on 30 June 2006, and can you clarify whether it was to the AGM or to the committee of management meeting on that day?

Your advice on both questions can either be emailed to me at stephen.kellett@air.gov.au, or posted in writing to me at c/- Bundarra Sub-Registry, 10 Burnett Street, Bundarra NSW 2359. If you wish to discuss the matter please ring me on 0429 462 979 Mondays to Wednesdays.

Yours sincerely,

Stephen Kellett
Statutory Services Branch

7 August 2006



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

Ms Melinda Morley
Administration Manager, Pulp and Paper Workers' Branch
Construction, Forestry, Mining and Energy Union
PO Box 415
CARLTON SOUTH VIC 3053

Dear Ms Morley

Re: Lodgement of Financial Statements and Accounts – Pulp and Paper Workers' Branch, Sydney Sub-Branch – for year ending 31 December 2005 (FR2005/579)

Please find enclosed a copy of a letter sent to the Sydney Sub-Branch Secretary, Mr Craig Walters in relation to the abovementioned financial statements and accounts which were lodged in the Registry on 3-4 July 2006.

If you have any queries about the letter, please do not hesitate to ring me on 0429 462 979 Mondays to Wednesdays.

Yours sincerely,

A handwritten signature in black ink that reads 'Stephen Kellett'.

Stephen Kellett
Statutory Services Branch

7 August 2006



Australian Government

Australian Industrial Registry

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
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Ms Melinda Morley
Administration Manager, Pulp and Paper Workers' Branch
Construction, Forestry, Mining and Energy Union
PO Box 415
CARLTON SOUTH VIC 3053

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Yours sincerely,

A handwritten signature in black ink that reads 'Stephen Kellett'.

Stephen Kellett
Statutory Services Branch

25 October 2006



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 Craig Walters
Secretary, Sydney Sub-Branch, Pulp and Paper Workers' Branch
Construction, Forestry, Mining and Energy Union
9/32 Brittain Crescent
HILLSDALE NSW 2036

Dear Mr Walters

Re: Lodgement of Financial Statements and Accounts – Pulp and Paper Workers' Branch, Sydney Sub-Branch – for year ending 31 December 2005 (FR2005/579)

I refer to my previous correspondence of 7 August 2006 regarding the abovementioned financial statements and accounts lodged in the Registry on 3-4 July 2006, in which I sought clarification on two issues.

There is no record of any correspondence in reply from you. In case my letter was misdirected I draw your attention to the fact that the financial report documents did not include a Statement of Cash Flows which is required by s253 of the *Workplace Relations Act 1996* as part of a general purpose financial report. There was no reference to one in either the circular notice of Annual General Meeting, or on the contents page at the beginning of the documents.

Secondly, the Secretary's Certificate you signed on 30/6/06 appears to incorrectly state that the documents were provided to the members on 9/6/06 and presented to a committee meeting on 9/6/06 "*in accordance with s266*".

Since the AGM notice included in the documents suggests that the s266 meeting for presentation purposes was held on 30 June 2006, this certificate should have made reference to one of the meetings of that date.

The documents have been filed.

Yours sincerely,

A handwritten signature in black ink that reads 'Stephen Kellett'.

Stephen Kellett
Statutory Services Branch

25 October 2006