



**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 Barry Disken  
Financial Controller, FFPD Division  
Construction, Forestry, Mining and Energy Union  
148-152 Miller Street  
WEST MELBOURNE VIC 3003

Dear Mr Disken

**Re: Lodgement of Financial Statements and Accounts – FFPD Division, South  
Australian Branch – for year ending 31 December 2006 (FR2006/586)**

I refer to the abovementioned financial statements and accounts which were lodged in the Registry on 16 June 2008.

I draw your attention to the following matter for the Branch's future reference.

At Note 4 on page 12 of the documents the Expense item particularised under "Donations" in respect of "Australian Labour Party candidate for Mount Gambier Bradley Coates" shows an amount of \$8,224. As this amount exceeds \$1,000, it should have been included also in a separate statement under s237 of the RAO Schedule, to have been lodged separately within 90 days of the end of the financial year.

There is no further action to be taken in respect of this return and the documents have been filed.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Stephen Kellett', written over a horizontal line.

Stephen Kellett  
Statutory Services Branch

15 July 2008



12 June 2008

Mr B Jenkins  
Australian Industrial Registry  
Level 8 Terrace Towers  
80 William Street  
**EAST SYDNEY NSW 2011**

CONSTRUCTION  
FORESTRY  
MINING  
ENERGY  
UNION

Dear Mr Jenkins

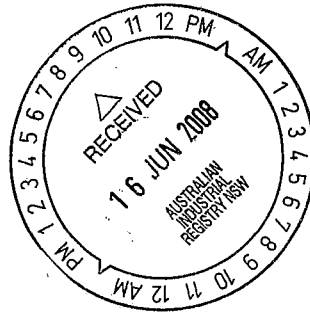
**Re: 2006 Audited Financial Statement**

Please find enclosed the audited Financial Statement, and Certificate by Secretary or Authorised Officer for the CFMEU FFPD South Australia Branch for the year ended 31 December 2006.

If further information is required, please contact our Accountant and Financial Controller, Mr Barry Disken on 03 9274 9200.

Yours sincerely

Jane Calvert  
National President



**National Office**  
148 - 152 Miller Street  
WEST MELBOURNE  
VICTORIA 3003

PH: (03) 9274 9215  
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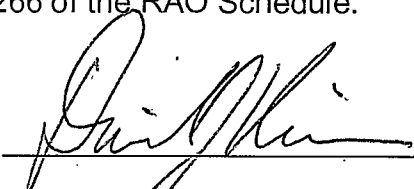
**Certificate of Secretary or other Authorised Officer**

S268 of Schedule 1B Workplace Relations Act 1996

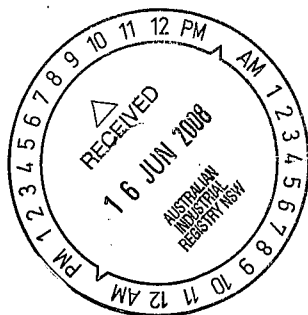
I, David Kirner, being the Secretary of the South Australia Branch of the Forestry & Furnishing Products Division of the Construction, Forestry, Mining & Energy Union certify:

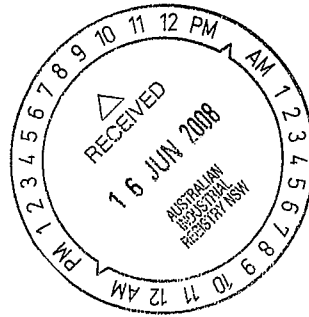
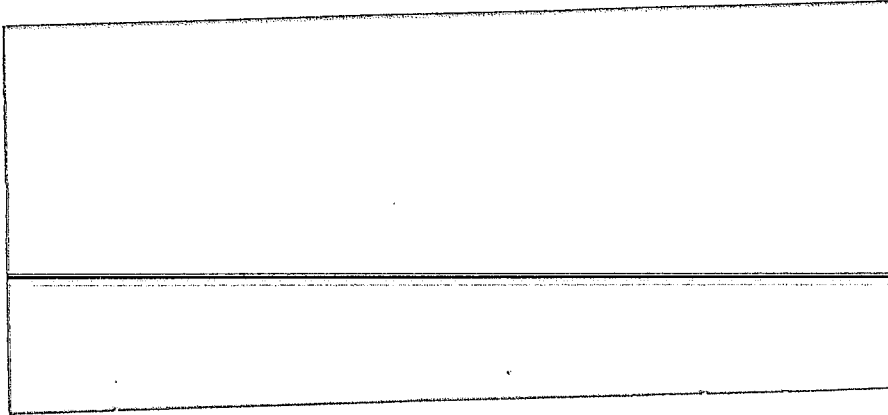
- That the documents lodged herewith are copies of the full report, referred to in s268 of the RAO Schedule; and
- That the full report was provided to members on 28 February 2008; and
- That the full report was presented to a meeting of the Committee of Management of the reporting unit on 5 May 2008 in accordance with section 266 of the RAO Schedule.

Signature:

  
\_\_\_\_\_  
David Kirner - Branch Secretary

Date: 22 May 2008

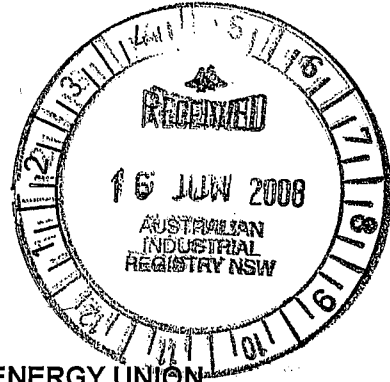




**msi RAGG WEIR**  
Chartered Accountants

LEVEL 2, 50 BURWOOD ROAD, HAWTHORN  
P.O. Box 325, Hawthorn, Victoria 3122, Australia  
Tel +613 9819 4011 Fax +613 9819 6780  
Web [www.raggweir.com.au](http://www.raggweir.com.au)  
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MSI RAGG WEIR IS A MEMBER OF MSI, A NETWORK OF INDEPENDENT PROFESSIONAL FIRMS



**CONSTRUCTION, FORESTRY, MINING AND ENERGY UNION  
FORESTRY, FURNISHING, BUILDING PRODUCTS AND  
MANUFACTURING DIVISION -  
SOUTH AUSTRALIA DIVISIONAL BRANCH  
ABN 33 399 833 248**

**FINANCIAL REPORT  
FOR THE YEAR ENDED 31 DECEMBER 2006**

**CONSTRUCTION, FORESTRY, MINING AND ENERGY UNION  
FORESTRY, FURNISHING, BUILDING PRODUCTS AND MANUFACTURING DIVISION –  
SOUTH AUSTRALIA DIVISIONAL BRANCH  
ABN 33 399 833 248**

**OPERATING REPORT**

In accordance with Section 254 of the Workplace Relations Act 1996, the Committee of Management present their Operating Report on the Construction, Forestry, Mining and Energy Union Forestry, Furnishing, Building Products and Manufacturing Division – South Australia Divisional Branch, the relevant Reporting Unit for the financial year ended 31 December 2006.

**Principal Activities**

The principal activities of the Union during the past year fell into the following categories:

- Implementation of the decisions of the Branch Executive and Committee of Management.
- Implementation of the Union's organising agenda, including direct assistance and strategic advice on particular industry or site organising projects, training and development of officials.
- Industrial support including assistance with legal and legislative matters.
- The administration and variation of federal and state awards.
- Negotiation and registration of certified industrial instruments on behalf of members consistent with the objects of the Workplace Relations Act 1996, and the Union rules.
- Media and other communications to members and to the broader local communities of the Branch on issues affecting the rank and file.

**Operating Result**

The operating loss of the Union for the financial year was \$203,512. No provision for tax was necessary as the Union is exempt from income tax.

**Significant Changes**

There were no significant changes in the nature of activities of the Union during the year.

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

**Rights of Members**

Subject to the Union's rules and Section 174 of the Workplace Relations Act 1996, members of the Union have the right to resign from membership by providing written notice addressed to and delivered to the Secretary of the Union.

**Superannuation Officeholders**

Mr D Kirner is an executive member of the Union and held directorship of Timber Industry Superannuation Scheme Pty Ltd.

Mr D Kirner is an executive member of the Union and holds directorship of FIRST Superannuation Pty Ltd.

Mr D Kirner is an executive member of the Union and held directorship of BIRST.

No other officer or member of the Union acts:

- (i) as a trustee of a superannuation entity or an exempt public sector superannuation scheme; or
- (ii) as a director of a company that is a trustee of a superannuation entity or an exempt public sector superannuation scheme.

**CONSTRUCTION, FORESTRY, MINING AND ENERGY UNION  
FORESTRY, FURNISHING, BUILDING PRODUCTS AND MANUFACTURING DIVISION –  
SOUTH AUSTRALIA DIVISIONAL BRANCH  
ABN 33 399 833 248**

**OPERATING REPORT  
Continued**

**Other Prescribed Information**

In accordance with Regulation 159 of the Workplace Relations (Registration and Accountability of Organisations) Regulations:

- (a) the number of persons that were, at the end of the financial year to which the report relates, recorded in the register of members for Section 230 of the RAO Schedule and who are taken to be members of the Union under section 244 of the RAO Schedule was 2,391.
- (b) the number of persons who were, at the end of the financial year to which the report relates, employees of the Union, where the number of employees includes both full-time and part-time employees, measured on a full-time equivalent basis was 5.
- (c) the names of each person who have been a member of the Branch Committee of Management of the Union at any time during the reporting period, and the period for which he or she held such a position were;

<b>Name</b>	<b>Position</b>
Greg Muhovics	Branch President
Tony Howlett	Branch Senior Vice President
Peter Simmonds	Branch Vice President
Maree Gale	Branch Vice President (AA)
David Kirner	Branch Secretary/Treasurer
Brad Coates	Branch Assistant Secretary
Leslie Birch	Branch Trustee
Tom Kenny	Branch Trustee
Andrew Sampson	Branch Trustee
Kylie Little	Committee of Management (AA)
Max Adams	Committee of Management (resigned 1 January 2006)
Laurence Barbary	Committee of Management (resigned 22 August 2006)
Rosita Basa	Committee of Management
Terry Bennier	Committee of Management (appointed 22 August 2006)
Scott Harvey	Committee of Management (resigned 26 May 2006)
John Hocking	Committee of Management (resigned 1 January 2006)
Travis Lawson	Committee of Management (appointed 1 January 2006)
Michael Miles	Committee of Management
Michael Muhovics	Committee of Management (appointed 22 August 2006)
Peter Nelson	Committee of Management

Committee members have been in office since the start of the financial year to the date of this report unless otherwise stated.

CONSTRUCTION, FORESTRY, MINING AND ENERGY UNION  
FORESTRY, FURNISHING, BUILDING PRODUCTS AND MANUFACTURING DIVISION –  
SOUTH AUSTRALIA DIVISIONAL BRANCH  
ABN 33 399 833 248

OPERATING REPORT  
Continued


Other Prescribed Information continued

- d) The following persons were members of the Branch Executive, during the year ended 31 December 2006:

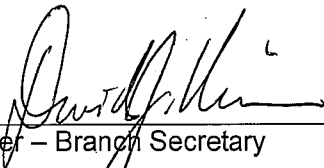
Name	Position
Greg Muhovics	Branch President
Tony Howlett	Branch Senior Vice President
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Leslie Birch	Branch Trustee
Tom Kenny	Branch Trustee
Andrew Sampson	Branch Trustee
Kylie Little	Committee of Management (AA)
Terry Bennier	Committee of Management (appointed 22 August 2006)

Branch Executive members have been in office since the start of the financial year to the date of this report unless otherwise stated.

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



G. Muhovics – Branch President



D. Kirner – Branch Secretary

Adelaide: 6 December 2007



**CONSTRUCTION, FORESTRY, MINING AND ENERGY UNION  
FORESTRY, FURNISHING, BUILDING PRODUCTS AND MANUFACTURING DIVISION –  
SOUTH AUSTRALIA DIVISIONAL BRANCH  
ABN 33 399 833 248**

**INCOME STATEMENT  
FOR THE YEAR ENDED 31 DECEMBER 2006**

	Note	2006 \$	2005 \$
Revenue	3	924,278	1,058,074
Administration expense	4	(112,764)	(80,245)
Affiliation fees, compulsory levies and sustentation fees	4	(201,958)	(185,412)
Borrowing cost expense	4	-	(1,854)
Depreciation expense	4	(14,955)	(13,526)
Employee benefits expense	4	(668,792)	(612,754)
Motor vehicle expense		(23,738)	(23,702)
Occupancy expense		(45,350)	(46,397)
Telephone and facsimile expense		(27,787)	(30,566)
Travel expense		(24,638)	(22,136)
Other expenses		<u>(7,808)</u>	<u>(17,316)</u>
<b>Profit/(loss) before income tax expense</b>	4	(203,512)	24,166
Income tax expense	1(a)	<u>-</u>	<u>-</u>
<b>Net profit/(loss) attributable to members</b>		<u>(203,512)</u>	<u>24,166</u>

The accompanying notes form part of these financial statements.

**CONSTRUCTION, FORESTRY, MINING AND ENERGY UNION  
FORESTRY, FURNISHING, BUILDING PRODUCTS AND MANUFACTURING DIVISION –  
SOUTH AUSTRALIA DIVISIONAL BRANCH  
ABN 33 399 833 248**

**BALANCE SHEET  
AS AT 31 DECEMBER 2006**

	Note	2006 \$	2005 \$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	5	182,396	326,639
Trade and other receivables	6	22,397	15,573
Other current assets	7	<u>26,804</u>	<u>4,777</u>
<b>TOTAL CURRENT ASSETS</b>		<u>231,597</u>	<u>346,989</u>
<b>NON CURRENT ASSETS</b>			
Property, plant and equipment	9	<u>42,611</u>	<u>46,944</u>
<b>TOTAL NON CURRENT ASSETS</b>		<u>42,611</u>	<u>46,944</u>
<b>TOTAL ASSETS</b>		<u>274,208</u>	<u>393,933</u>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	10	149,703	54,869
Short term provisions	12	<u>128,970</u>	<u>140,017</u>
<b>TOTAL CURRENT LIABILITIES</b>		<u>278,673</u>	<u>194,886</u>
<b>TOTAL LIABILITIES</b>		<u>278,673</u>	<u>194,886</u>
<b>NET ASSETS/(LIABILITIES)</b>		<u>(4,465)</u>	<u>199,047</u>
<b>EQUITY</b>			
Accumulated profits/(losses)		<u>(4,465)</u>	<u>199,047</u>
<b>TOTAL EQUITY</b>		<u>(4,465)</u>	<u>199,047</u>

The accompanying notes form part of these financial statements.

CONSTRUCTION, FORESTRY, MINING AND ENERGY UNION  
FORESTRY, FURNISHING, BUILDING PRODUCTS AND MANUFACTURING DIVISION –  
SOUTH AUSTRALIA DIVISIONAL BRANCH  
ABN 33 399 833 248

STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 31 DECEMBER 2006

	Retained earnings	Total
Balance at 1 January 2005	174,881	174,881
Profit attributable to members	24,166	24,166
Balance at 31 December 2005	199,047	199,047
Loss attributable to members	(203,512)	(203,512)
<b>Balance at 31 December 2006</b>	<b>(4,465)</b>	<b>(4,465)</b>

The accompanying notes form part of these financial statements.

**CONSTRUCTION, FORESTRY, MINING AND ENERGY UNION  
FORESTRY, FURNISHING, BUILDING PRODUCTS AND MANUFACTURING DIVISION –  
SOUTH AUSTRALIA DIVISIONAL BRANCH  
ABN 33 399 833 248**

**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 31 DECEMBER 2006**

	Note	2006 \$	2005 \$
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>			
Receipts from members		810,739	776,840
Representation fees		163,490	128,133
Interest received		7,923	4,714
Other income received		29,280	30,186
Payments to suppliers and employees		<u>(1,145,053)</u>	<u>(1,027,788)</u>
Net cash provided (used) in operating activities	17(b)	<u>(133,621)</u>	<u>(87,915)</u>
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>			
Proceeds on sale of motor vehicle		-	13,373
Proceeds from sale of strata title units		-	294,628
Payments for property, plant & equipment		<u>(10,622)</u>	<u>(17,504)</u>
Net cash provided (used) in investing activities		<u>(10,622)</u>	<u>290,497</u>
Net increase/(decrease) in cash held		(144,243)	202,582
Cash at beginning of year		<u>326,639</u>	<u>124,057</u>
Cash at end of year	17a	<u>182,396</u>	<u>326,639</u>

The accompanying notes form part of these financial statements.

**CONSTRUCTION, FORESTRY, MINING AND ENERGY UNION  
FORESTRY, FURNISHING, BUILDING PRODUCTS AND MANUFACTURING DIVISION –  
SOUTH AUSTRALIA DIVISIONAL BRANCH  
ABN 33 399 833 248**

**STATEMENT OF RECEIPTS AND PAYMENTS FOR RECOVERY OF WAGES ACTIVITY  
CASH BASIS - FOR THE YEAR ENDED 31 DECEMBER 2006**

	2006	2005
	\$	\$
<b>Cash assets in respect of recovered money at beginning of year</b>		
<b>Receipts</b>		
Amounts recovered from employers in respect of wages etc	-	-
Interest received on recovered money	-	-
	<hr/>	<hr/>
<b>Total receipts</b>	-	-
<b>Payments</b>		
Deductions of amounts due in respect of membership for:-		
- 12 months or less	-	-
- greater than 12 months	-	-
Deductions of donations or other contributions to accounts or funds of:-		
- the reporting unit	-	-
- other entity	-	-
Deductions of fees or reimbursements of expenses	-	-
Payments to workers in respect of recovered money	-	-
	<hr/>	<hr/>
<b>Total payments</b>	-	-
<b>Cash assets in respect of recovered money at end of year</b>	<hr/>	<hr/>

The accompanying notes form part of these financial statements.

**CONSTRUCTION, FORESTRY, MINING AND ENERGY UNION  
FORESTRY, FURNISHING, BUILDING PRODUCTS AND MANUFACTURING DIVISION –  
SOUTH AUSTRALIA DIVISIONAL BRANCH  
ABN 33 399 833 248**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2006**

**NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES**

The financial report is a general purpose financial report that has been prepared in accordance with Accounting Standards, Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board and the Workplace Relations Act 1996.

The financial report of Construction, Forestry, Mining and Energy Union Forestry, Furnishing, Building Products and Manufacturing Division – South Australia Divisional Branch complies 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 Union in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

**Basis of Preparation**

**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, and financial assets and financial liabilities for which the fair value basis of accounting has been applied.

**Accounting Policies**

**a. Income Tax**

No provision for income tax is necessary as "Trade Unions" are exempt from income tax under Section 50 – 15 of the Income Tax Assessment Act 1997.

**b. Plant and Equipment**

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

**Plant and equipment**

Plant and equipment is measured on the cost basis.

The carrying amount of plant and equipment is reviewed annually by the committee of management to ensure it is not in excess of the recoverable amount from those assets. The recoverable amount is assessed on the basis of the expected net cash flows which will be received from the assets employment and subsequent disposal. The expected net cash flows have not been discounted to present values in determining recoverable amounts.

**b. Depreciation**

The depreciable amount of all fixed assets including buildings, but excluding freehold land, is depreciated on a straight line basis or a reducing balance basis over their estimated useful lives to the Union commencing from the time the asset is held ready for use.

The depreciation rates used for each class of assets are:

Class of Fixed Asset	Depreciation Rate
Furniture, fittings and equipment	13.0% to 33.33%
Motor vehicles	18.75% to 22.50%

**c. Leases**

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

**CONSTRUCTION, FORESTRY, MINING AND ENERGY UNION  
FORESTRY, FURNISHING, BUILDING PRODUCTS AND MANUFACTURING DIVISION –  
SOUTH AUSTRALIA DIVISIONAL BRANCH  
ABN 33 399 833 248**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2006**

**NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES continued**

**d. Employee Benefits**

Provision is made for the Union's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits expected to be settled within one year together with benefits arising from wages and salaries, annual leave and sick leave which will be settled after one year, have been measured at the amounts expected to be paid when the liability is settled plus related on-costs. Other employee benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those benefits.

Contributions are made by the Union to an employee superannuation fund and are charged as expenses when incurred.

**e. Financial Instruments**

**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:

**Financial Assets**

**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 nominal value.

**Held-to-maturity investments**

These investments have fixed maturities, and it is the Union's intention to hold these investments to maturity. Any held-to-maturity investments held by the Union are stated at a current value based on either amortising or revaluing the investment on a straight line basis to its face value at maturity. Any adjustment is debited or credited to interest.

**Fair Value**

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

**f. Impairment of Assets**

At each reporting date, the Union review the carrying value of the 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.

**g. 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.

**h. Revenue**

Revenue from membership is recognised on a receipt basis.

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

**CONSTRUCTION, FORESTRY, MINING AND ENERGY UNION  
FORESTRY, FURNISHING, BUILDING PRODUCTS AND MANUFACTURING DIVISION –  
SOUTH AUSTRALIA DIVISIONAL BRANCH  
ABN 33 399 833 248**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2006**

**NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES continued**

**h. Revenue continued**

Dividend revenue is recognised when the right to receive a dividend has been established.

All revenue is stated net of the amount of 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 Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the Balance Sheet are shown inclusive of GST.

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

**j. Comparative Figures**

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

**k. Critical Accounting Estimates and Judgements**

The committee of management members evaluate estimates and judgements incorporated into the financial report based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within the union.

**Key Estimates**

The committee of management members assesses impairment at each reporting date by evaluating conditions specific to the union that may lead to impairment of assets. Where an impairment trigger exists, the recoverable amount of the asset is determined. Value in use calculation performed in assessing recoverable amounts incorporates a number of key estimates.

**Key Judgements**

There are no critical judgements that have a significant risk of causing a material adjustment to the carrying amount of the assets and liabilities.

**l. Going Concern**

The Union has a net current asset deficiency of \$47,076 and a net asset deficiency of \$4,465. The continuing operations of the Union and the ability to pay its debts as and when they fall due is dependent upon the continuing financial support of the Construction, Forestry, Mining and Energy Union(CFMEU) Forestry and Furnishing Products Division .

The CFMEU Forestry and Furnishing Products Division has confirmed that it will provide to the Union the financial assistance necessary to ensure that the Union is able to pay its debts as and when they fall due and enable the Union to continue as a going concern. This assistance will be provided for a period of one year from the date of these accounts.

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If the Union is unable to continue as a going concern, it may be required to realise its assets and extinguish its liabilities other than in the normal course of business and at amounts different from those stated in the financial report.



**CONSTRUCTION, FORESTRY, MINING AND ENERGY UNION  
FORESTRY, FURNISHING, BUILDING PRODUCTS AND MANUFACTURING DIVISION –  
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ABN 33 399 833 248**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2006**

**NOTE 2: INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR**

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 of Schedule 1 which read as follows: -

1. A member of a reporting unit, or a Registrar, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making the application.
2. The application must be in writing and specify the period within which, and the manner in which, the information is to be made available. The period must not be less than fourteen days after the application is given to the reporting unit.
3. A reporting unit must comply with an application under subsection (1).

	2006 \$	2005 \$
<b>NOTE 3: REVENUE</b>		
<b>Operating activities</b>		
Members' contributions	736,122	776,840
Representation fees	148,628	128,133
Surplus on sale of Strata Unit, Trades Hall	-	113,704
Interest received	10,248	4,714
Grants received – award reviews	10,000	-
Board fees	7,665	4,784
Profit on sale of fixed assets	2,018	4,351
Other income	9,597	25,548
 Total revenue	 924,278	 1,058,074

**NOTE 4: PROFIT FOR YEAR**

Profit before income tax expense has been determined after:

**EXPENSES**

<b>Administration expense</b>		
Advertising	810	21
Bank charges	1,527	2,181
Computer expenses	17,180	6,631
Conference expenses	8,926	12,938
Debt collection expenses	1,769	3,844
Donations		
- Australian Labour Party South Australian Branch	880	-
- Australian Labour Party candidate for Mount Gambier Bradley Coates	8,224	-
- Australian Meat Industry Employees Union	100	-
- Sundry donation	50	-

**CONSTRUCTION, FORESTRY, MINING AND ENERGY UNION  
FORESTRY, FURNISHING, BUILDING PRODUCTS AND MANUFACTURING DIVISION –  
SOUTH AUSTRALIA DIVISIONAL BRANCH  
ABN 33 399 833 248**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2006**

	2006 \$	2005 \$
<b>NOTE 4: PROFIT FOR YEAR continued</b>		
<b>Administration expense continued.</b>		
Insurance	3,487	9,570
Legal expenses	4,858	1,029
Office expenses	26,639	8,465
Postage and freight	12,016	8,822
Photocopy expenses	6,615	6,368
Printing and stationery	14,147	15,474
Subscriptions	836	1,052
Remuneration of auditor		
- audit	4,700	3,850
- other services	-	-
	<u>112,764</u>	<u>80,245</u>
<b>Affiliation fees, compulsory levies and sustentation fees</b>		
Affiliation fees:		
- Australian Labor Party South Australia Branch	10,962	7,182
- South Australia Union	9,180	8,946
- Regional Trade and Labour Council	-	(100)
Compulsory levy:		
- Australian Council of Trade Unions Industrial Relations campaign	10,950	7,623
- CFMEU Forestry and Furnishing Products Division National Office	-	9,091
- CFMEU Forestry and Furnishing Products Division National Office, relocation of National Office and staff redundancy	21,818	-
- South Australia Union – Your Right at Work campaign levy	2,100	-
Sustentation fee:		
- CFMEU Forestry and Furnishing Products Division National Office	146,948	152,670
	<u>201,958</u>	<u>185,412</u>
<b>Borrowing expense</b>		
Interest paid on hire purchase	-	1,854
<b>Depreciation expense</b>		
Furniture, fittings and equipment, motor vehicles	<u>14,955</u>	<u>13,526</u>
<b>Employee benefit expense</b>		
Salaries	424,690	480,000
Salaries – workcover grant	-	13,510
Termination payments	147,975	-
Superannuation	52,685	52,798
Provision for annual leave	4,528	12,765
Provision for long service leave	(10,386)	2,192
Provision for sick leave	3,026	8,849
Fringe benefits tax	6,559	4,549
Payroll tax	31,922	29,866
Workcover	7,793	8,225
	<u>668,792</u>	<u>612,754</u>

**CONSTRUCTION, FORESTRY, MINING AND ENERGY UNION  
FORESTRY, FURNISHING, BUILDING PRODUCTS AND MANUFACTURING DIVISION –  
SOUTH AUSTRALIA DIVISIONAL BRANCH  
ABN 33 399 833 248**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2006**

	2006 \$	2005 \$
<b>NOTE 5: CASH AND CASH EQUIVALENTS</b>		
Cash on hand	480	1,130
Cash at bank	181,916	325,509
	182,396	326,639
<b>NOTE 6: TRADE AND OTHER RECEIVABLES</b>		
CURRENT		
Contributions receivable	14,129	15,042
Sundry debtors	4,187	531
Amounts relating to: CFMEU – Forestry & Furnishing Products Division – National Office	4,081	-
	22,397	15,573
<b>NOTE 7: OTHER CURRENT ASSETS</b>		
CURRENT		
Prepayments	26,804	4,777
<b>NOTE 8: PLANT AND EQUIPMENT</b>		
Furniture, fittings and equipment – at cost	50,024	42,939
Less accumulated depreciation	(40,850)	(36,511)
	9,174	6,428
Motor vehicles – at cost	98,297	94,761
Less accumulated depreciation	(64,860)	(54,245)
	33,437	40,516
<b>TOTAL PLANT AND EQUIPMENT</b>	<b>42,611</b>	<b>46,944</b>

**CONSTRUCTION, FORESTRY, MINING AND ENERGY UNION  
FORESTRY, FURNISHING, BUILDING PRODUCTS AND MANUFACTURING DIVISION –  
SOUTH AUSTRALIA DIVISIONAL BRANCH  
ABN 33 399 833 248**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2006**

**NOTE 8: PLANT AND EQUIPMENT continued**

**Movements In Carrying Amounts**

Movements in the carrying amounts (written down values) for each class of property, plant and equipment between the start and end of the current financial year.

	<b>Furniture Fittings &amp; Equipment</b>	<b>Motor Vehicles</b>	<b>TOTAL</b>
Balance at start of year	6,428	40,516	46,944
Additions	7,086	3,536	10,622
Disposals	-	-	-
Depreciation expense	(4,340)	(10,615)	(14,955)
Balance at end of year	<u>9,174</u>	<u>33,437</u>	<u>42,611</u>
		<b>2006</b>	<b>2005</b>
		\$	\$

**NOTE 9: TRADE AND OTHER PAYABLES**

Trade creditors & accruals	55,264	13,482
Payroll liabilities	42,753	23,020
GST liability	2,849	7,597
Amounts relating to: CFMEU – Forestry & Furnishing Products Division – National Office	<u>48,837</u>	<u>10,770</u>
	<u>149,703</u>	<u>54,869</u>

**NOTE 10: PROVISIONS**

**CURRENT**

Employee benefits:		
Annual leave	47,077	42,549
Long service leave	46,711	57,097
Sick leave	<u>35,182</u>	<u>40,371</u>
Total Current Provisions	<u>128,970</u>	<u>140,017</u>
Number of Employees at year end	<u>5</u>	<u>7</u>

**NOTE 11: OPERATING LEASE COMMITMENTS**

Operating lease commitments exists in respect of the properties situated at Unit 2, 191-195 Melbourne Street, North Adelaide and 40 Percy Street, Mount Gambier. The branch relocated from 125 Port Road, Hindmarsh, South Australia, during September 2006, to Unit 2, 191-195 Melbourne Street, North Adelaide. An operating lease commitment also exists in respect of the lease of a photocopier from Canon Finance Australia Ltd. The maximum amount committed plus the maximum extension of options is as follows:-

**CONSTRUCTION, FORESTRY, MINING AND ENERGY UNION  
FORESTRY, FURNISHING, BUILDING PRODUCTS AND MANUFACTURING DIVISION –  
SOUTH AUSTRALIA DIVISIONAL BRANCH  
ABN 33 399 833 248**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2006**

**NOTE 11: OPERATING LEASE COMMITMENTS continued**

The total operating lease commitments are:

(a) 125 Port Road, Hindmarsh, South Australia,		
Due within 1 year	-	22,740
Due within 2-5 years	-	-
	<u>-</u>	<u>22,740</u>
 (b) Unit 2, 191-195 Melbourne Street, North Adelaide		
Due within 1 year	23,532	-
Due within 2-5 years	12,032	-
	<u>35,564</u>	<u>-</u>
 (c) 40 Percy Street, Mount Gambier		
Due within 1 year	7,628	5,027
Due within 2-5 years	5,204	-
	<u>12,832</u>	<u>5,027</u>
 (d) Office Equipment		
Due within 1 year	2,690	6,455
Due within 2-5 years	-	2,690
	<u>2,690</u>	<u>9,145</u>
 TOTAL COMMITMENT	<u>51,086</u>	<u>36,912</u>

**NOTE 12: CONTINGENT LIABILITIES**

There are no contingent liabilities at the date of this report.

**NOTE 13: EVENTS SUBSEQUENT TO REPORTING DATE**

There are no events subsequent to the reporting date and to the date of this report which will have a material effect on the financial report for the year ended 31 December 2006.

**CONSTRUCTION, FORESTRY, MINING AND ENERGY UNION  
FORESTRY, FURNISHING, BUILDING PRODUCTS AND MANUFACTURING DIVISION –  
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ABN 33 399 833 248**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2006**

**NOTE 14: KEY MANAGEMENT PERSONNEL COMPENSATION  
AND RELATED PARTY TRANSACTIONS**

The names of each person who have been a member of the Committee of Management of the Union at any time during the reporting period, and the period for which he or she held such a position were;

<b>Name</b>	<b>Position</b>
Greg Muhovics	Branch President
Tony Howlett	Branch Senior Vice President
Peter Simmonds	Branch Vice President
Maree Gale	Branch Vice President (AA)
David Kirner	Branch Secretary/Treasurer
Brad Coates	Branch Assistant Secretary
Leslie Birch	Branch Trustee
Tom Kenny	Branch Trustee
Andrew Sampson	Branch Trustee
Kylie Little	Committee of Management (AA)
Max Adams	Committee of Management (resigned 1 January 2006)
Laurence Barbary	Committee of Management (resigned 22 August 2006)
Rosita Basa	Committee of Management
Terry Bennier	Committee of Management (appointed 22 August 2006)
Scott Harvey	Committee of Management (resigned 26 May 2006)
John Hocking	Committee of Management (resigned 1 January 2006)
Travis Lawson	Committee of Management (appointed 1 January 2006)
Michael Miles	Committee of Management
Michael Muhovics	Committee of Management (appointed 22 August 2006)
Peter Nelson	Committee of Management

(a) The aggregate amount of remuneration paid to elected officials during the financial year for salaries was \$142,148.

The aggregate amount paid during the financial year to a superannuation plan in connection with the retirement of elected officials was \$18,179.

(b) There was no remuneration paid to other persons on the committee of management.

(c) There were no other transactions between the officers of the Union other than those relating to their membership of the Union and reimbursement by the Union in respect of expenses incurred by them in the performance of their duties. Such transactions have been on conditions no more favourable than those which it is reasonable to expect would have been adopted by parties at arm's length.

**NOTE 15: ECONOMIC DEPENDENCE**

The principle source of income for the Union is from membership fees. The Union is economically dependent upon the membership levels and fees.

**CONSTRUCTION, FORESTRY, MINING AND ENERGY UNION  
FORESTRY, FURNISHING, BUILDING PRODUCTS AND MANUFACTURING DIVISION –  
SOUTH AUSTRALIA DIVISIONAL BRANCH  
ABN 33 399 833 248**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2006**

**NOTE 16: SEGMENT REPORTING**

The Union operates predominantly in one industry, being the Forestry, Furnishing, Building Products and Manufacturing sector. The business operates predominantly in one geographical area being in South Australia.

	2006	2005
	\$	\$

**NOTE 17: CASH FLOW INFORMATION**

**a. Reconciliation of Cash**

Cash at the end of the financial year as shown in the statements of cash flows is reconciled to the related items in the balance sheet as follows:

Cash on hand	480	1,130
Cash at bank	<u>181,916</u>	<u>325,509</u>
	<u>182,396</u>	<u>326,639</u>

**b. Reconciliation of Net Cash provided by (used in )  
Operating Activities to Net Profit / (Loss)**

Net profit/(loss)	(203,512)	24,166
<b>Non Cash Items</b>		
Depreciation	14,955	13,526
Provision for employee entitlements	(11,047)	23,806
Profit on sale of assets	-	(118,055)
<b>Changes in Assets and Liabilities</b>		
(Increase)/decrease in receivable	(6,824)	(813)
(Increase)/decrease in prepayments	(22,027)	16,230
Increase/(decrease) in payables	<u>94,834</u>	<u>(46,775)</u>
Cash flows used in operations	<u>(133,621)</u>	<u>(87,915)</u>

**c. Credit Stand-by Arrangement and Loan Facilities**

There are no credit or loan facilities.

d. There were no non-cash financing or investing activities during the period.

e. Net cash outflows relating to another reporting unit of the organisation are as follows:

CFMEU – Forest & Forestry Products Division National Office (included within payments to suppliers and employees)	<u>130,699</u>	<u>150,991</u>
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**CONSTRUCTION, FORESTRY, MINING AND ENERGY UNION  
FORESTRY, FURNISHING, BUILDING PRODUCTS AND MANUFACTURING DIVISION –  
SOUTH AUSTRALIA DIVISIONAL BRANCH  
ABN 33 399 833 248**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2006**

**NOTE 18: FINANCIAL INSTRUMENTS**

**a. Interest Rate Risk**

The Union's exposure to interest rate risk, which is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates and the effective weighted average interest rates on those financial assets and financial liabilities, is as follows:

2006	Note	Weighted Average Effective Interest Rate %	Floating Interest Rate \$	Fixed Interest Rate Maturing			TOTAL \$
				Within 1 Year \$	1 to 5 Years \$	Non- interest bearing \$	
<b>Financial Assets</b>							
Cash at bank	5	2.50	181,916	-	-	480	182,396
Receivables	6	-	-	-	-	22,397	22,397
<b>Total Financial Assets</b>			<u>181,916</u>	<u>-</u>	<u>-</u>	<u>22,877</u>	<u>204,793</u>
<b>Financial Liabilities</b>							
Payables	9	-	-	-	-	(149,703)	(149,703)
<b>Total Financial Liabilities</b>			<u>-</u>	<u>-</u>	<u>-</u>	<u>(149,703)</u>	<u>(149,703)</u>
<b>Net Financial Assets/ (Liabilities)</b>			<u>181,916</u>	<u>-</u>	<u>-</u>	<u>(126,826)</u>	<u>55,090</u>

2005	Note	Weighted Average Effective Interest Rate %	Floating Interest Rate \$	Fixed Interest Rate Maturing			TOTAL \$
				Within 1 Year \$	1 to 5 Years \$	Non- interest bearing \$	
<b>Financial Assets</b>							
Cash at bank	5	2.40	194,942	130,567	-	1,130	326,639
Receivables	6	-	-	-	-	15,573	15,573
<b>Total Financial Assets</b>			<u>194,942</u>	<u>130,567</u>	<u>-</u>	<u>16,703</u>	<u>342,212</u>
<b>Financial Liabilities</b>							
Payables	9	-	-	-	-	54,869	54,869
<b>Total Financial Liabilities</b>			<u>-</u>	<u>-</u>	<u>-</u>	<u>54,869</u>	<u>54,869</u>
<b>Net Financial Assets/(Liabilities)</b>			<u>194,942</u>	<u>130,567</u>	<u>-</u>	<u>(38,166)</u>	<u>287,343</u>

**b. Credit Risk**

The maximum exposure to credit risk, excluding the value of any collateral or other security, at balance date to recognised financial assets is the carrying amount of those assets, net of any provisions for impairment of debts, as disclosed in the balance sheet and notes to the financial statements.

The Union does not have any material credit risk exposure to any single debtor or group of debtors under financial instruments entered into by the Union.



**CONSTRUCTION, FORESTRY, MINING AND ENERGY UNION  
FORESTRY, FURNISHING, BUILDING PRODUCTS AND MANUFACTURING DIVISION –  
SOUTH AUSTRALIA DIVISIONAL BRANCH  
ABN 33 399 833 248**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2006**

**NOTE 18: FINANCIAL INSTRUMENTS continued**

**c. Net Fair Values**

The net fair values of listed investments have been valued at the quoted market bid price at balance date adjusted for transaction costs expected to be incurred. For other assets and other liabilities the net fair value approximates their carrying value. No financial assets and financial liabilities are readily traded on organised markets in standardised form other than listed investments. Financial assets where the carrying amount exceeds net fair values have not been written down as the Union intends to hold these assets to maturity.

The aggregate net fair values and carrying amounts of financial assets and financial liabilities are disclosed in the balance sheet and in the notes to the financial statements.

**NOTE 19: ENTITY DETAILS**

The registered office is:  
Unit 2  
191 – 195 Melbourne Street  
NORTH ADELAIDE SA 5006

**CONSTRUCTION, FORESTRY, MINING AND ENERGY UNION  
FORESTRY, FURNISHING, BUILDING PRODUCTS AND MANUFACTURING DIVISION –  
SOUTH AUSTRALIA DIVISIONAL BRANCH  
ABN 33 399 833 248**

**COMMITTEE OF MANAGEMENT CERTIFICATE**

On 6 December 2007 the Committee of Management of the Construction, Forestry, Mining and Energy Union Forestry, Furnishing, Building Products and Manufacturing Division – South Australia Divisional Branch ("Union/Reporting Unit") passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 31 December 2006:

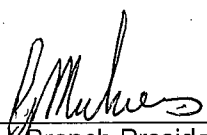
The Committee of Management declares in relation to the GPFR that in its opinion:

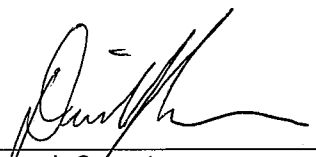
- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial 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; and
- (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 organization including the rules of a branch concerned; and
  - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organization including the rules of a branch concerned; and
  - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
  - (iv) where the organization consists of 2 or more reporting units, the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organization; and
  - (v) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member of Registrar; and
  - (vi) there has been compliance with any order for inspection of financial reports made by the Commission under section 273 of the RAO Schedule.

CONSTRUCTION, FORESTRY, MINING AND ENERGY UNION  
FORESTRY, FURNISHING, BUILDING PRODUCTS AND MANUFACTURING DIVISION –  
SOUTH AUSTRALIA DIVISIONAL BRANCH  
ABN 33 399 833 248

COMMITTEE OF MANAGEMENT CERTIFICATE  
continued

- (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.

  
\_\_\_\_\_  
G. Muhovics – Branch President

  
\_\_\_\_\_  
D. Kirner – Branch Secretary

Adelaide: 6 December 2007

## INDEPENDENT AUDITOR'S REPORT

### TO THE MEMBERS OF CONSTRUCTION, FORESTRY, MINING AND ENERGY UNION FORESTRY, FURNISHING, BUILDING PRODUCTS AND MANUFACTURING DIVISION – SOUTH AUSTRALIA DIVISIONAL BRANCH

We have audited the accompanying financial report of Construction, Forestry, Mining and Energy Union Forestry, Furnishing, Building Products and Manufacturing Division – South Australia Divisional Branch (the reporting unit), which comprises the balance sheet as at 31 December 2006, and the income statement, statement of changes in equity and cash flow statement for the year ended on that date, a summary of significant accounting policies and other explanatory notes and the committee of management's declaration of the reporting unit during the financial year.

#### Committee of management's responsibility for the financial report

The reporting unit's committee of management are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the Workplace Relations Act 1996. This responsibility includes establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

#### Auditor's responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee of management, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**INDEPENDENT AUDITOR'S REPORT continued**

**TO THE MEMBERS OF CONSTRUCTION, FORESTRY, MINING AND ENERGY UNION  
FORESTRY, FURNISHING, BUILDING PRODUCTS AND MANUFACTURING DIVISION –  
SOUTH AUSTRALIA DIVISIONAL BRANCH**

***Independence***

In conducting our audit, we have complied with the independence requirements of the Australian professional ethical pronouncements.

**Auditor's opinion**

In our opinion the financial report of the reporting unit:

- (a) is in accordance with the provisions of the Workplace Relations Act 1996, other requirements imposed by these Reporting Guidelines or Part 3 of Chapter 8 of the RAO Schedule, including:
- (i) presenting fairly the reporting unit's financial position as at 31 December 2006 and of its performance for the year ended on that date; and
  - (ii) complying with Australian Accounting Standards (including the Australian Accounting Interpretations) and International Financial Reporting Standards as disclosed in Note 1.
- (b) properly and fairly report all information in relation to recovery of wages activity required by the reporting guidelines of the Industrial Registrar, including:
- (i) any fees charged to or reimbursements of expenses claimed from members and others for recovery of wages activity; and
  - (ii) any donations or other contributions deducted from recovered money.

*MSI RaggWeir*

**MSI RAGG WEIR**  
Chartered Accountants

*L.S. Wong*

**L.S. WONG**  
Partner,  
Member of the Institute of Chartered Accountants in Australia and  
holder of a current public practice certificate

Melbourne 8 December 2007



CONSTRUCTION

FORESTRY

MINING

ENERGY

UNION

FORESTRY &  
FURNISHING  
PRODUCTS  
DIVISION

Barry Jenkins  
Deputy Industrial Registrar  
AIR  
Level 8 Terrace Towers  
80 William Street  
Sydney

NSW 2011  
17<sup>th</sup> April 2008

Dear Mr Jenkins,

I refer to your correspondence dated 26<sup>th</sup> March 2008, requesting an update on the current status of outstanding financial documents.

**Reporting Entity:**  
of:

**We expect to lodge by the end**

- |                                   |        |
|-----------------------------------|--------|
| • FFPD Divisional National Office | August |
| • Victorian FFPD No 2 Branch      | July   |
| • Sth Australia FFPD Branch       | May    |
| • Tasmanian FFPD Branch           | July   |
| • Pulp & Paper Workers Branch     | July   |
| • P&PW Melbourne Sub Branch       | April  |
| • P&PW Boyer Sub Branch           | April  |
| • P&PW Burnie Sub Branch          | April  |
| • P&PW Wesley Vale Sub Branch     | April. |

You are also aware that we are currently restructuring the Division which will reduce the number of reporting entities dramatically and that we have in the meantime consolidated the financial management of most Branches and Sub Branches into a national centre.

I will provide a further update at the end of May or sooner should you wish.

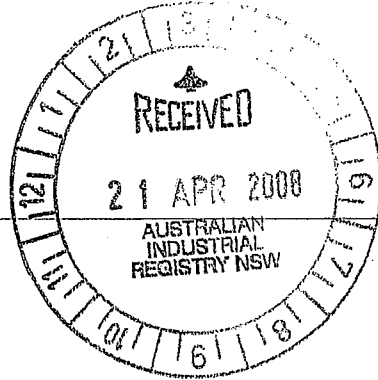
I am now the person to contact about this and I can be contacted on (03) 9274 9200 or 0419 346 531 or by email [jcalvert@cfmeuforestry.org](mailto:jcalvert@cfmeuforestry.org).

Sincerely

Jane Calvert

Divisional President  
CFMEU FFPD

cc: Michael O'Connor, National Secretary, FFPD Division, CFMEU



National Office  
148-152 Miller Street  
WEST MELBOURNE  
VICTORIA 3003

PH: (03) 9274 9215  
FAX: (03) 9274 9284  
Email: [info@cfmeuforestry.org](mailto:info@cfmeuforestry.org)

ABN 91 691 430 210



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 Tim Woods  
Assistant National Secretary  
CFMEU FFPD  
148-152 Miller Street  
WEST MELBOURNE VIC 3003

Dear Mr Woods

**Outstanding Financial Statements and Accounts for the FFPD Divisional Office, Branches and Sub-Branche s for the year ending 31 December 2006**

I refer to your correspondence dated 12 December 2007, providing advice about the progress towards lodgement of outstanding financial statements and accounts for various reporting units of the Forestry & Furnishing Products Division (copy attached).

To date, the financial statements and accounts for the following reporting units remain outstanding:

- FFPD Divisional National Office
- Victorian FFPD Branch
- South Australian FFPD Branch
- Tasmanian FFPD Branch
- Pulp & Paper Workers' Branch
- P&PW Melbourne Sub-Branch
- P&PW Boyer Sub-Branch
- P&PW Burnie Sub-Branch
- P&PW Wesley Vale Sub-Branch

The letter dated 12 December 2007 advised that the audits for most of the reporting units were expected to be complete in, or prior to, February 2008.

Could you please advise what is the current status of these overdue financial documents, and when lodgement can be expected in the Registry?

If you would like to discuss this letter please contact me on 02 8374 6504.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'Barry Jenkins'.

Barry Jenkins  
Deputy Industrial Registrar

26 March 2008



CONSTRUCTION  
FORESTRY  
MINING  
ENERGY  
UNION

12 December 2007

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

COPY

Dear Mr Jenkins

**Outstanding Financial Statement and Accounts for the FFPD Divisional Office, Branches and Sub-Bran­ches for the Year Ending 31 December 2006**

Thank you for your correspondence of 4<sup>th</sup> December 2007.

I am writing to advise the current status of our program to complete the 2006 audits of the below listed entities. The status at this date is outlined in the following table.

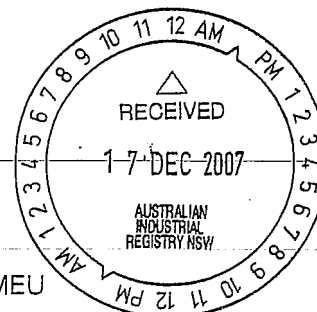
Entity	Status
Forestry & Furnishing Products Divisional National Office	Complete Feb 08
Victorian Forestry (No. 2) Branch	Complete Feb 08
South Australian (No. 3) Branch	Signed, 1 <sup>st</sup> Meeting
West Australian (No. 4) Branch	Lodged before 31.12.07
Pulp & Paper Workers' (No. 7) Branch	Complete Feb 08
Pulp & Paper Workers' – Melbourne Sub-Branch	Complete prior Feb 08
Pulp & Paper Workers' – Boyer Sub-Branch*	Complete prior Feb 08
Pulp & Paper Workers' – Burnie Sub-Branch	Complete prior Feb 08
Pulp & Paper Workers' – Sydney Sub-Branch*	Signed, 1 <sup>st</sup> Meeting
Pulp & Paper Workers' – Wesley Vale Sub-Branch*	Complete prior Feb 08
Pulp & Paper Workers' – Millicent Sub-Branch	Signed, 1 <sup>st</sup> Meeting

\* In 2007, the Boyer, Burnie and Wesley Vale Sub-Bran­ches of the Pulp & Paper Workers' Branch were merged to form the Tasmanian Sub-Branch. As part of that restructure, the Sub-Bran­ches have since ceased to conduct independent financial affairs and have entirely and completely consolidated their funds, including their assets, liabilities, income and expenditure into the funds of the Pulp & Paper Workers' Branch. As this occurred progressively across 2007, we now propose to subsume the Tasmanian Sub-Branch financial activities as activities of the Branch and to report on that basis for 2007.

We will continue to provide updates and would like to thank the Registry for its assistance and invite you to request any further information that may be required at any time.

Yours sincerely

Jim Woods  
Assistant National Secretary



cc. Michael O'Connor, National Secretary, FFPD Division, CFMEU

FORESTRY &  
FURNISHING  
PRODUCTS  
DIVISION

National Office  
148 – 152 Miller Street  
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12 December 2007

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

Dear Mr Jenkins

**Outstanding Financial Statement and Accounts for the FFPD Divisional Office, Branches and Sub-Bran­ches for the Year Ending 31 December 2006**

Thank you for your correspondence of 4<sup>th</sup> December 2007.

I am writing to advise the current status of our program to complete the 2006 audits of the below listed entities. The status at this date is outlined in the following table.

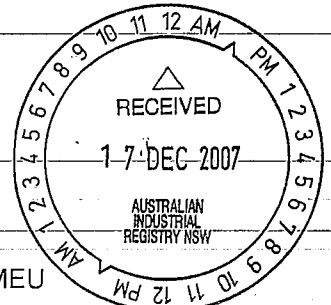
Entity	Status
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Victorian Forestry (No. 2) Branch	Complete Feb 08
South Australian (No. 3) Branch	Signed, 1 <sup>st</sup> Meeting
West Australian (No. 4) Branch	Lodged before 31.12.07
Pulp & Paper Workers' (No. 7) Branch	Complete Feb 08
Pulp & Paper Workers' – Melbourne Sub-Branch	Complete prior Feb 08
Pulp & Paper Workers' – Boyer Sub-Branch*	Complete prior Feb 08
Pulp & Paper Workers' – Burnie Sub-Branch	Complete prior Feb 08
Pulp & Paper Workers' – Sydney Sub-Branch*	Signed, 1 <sup>st</sup> Meeting
Pulp & Paper Workers' – Wesley Vale Sub-Branch*	Complete prior Feb 08
Pulp & Paper Workers' – Millicent Sub-Branch	Signed, 1 <sup>st</sup> Meeting

\* In 2007, the Boyer, Burnie and Wesley Vale Sub-Bran­ches of the Pulp & Paper Workers' Branch were merged to form the Tasmanian Sub-Branch. As part of that restructure, the Sub-Bran­ches have since ceased to conduct independent financial affairs and have entirely and completely consolidated their funds, including their assets, liabilities, income and expenditure into the funds of the Pulp & Paper Workers' Branch. As this occurred progressively across 2007, we now propose to subsume the Tasmanian Sub-Branch financial activities as activities of the Branch and to report on that basis for 2007.

We will continue to provide updates and would like to thank the Registry for its assistance and invite you to request any further information that may be required at any time.

Yours sincerely

Jim Woods  
Assistant National Secretary



cc. Michael O'Connor, National Secretary, FFPD Division, CFMEU

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

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Email: sydney@air.gov.au

Mr Tim Woods  
Assistant National Secretary  
CFMEU FFPD  
148-152 Miller Street  
WEST MELBOURNE VIC 3003

Dear Mr Woods

**Outstanding Financial Statements and Accounts for the FFPD Divisional Office, Branches and Sub-Bran­ches for the year ending 31 December 2006**

I refer to the letter dated 27th September 2007 from the FFPD National Secretary Mr Michael O'Connor, providing advice regarding the progress towards lodgement of the outstanding financial statements and accounts for the following reporting units

- FFPD Divisional National Office
- Victorian FFPD Branch
- South Australian FFPD Branch
- Western Australian FFPD Branch
- Pulp & Paper Workers' Branch
- P&PW Melbourne Sub-Branch
- P&PW Boyer Sub-Branch
- P&PW Burnie Sub-Branch
- P&PW Sydney Sub-Branch
- P&PW Wesley Vale Sub-Branch
- P&PW Millicent Sub-Branch

In his letter Mr O'Connor advised that a further written update on the position of the documents would be lodged by 26th October 2007.

To date, this report has not been received.

Could you please advise what progress has been made towards the lodgement of these overdue documents?

Pulp & Paper Workers' Tasmanian Sub-Branch

Following alterations to the rules of the FFPD that were certified on 29 June 2007, the Pulp & Paper Workers' Boyer, Burnie and Wesley Vale Sub-Bran­ches ceased and the Pulp & Paper Workers' Tasmanian Sub-Branch was established.

I would like to remind you of your obligations under section 233(2) of Schedule 1 of the *Workplace Relations Act 1996* (the RAO Schedule). This section requires the organisation to lodge the following:

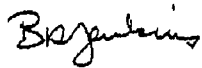
- a record of the *name of any branch which has commenced or ceased operation*
- a copy of the *list of offices* in the sub-branch (if any)
- a copy of the *names, postal addresses and occupations* of the persons holding such offices
- a record of the *address* of the sub-branch office

- a *declaration* signed by you or other prescribed officer that the information being lodged is a correct statement of the information contained in the organisation's records.

Please provide this information to the Registry in writing by no later than 12 December 2007.

If you would like to discuss this letter please contact me on 02 8374 6504.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Barry Jenkins', written in a cursive style.

Barry Jenkins  
Deputy Industrial Registrar

4 December 2007



CONSTRUCTION  
FORESTRY  
MINING  
ENERGY  
UNION

FORESTRY &  
FURNISHING  
PRODUCTS  
DIVISION

27<sup>th</sup> September 2007

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



Dear Mr Jenkins

**RE: Outstanding Financial Statement and Accounts for the FFPD Divisional Office, Branches and Sub-Branched for the Year Ending 31 December 2006**

Thank you for your correspondence of 20<sup>th</sup> September 2007.

While significant progress has been made to complete the financial statements and accounts of the FFPD's financial reporting units, there is still considerable work to be completed to finalise all of the financial statements and accounts.

Our current expectation for lodgement of the accounts of each of the entities are detailed below.

Entity	Expected Lodgement
Forestry & Furnishing Products Divisional National Office	End November 2007
Victorian Forestry (No. 2) Branch	End November 2007
South Australian (No. 3) Branch	End October 2007
West Australian (No. 4) Branch	Before end October 2007
Pulp & Paper Workers' (No. 7) Branch	End November
Pulp & Paper Workers' – Melbourne Sub-Branch	End 2007
Pulp & Paper Workers' – Boyer Sub-Branch	End 2007
Pulp & Paper Workers' – Burnie Sub-Branch	End 2007
Pulp & Paper Workers' – Sydney Sub-Branch	End 2007
Pulp & Paper Workers' – Wesley Vale Sub-Branch	End 2007
Pulp & Paper Workers' – Millicent Sub-Branch	End 2007

We have put in place considerable steps and provided additional resources to complete the current financial statements and accounts and also to ensure that the same situation does not arise again. The specifics are as follows.

The Division has engaged an additional permanent accounts employee into our National-Administration-Centre.

The Division has engaged additional contract and temporary accounting resources whose sole focus is on preparation and completion of financial statements and audit documentation.

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www.cfmeuforestry.org

Most significantly, effective 1<sup>st</sup> October 2007, we have appointed a Chartered Accountant to the permanent position of Accountant and Financial Controller. That person is Mr Barry Disken who is currently the auditor provided by our audit firm, MSI Ragg Weir. Subsequent to Mr Disken's commencement on 1<sup>st</sup> October 2007, MSI Ragg Weir will continue to provide our audit services.

Since early July 2007, the Division has allocated Assistant National Secretary, Tim Woods to lead and manage the National Administration Centre, with a focus on completing all of the Division's audit and compliance obligations. We anticipate maintaining that high level leadership involvement on a continuing basis.

Further, the Division is actively pursuing a reduction in the number of reporting entities in order to reduce the number and complexity of the Division's transactions. In particular, all of the Sub-Branches of the Pulp & Paper Workers' Branch are currently expected to relinquish their status as separate reporting entities (as some have already done) effective 31<sup>st</sup> December 2007.

One of the complexities of these revised operational arrangements is that completion of some of the entities is dependant upon the completion of the financial statements and accounts of other entities. Most significantly, to complete the requirements for the Divisional National Office, each of the Branch financial statements and accounts has to have been completed.

As we have advised previously, the centralisation of the accounting and financial functions of the Division and its financial reporting entities into our National Administration Centre is a substantial activity for the Division. We remain confident that the additional resources and the increased collective and high level scrutiny the National Administration Centre provides will ensure that our past and current situations will not reoccur in the future.

The Division understands that the financial statements and accounts are significantly overdue. We are committed to resolving the current situation immediately and ensuring that they do not arise again.

To ensure that we keep the Registry up to date, I will provide a written update by 26<sup>th</sup> October 2007. If further information or details are required in the meantime, please contact Assistant National Secretary, Tim Woods on 03 9274 9200 or 0419 352 869.

Yours sincerely



**Michael O'Connor**  
NATIONAL SECRETARY



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

Level 8, Terrace Towers  
80 William Street, East Sydney, NSW 2011  
Telephone: (02) 8374 6666  
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Email: [sydney@air.gov.au](mailto:sydney@air.gov.au)

Mr Michael O'Connor  
National Secretary  
CFMEU FFPD  
148 -152 Miller Street  
WEST MELBOURNE VIC 3003

Dear Mr O'Connor

**Re: Outstanding Financial Statements and Accounts for the FFPD Divisional Office,  
Branches and Sub-Branched for the year ending 31 December 2006**

I refer to our previous correspondence dated 29 June 2007, allowing an extension of time for a number of financial reporting units within the FFPD under s265(5) of the RAO Schedule (copy attached).

The period of time allowed under the legislation for the time to be extended has expired, and the financial statements and accounts are now all significantly overdue.

In order to comply with legislative requirements the financial statements and accounts for each of the reporting units should be lodged in the Registry, under cover of a Secretary's certificate in accordance with s268 of the RAO Schedule, without further delay.

If you are unable to lodge the documents at this time please advise the Registry in writing, by no later than 28 September 2007, of the reasons preventing lodgement for each of the reporting units.

I note that, although it is not included in the correspondence dated 19 June 2007, the FFPD National Administration Centre is also completing the financial return for the Pulp & Paper Workers Millicent Sub-Branch.

If you wish to discuss this matter, please contact Steve Teece of the Registry by email at [steve.teece@air.gov.au](mailto:steve.teece@air.gov.au) or by telephone on 02 8374 6516.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Barry Jenkins'.

Barry Jenkins  
Deputy Industrial Registrar

20 September 2007



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

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Email: sydney@air.gov.au

Mr Michael O'Connor  
National Secretary  
CFMEU FFPD  
148-152 Miller Street  
WEST MELBOURNE VIC 3003

**COPY**

Dear Mr O'Connor

**Re: Applications for Extension of Time - s265(5) RAO Schedule**

I refer to your letter dated 18 May 2007 on behalf of the Forestry & Furnishing Products Division, requesting an extension of time for the following financial reporting units to submit their financial reports for the year ended 31 December 2006:

- Forestry & Furnishing Products Division National Office (FR2006/559)
- Victorian Forestry (No.2) Branch (FR2006/596)
- South Australian (No.3) Branch (FR2006/586)
- West Australian (No.4) Branch (FR2006/600)
- Pulp & Paper Workers' (No.7) Branch (FR2006/580)
- Pulp & Paper Workers' - Melbourne Sub-Branch (FR2006/575)
- Pulp & Paper Workers' - Boyer Sub-Branch (FR2006/572)
- Pulp & Paper Workers' - Burnie Sub-Branch (FR2006/573)
- Pulp & Paper Workers' - Sydney Sub-Branch (FR2006/579)
- Pulp & Paper Workers' - Wesley Vale Sub-Branch (FR2006/581)

Under s265(5) I may extend the period specified in s265(5)(b) for the National Office and the Branches above to provide their full or concise reports to members by no more than one month, namely from 5 months to no more than 6 months from the end of the financial year.

I hereby allow the extension of time until 30 June 2007, which is the latest date allowed under the RAO Schedule.

I apologise for the delay in processing your request.

Yours sincerely

Barry Jenkins  
Deputy Industrial Registrar

29 June 2007



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

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Mr Michael O'Connor  
National Secretary  
CFMEU FFPD  
148-152 Miller Street  
WEST MELBOURNE VIC 3003

Dear Mr O'Connor

**Re: Applications for Extension of Time - s265(5) RAO Schedule**

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- South Australian (No.3) Branch (FR2006/586)
- West Australian (No.4) Branch (FR2006/600)
- Pulp & Paper Workers' (No.7) Branch (FR2006/580)
- Pulp & Paper Workers' - Melbourne Sub-Branch (FR2006/575)
- Pulp & Paper Workers' - Boyer Sub-Branch (FR2006/572)
- Pulp & Paper Workers' - Burnie Sub-Branch (FR2006/573)
- Pulp & Paper Workers' - Sydney Sub-Branch (FR2006/579)
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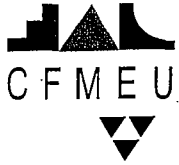
Yours sincerely

A handwritten signature in black ink, appearing to read 'Barry Jenkins'.

Barry Jenkins  
Deputy Industrial Registrar

29 June 2007





CONSTRUCTION  
FORESTRY  
MINING  
ENERGY  
UNION

18<sup>th</sup> May 2007

Mr B. Jenkins  
Deputy Industrial Registrar  
Level 8, Terrace Towers  
80 William Street  
East Sydney NSW 2011

Dear Sir,

**Application for Extensions of Reporting Time Period  
S265 (5) RAO Schedule**

I am writing on behalf of all of the entities listed below and under the authority of the National Executive of the Forestry & Furnishing Products Division of the CFMEU to seek an extension of time for the provision of reports consistent with s265 (5) of the RAO Schedule.

The Division is in the process of centralising administration, finance and reporting functions for all of the Branches and Sub-Branched of the Division. To date, the entities detailed below have had these functions transferred to our new National Administration Centre and we anticipate this will occur with the remainder of the relevant entities in coming months.

This activity has created a significant volume of work and a number of operational issues have had to be addressed that have caused minor delays in our ability to meet the reporting timetable without seeking an extension.

The specific CFMEU entities to which this extension request applies are:

- Forestry & Furnishing Products Division National Office
- Victorian Forestry (No. 2) Branch
- South Australian (No. 3) Branch
- West Australian (No. 4) Branch
- Pulp & Paper Workers' (No. 7) Branch
- Pulp & Paper Workers' – Melbourne Sub-Branch
- Pulp & Paper Workers' – Boyer Sub-Branch
- Pulp & Paper Workers' – Burnie Sub-Branch
- Pulp & Paper Workers' – Sydney Sub-Branch
- Pulp & Paper Workers' – Wesley Vale Sub-Branch



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We have prioritised the preparation of the financial reports for the New South Wales (No. 1) Branch and I am advised that these are on track to be completed without it being necessary for us to seek an extension for that entity.

If discussion is required or any confirmation is necessary, please contact our Assistant National Secretary, Tim Woods (who is also Secretary of our Pulp & Paper Workers' Branch) on 03 9274 9230 or at t.woods@cfmeuppw.org

For reference, the auditor of all of these entities is Mr Barry Disken of MSI Ragg Weir who was appointed by the Divisional National Executive.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Michael O'Connor', written in a cursive style.

Michael O'Connor  
National Secretary

cc. Divisional National Executive, FFPD, CFMEU



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

Level 8, Terrace Towers  
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Telephone: (02) 8374 6666  
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**Ref: FR2006/586-[105N-SAT]**

Mr David Kirner  
Branch Secretary  
CFMEU FFPD  
South Australian Branch  
Unit 2, 191-195 Melbourne Street  
NORTH ADELAIDE SA 5006

Dear Mr Kirner

**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  
17 January 2007

**TIMELINE/ PLANNER**

Financial reporting period ending:	/ /	
<b>FIRST MEETING:</b> Prepare General Purpose Financial Report (including Committee of Management Statement in accordance with C of M resolution) and Operating Report - s253(1), s254(1)	/ /	as soon as practicable after end of financial year
Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /	within a reasonable time of having received the GPFR
Provide full report free of charge to members.  (a) if the report is to be presented before a General Meeting (which must be held within 6 months after the end of the financial year), the report must be provided to members 21 days before the General Meeting, or  (b) in any other case including where the report is presented to a Committee of Management meeting, the report must be provided to members within 5 months of end of financial year.  <i>(obligation to provide full report may be discharged by provision of a concise report s265(1))</i>	/ /           / /	
<b>SECOND MEETING:</b> Present full report to:  (a) General Meeting of Members - s266 (1),(2), or  (b) where rules of organisation allow, a Committee of Management meeting - s266 (3)	/ /     / /	within 6 months of end of financial year  within 6 months of end of financial year
Lodge full report (including any concise report) in the Industrial Registry together with secretary's certificate (or other officer authorised by the rules of the organisation) - s268	/ /	within 14 days of meeting

**Note:** The legislation makes limited provision for extensions of time concerning the provision of the full report to members and the presentation of the full report to a general meeting etc however the maximum extra time allowed can be no more than one month.

**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>✓</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*