



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

Level 8, Terrace Towers  
80 William Street, East Sydney, NSW 2011  
Telephone: (02) 8374 6666  
Fax: (02) 9380 6990

**Ref: FR2005/593**

Mr Greg Hardy  
District Secretary  
CFM EU Mining and Energy Division  
Victorian District Branch  
c/- 14 Hazelwood Road  
MORWELL VIC 3840

Dear Mr Hardy

**Financial Return - year ending 31 December, 2005**

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

**Legislation**

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

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

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

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

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

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

## Reporting Unit

One of the new concepts of the RAO legislation is that reporting entities are known as "*reporting units*". Where an organisation is **not** divided into branches the reporting unit is the whole of the organisation. Where an organisation **is** divided into branches each branch will be a reporting unit unless the Industrial Registrar has determined a division of the organisation into reporting units on an alternative basis. We can discuss this with you if you need more information.

For simplicity, we will refer to your organisation as a reporting unit in this letter.

## Industrial Registrar's Guidelines

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

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

## Timeline Planner and Checklist

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

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

## Three Reports

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

1. **General Purpose Financial Report** - this must comply with the Australian Accounting Standards and the Industrial Registrar's Reporting Guidelines. The GPFR consists of:

Financial Statements containing:

- a profit and loss statement, or other operating statement; and
- a balance sheet; and
- a statement of cash flows; and
- any other statements required by the Australian Accounting Standards; and

Notes to the Financial Statements containing:

- notes required by the Australian Accounting Standards; and
- information required by the Industrial Registrar's *Reporting Guidelines* under section 255); and

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

2. **Operating Report** - this report includes a review of your reporting unit's principal activities for the year and other specified information.

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

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

### **First Meeting (Committee of Management)**

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

### **The Auditor**

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

### **Informing Your Members**

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

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

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

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

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

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

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

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

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

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

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

## **Lodge full report within 14 days of meeting**

You must lodge a copy of the full report and any concise report in the Industrial Registry within 14 days of the second meeting. For your convenience you are encouraged to lodge the material electronically (see eFiling Tab at [www.airc.gov.au](http://www.airc.gov.au)). When lodging the financial return please quote: **FR2005/593**.

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

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

## **Complying with time limits**

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

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

## **Extensions of Time**

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

## **Reduced Reporting Requirements**

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

## **Contact the Registry**

We encourage you to contact the Registry on (02) 8374 6666 or by e-mail at [belinda.penna@air.gov.au](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 procedure but we cannot give you legal or accounting advice.

## Information on AIRC Website

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

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

Yours sincerely



For Deputy Industrial Registrar  
27 January 2006



**Documents Checklist**

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

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

No	Document	✓
<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?	
<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.

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

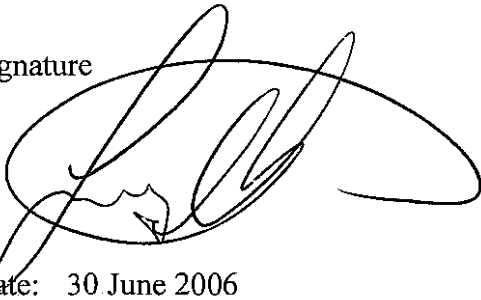
**Certificate of Secretary**

s268 of Schedule 1B *Workplace Relations Act 1996*

I, Greg Hardy, being the Secretary of the Construction, Forestry, Mining and Energy Union, Mining and Energy Division, Victorian District, 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 25/4/06; and
- that the full report was presented to the last of a series of meetings general meetings of members of the reporting unit on 29/6/06, in accordance with section 266 of the RAO Schedule.

Signature



Date: 30 June 2006



**CONSTRUCTION FORESTRY MINING AND ENERGY UNION  
MINING AND ENERGY DIVISION  
VICTORIAN DISTRICT BRANCH**

**FINANCIAL REPORT  
FOR THE YEAR ENDED 31 DECEMBER 2005**

**CONTENTS**

1-2	Operating Report
3	Board of Managements' Statement
4	Independent Audit Report to the Members
5	Income Statement
6	Balance Sheet
7	Statement of Changes in Equity
8	Cash Flow Statement
9-19	Notes to the Financial Statements



## OPERATING REPORT

Your Board of Management of the Construction Forestry Mining and Energy Union – Mining and Energy Division – Victorian District (“the Union”) present their Operating Report on the Union for the year ended 31 December 2005.

### *Board of Management*

The names of Board of Management (BOM) in office at any time during the year are:

<b>Name</b>	<b>Position</b>	<b>Period of Appointment</b>
Luke van der Meulen	District President	01/01/2005 to 31/12/2005
Greg Hardy	District Secretary	01/01/2005 to 31/12/2005
Graeme Middlemiss	District Vice President	01/01/2005 to 31/12/2005
Steve Sanders	Board of Management	01/01/2005 to 31/12/2005
Stephen Groen	Board of Management	01/01/2005 to 31/12/2005
Trevor Birkbeck	Board of Management	01/01/2005 to 31/12/2005
Stuart Blanch	Board of Management	01/01/2005 to 31/12/2005
George Rappold	Board of Management	01/01/2005 to 31/12/2005
David Kelly	Board of Management	01/02/2005 to 31/12/2005
Stuart Sceney	Board of Management	01/01/2005 to 21/09/2005
Wayne VanderKoogh	Board of Management	01/01/2005 to 21/09/2005
Trevor Williams	Board of Management	01/01/2005 to 21/09/2005
Neil Somerville	Board of Management	01/01/2005 to 31/01/2005

### *Principal Activities*

The principal activities of the Union during the year were:-

- Adherence to the rules of the District in furtherance of the objects of the Union consistent with the industrial relations legislation.
- Implementation of the decisions of the District Executive and Committee of Management.
- Implementation of the Union's organising agenda, including assistance and advice on organising site projects, training and development of officials and planning and resourcing campaigns.
- 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 and the Union rules.
- Media and other communications to members and to the broader local communities of the District on issues affecting the rank and file.
- Monitoring and improving the health and safety of members.

### *Results of Activities*

The result for the year was a profit of \$50,698 (2004: profit of \$227,734). Membership contributions in the current year amounted to \$479,928 being a \$87,011 increase on last year.

The District has been involved in lobbying and negotiating with different levels of Government and key industry organisations around issues of importance to the members, including but not limited to health and safety issues, industrial and compensation matters, superannuation entitlements and environmental matters impacting the mining industry.

The District has successfully implemented certified agreements for the benefits of members.

## OPERATING REPORT

continued

### ***Significant Changes in Nature of Activities***

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

### ***Significant Changes in Financial Affairs***

Significant changes in the financial affairs of the Union include a rise in income from contributions and levies during the year of 22.14% as a consequence of an increase in membership rates.

During the 2005 year the District Secretary role changed from an honorary to part-time position, in line with a past decision of the Board of Management. Accordingly the associated costs of employment have increased.

During the 2004 year the Union sold its former office with a view to re-locating to more modern offices with good sized offices and a better potential for sub-leasing to tenants. The sale of the former office realised a profit on sale of \$111,729.

During the 2004 year the Union has received a transfer of funds from the CFMEU Jobs and Conditions Action Campaign Trust. The transfer was performed under consultation of the Trustees and the Board of Management, being the campaign committee. The non-reciprocal transfer amount of \$121,650 has been booked as revenue in the year of receipt by the Union.

### ***Membership of the Union***

There were 1,037 members of the Union as at 31 December 2005. (2004: 1,114)

### ***Rights of Members to Resign***

All members of the Union have the right to resign in accordance with Rule 5 (d) of the Union Rules (and section 174 of the Workplace Relations Act), namely, by providing written notice addressed and delivered to either the District Secretary, or a Lodge Secretary or authorised delegate.

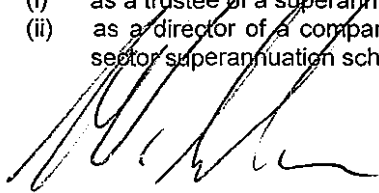
### ***Employees of the Union***

As at 31 December 2005 the Union employed 3 full time employees. (2004: 2)

### ***Superannuation Trustees***

No 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.

  
.....  
**Luke van der Meulen**

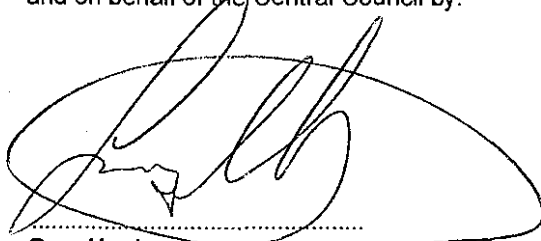
Signed this 20<sup>th</sup> day of April 2006.

## BOARD OF MANAGEMENT STATEMENT

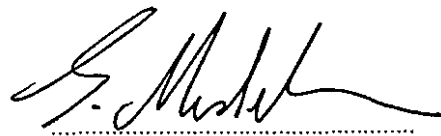
The Board of Management of the Construction Forestry Mining and Energy Union – Mining and Energy Division – Victorian District (“the Union”), do state that in the opinion of the Board, that;

- (i) The financial report and notes comply with Australian Accounting Standards;
- (ii) The financial report and notes comply with the reporting guidelines of the Industrial Registrar;
- (iii) The financial report and notes give a true and fair view of the financial performance, financial position and cash flows of the Union for the year ended 31 December 2005;
- (iv) There are reasonable grounds to believe that the Union will be able to pay its debts as and when they become due and payable; and
- (v) During the financial year ended 31 December 2005 and since the end of the financial year:-
  - (i) Meetings of the Board of Management were held in accordance with the rules of the organisation; and
  - (ii) The financial affairs of the Union have been managed in accordance with the rules of the organisation; and
  - (iii) The financial records of the Union have been kept and maintained in accordance with Schedule 1B to the Workplace Relations Act 1996 and the Workplace Relations (Registration and Accountability of Organisations) Regulations 2004; and
  - (iv) The financial records of the Union have been kept, as far as practicable, in a consistent manner to each other reporting unit of the organisation; and
  - (v) No information has been sought in any request of a member of the Union or by a Registrar duly made under section 272 of Schedule 1B to the Workplace Relations Act 1996; and
  - (vi) No orders have been made by the Industrial Registrar under section 273 of Schedule 1B to the Workplace Relations Act 1996.

This Statement is made in accordance with a resolution of the Board of Management and is signed for and on behalf of the Central Council by:



.....  
Greg Hardy



.....  
Graeme Middlemiss

Signed this 20<sup>th</sup> day of April 2006.

## INDEPENDENT AUDITORS' REPORT TO THE MEMBERS

To the members of the Construction, Forestry, Mining and Energy Union - Mining & Energy Division – Victorian District.

### SCOPE

We have audited the financial report of the Construction, Forestry, Mining and Energy Union - Mining & Energy Division – Victorian District ("the Union") for the year ended 31 December 2005 as set out on pages 5 to 19. The Union's Board of Management is responsible for the preparation and presentation of the financial report and the information it contains. We have conducted an independent audit of this financial report in order to express an opinion on it to the members of the Union.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial report is free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial report is presented fairly in accordance with Accounting Standards, other mandatory professional reporting requirements and statutory requirements, so as to present a view which is consistent with our understanding of the Union's financial position and the results of its operations and cash flows.

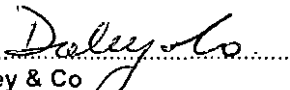
The audit opinion expressed in this report has been formed on the above basis.

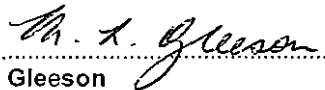
### AUDIT OPINION

We have received all the information and explanations required for the purposes of our audit.

In our opinion, the financial report is in accordance with:

- (a) The Workplace Relations Act 1996, including:
  - (i) giving a true and fair view of the Union's financial position as at 31 December 2005 and of its performance and cash flows for the year ended on that date; and
  - (ii) complying with other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of Schedule 1B of the Act.
- (b) The financial report has been prepared in accordance with Accounting Standards and other mandatory professional reporting requirements.

  
.....  
Daley & Co  
Chartered Accountants  
98 Kembla Street, Wollongong NSW 2500

  
.....  
M L Gleeson  
Registered Company Auditor

Signed at Wollongong NSW this 20<sup>th</sup> day of April 2006.

The liability of Daley & Co is limited by and to the extent of, the Accountants Scheme under the Professional Standards Act 1994 (NSW)

**INCOME STATEMENT  
FOR THE YEAR ENDED 31 DECEMBER 2005**

	NOTE	2005 \$	2004 \$
<b>REVENUES</b>	3	<u>548,418</u>	<u>688,441</u>
<b>EXPENSES</b>			
Employee Benefits Expense		214,819	159,183
Depreciation and Amortisation Expense		10,964	9,760
Sustentation Fees		160,701	141,967
Membership Transfer Fee		-	50,000
Operating Expenditure		111,236	96,403
Loss on Disposal of Property, Plant & Equipment		-	3,394
		<u>497,720</u>	<u>460,707</u>
<b>NET RESULT ATTRIBUTABLE TO MEMBERS</b>		<u>50,698</u>	<u>227,734</u>

The accompanying notes form part of this financial report



**BALANCE SHEET  
AS AT 31 DECEMBER 2005**

	NOTES	2005 \$	2004 \$
<b>CURRENT ASSETS</b>			
Cash and Cash Equivalents	4	599,865	683,615
Trade and Other Receivables	5	75,450	57,689
Prepayments		4,452	12,484
<b>TOTAL CURRENT ASSETS</b>		<u>679,767</u>	<u>753,788</u>
<b>NON-CURRENT ASSETS</b>			
Property, Plant and Equipment	6	<u>164,517</u>	<u>50,118</u>
<b>TOTAL NON-CURRENT ASSETS</b>		<u>164,517</u>	<u>50,118</u>
<b>TOTAL ASSETS</b>		<u>844,284</u>	<u>803,906</u>
<b>CURRENT LIABILITIES</b>			
Trade and Other Payable	7	66,114	100,220
Provisions	8	63,169	45,919
Other	9	42,149	35,613
<b>TOTAL CURRENT LIABILITIES</b>		<u>171,432</u>	<u>181,752</u>
<b>TOTAL LIABILITIES</b>		<u>171,432</u>	<u>181,752</u>
<b>NET ASSETS</b>		<u>672,852</u>	<u>622,154</u>
<b>MEMBERS' FUNDS</b>			
Accumulated Members Funds		<u>672,852</u>	<u>622,154</u>

The accompanying notes form part of this financial report

**STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 31 DECEMBER 2005**

	NOTE	2005 \$	2004 \$
Opening Balance as at 1 January	1(k)	622,154	394,420
Net Result Attributable to Members		50,698	227,734
Closing Balance as at 31 December		<u>672,852</u>	<u>622,154</u>
Represented by:			
• General Fund		557,803	500,504
• Campaign Fund		115,049	121,650
		<u>672,852</u>	<u>622,154</u>

The accompanying notes form part of this financial report

**CASH FLOW STATEMENT  
FOR THE YEAR ENDED 31 DECEMBER 2005**

	NOTES	2005 \$	2004 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Receipts from Members		528,811	436,209
Interest Received		21,267	11,910
Rents Received		30,323	34,962
Other Income		2,820	20,241
Funds Received – Campaign Trust Fund		-	121,650
Payments to Suppliers and Employees		<u>(541,608)</u>	<u>(470,503)</u>
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	<b>12</b>	<u>41,613</u>	<u>154,469</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Payments for Property, Plant and Equipment		(125,363)	(51,895)
Proceeds from Sale of Property, Plant and Equipment		-	243,182
<b>NET CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES</b>		<u>(125,363)</u>	<u>191,287</u>
<b>NET INCREASE (DECREASE) IN CASH HELD</b>		(83,750)	345,756
<b>CASH AT THE START OF THE FINANCIAL YEAR</b>		683,615	337,859
<b>CASH AT THE END OF THE FINANCIAL YEAR</b>	<b>4</b>	<u>599,865</u>	<u>683,615</u>

The accompanying notes form part of this financial report

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2005**

**1. STATEMENT OF ACCOUNTING POLICIES**

The financial report is a general purpose financial report that has been prepared in accordance with Accounting Standards, Urgent Issues Group Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board and the requirements imposed by the reporting Guidelines or Part 3 of Chapter 8 of Schedule 1B of the Workplace Relations Act, 1996.

The financial report 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**

*First-time Adoption of Australian Equivalents to International Financial Reporting Standards.*

The Union has prepared these financial statements in accordance with the Australian equivalents to International Financial Reporting Standards (AIFRS) from 1 December 2005.

In accordance with the requirements of the AASB 1: First-time Adoption of Australian Equivalents to International Financial Reporting Standards, adjustments to the accounts resulting from the introduction of AIFRS have been applied retrospectively to 2005 comparative figures. These accounts are the first financial statements of the Union to be prepared in accordance with AIFRS.

Reconciliations of the transition from previous Australian GAAP to AIFRS have been included in Note 1(k) to this report.

*Reporting Basis and Conventions*

The financial report has been prepared on an accruals basis, except where specifically stated, and is based on historical costs modified by the revaluation of selected financial assets for which the fair value basis of accounting has been applied.

**Accounting Policies**

(a) PROPERTY, PLANT AND EQUIPMENT

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

**Property, Plant and Equipment**

Property, Plant and Equipment are measured on the cost basis less depreciation and impairment losses.

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2005**  
continued

**1. STATEMENT OF ACCOUNTING POLICIES**

(Continued)

(a) PROPERTY, PLANT & EQUIPMENT  
CONTINUED

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the Union and the cost of the item can be measured reliably. All other repairs and maintenance are charged to the Income Statement during the financial period in which they are incurred.

**Depreciation**

The depreciation amount of all fixed assets including building and capitalised lease assets, but excluding freehold land, is depreciated on a straight line basis over their useful lives to the Union. The depreciation rates used for each class of depreciable assets are:

Class of Fixed Asset	Depreciation Rate
Buildings	2.50%
Furniture, Fittings and Equipment	7.50 - 20%
Motor Vehicles	20%

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

An assets' carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the income statement.

(b) EMPLOYEE BENEFITS

Provision for employee benefits in the form of untaken Sick Leave and Accrued Annual Leave have been made for the estimated accrued benefits of all employees on the basis of their terms of employment. Provision for employee benefits in the form of Long Service leave has also been made for the estimated accrued benefits of the Office Staff. Related on-costs are included in these provisions.

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

(c) INCOME TAX

No provision for Income Tax is necessary as the Industrial Trade Unions are exempt from Income Tax under Section 50-15 of the Income Tax Assessment Act.

(d) PROVISIONS

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2005**

continued

**1. STATEMENT OF ACCOUNTING POLICIES**

(Continued)

(e) FINANCIAL INSTRUMENTS

**Recognition**

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

**Loans and Receivables**

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

**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 amortised cost using the effective interest rate method.

**Available-for-Sale Financial Assets**

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

**Financial Liabilities**

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

**Impairment**

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

(f) IMPAIRMENT OF ASSETS

At each reporting date, the Union reviews the carrying values of its 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.

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

(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.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2005**

continued

**1. STATEMENT OF ACCOUNTING POLICIES**

(Continued)

(h) REVENUE

Revenue from membership contributions are recognised upon receipt, which is reflective of the timing and nature of the benefits provided to members. Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets. Revenue from the rendering of a service is recognised upon the delivery of the services to the customers.

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

(i) COMPARATIVE FIGURES

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

(j) GOODS AND SERVICES TAX (GST)

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

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

(k) IMPACT OF FIRST TIME ADOPTION OF AIFRS

These are the Union's first financial statements prepared in accordance with AIFRS. The accounting policies set out in Note 1 have been applied for the year ended 31 December 2005, the comparative information for the year ended 31 December 2004 and in the preparation of an opening Balance Sheet as at 1 January 2004 (the Union's date of transition).

In preparing its opening AIFRS Balance Sheet, the Union has not adjusted amounts reported previously in accordance with its old basis of accounting (previous GAAP).

**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 1B which reads as follows:

- (1) A member of a Union, or a Registrar, may apply to the Union for specified prescribed information in relation to the reporting unit to be made available to the person making the application.
- (2) An application must be made in writing and must specify the period within which, and the manner in which, the information is to be made available. The period must not be less than 14 days after the application is given to the Union.
- (3) The Union must comply with an application made under subsection (1).

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2005**  
continued

	2005 \$	2004 \$
<b>3. OPERATING RESULT FROM ORDINARY ACTIVITIES</b>		
The Result from ordinary activities is arrived at after taking into account:-		
<b>(a) REVENUE:</b>		
<i>Operating Activities</i>		
Contributions	479,928	392,917
Interest Received	31,668	12,934
Rents Received	34,002	32,492
Refunds/Reimbursements	2,820	16,719
	<u>548,418</u>	<u>455,062</u>
<i>Non-operating Activities</i>		
Profit on Sale of Property, Plant & Equipment	-	111,729
Funds Received – Campaign Trust Fund	-	121,650
	<u>-</u>	<u>233,379</u>
	<u>548,418</u>	<u>688,441</u>
<b>(b) EXPENSES</b>		
Depreciation of Non-Current Assets		
- Buildings	-	1,195
- Plant & Equipment	10,964	8,565
	<u>10,964</u>	<u>9,760</u>
Movements In Employee Entitlements	17,250	14,168
Loss on Sale of Property, Plant & Equipment	-	3,394
Remuneration of Auditors		
- Auditing the Financial Report	6,800	6,460
- Accounting & Taxation Services	3,450	848
	<u>10,250</u>	<u>7,308</u>
<b>4. CASH AND CASH EQUIVALENTS</b>		
Cash on Hand	700	300
Cash at Bank/Credit Unions		
• General Account	48,018	7,695
• Term Deposit	551,147	675,620
	<u>599,865</u>	<u>683,615</u>



**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2005**

continued

	2005 \$	2004 \$
<b>5. TRADE AND OTHER RECEIVABLES</b>		
<b>Current</b>		
Contributions Receivable	27,068	25,199
Deposits Refundable	24,500	24,500
Other Debtors	11,951	6,460
Interest Receivable	11,931	1,530
	<u>75,450</u>	<u>57,689</u>
<b>6. PROPERTY, PLANT AND EQUIPMENT</b>		
<b>WORK IN PROGRESS</b>		
• At Cost	<u>113,667</u>	<u>-</u>
<b>OFFICE EQUIPMENT</b>		
• At Cost	37,680	25,984
• Accumulated Depreciation	<u>(11,160)</u>	<u>(5,810)</u>
	<u>26,520</u>	<u>20,174</u>
<b>MOTOR VEHICLES</b>		
• At Cost	35,147	35,147
• Accumulated Depreciation	<u>(10,817)</u>	<u>(5,203)</u>
	<u>24,330</u>	<u>29,944</u>
<b>TOTAL PROPERTY, PLANT AND EQUIPMENT</b>	<u>164,517</u>	<u>50,118</u>

**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.

	WORK IN PROGRSS	OFFICE EQUIPMENT	MOTOR VEHICLES	TOTAL
Balance at Start of Year	-	20,174	29,944	50,118
Additions	113,667	11,696	-	125,363
Disposals – Assets	-	-	-	-
Amort/Depreciation Expense	-	(5,350)	(5,614)	(10,964)
Disposals – Accum Dep'n	-	-	-	-
Balance at End of Year	<u>113,667</u>	<u>26,520</u>	<u>24,330</u>	<u>164,517</u>

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2005**

continued

	2005 \$	2004 \$
<b>7. TRADE AND OTHER PAYABLE</b>		
Creditors and Accruals	<u>66,114</u>	<u>100,220</u>
<i>Amounts Relating to:-</i>		
CFMEU – Mining & Energy Division	<u>39,512</u>	<u>38,889</u>
<b>8. PROVISIONS</b>		
	<i>Provision for Annual Leave \$</i>	<i>Other Employee Entitlements \$</i>
Opening balance at 1 January 2005	25,632	20,287
Additional provisions	27,271	13,540
Amounts used	(20,411)	(3,150)
Balance at 31 December 2005	<u>32,492</u>	<u>30,677</u>
		<b>TOTAL \$</b>
		45,919
<b>(a) Analysis of ageing of provisions</b>		
Current	<u>63,169</u>	<u>45,919</u>
<b>(b) Number of Employees at Balance Date</b>	<u>4</u>	<u>3</u>
<b>(c) Total Employee Benefits Attributable to:</b>		
Office Holders	55,235	36,317
Staff	7,934	9,602
	<u>63,169</u>	<u>45,919</u>
<b>9. OTHER LIABILITIES</b>		
Income in Advance	<u>42,149</u>	<u>35,613</u>
<b>10. ORGANISATION DETAILS</b>		
The Union is a Trade Union registered and domiciled in Australia. The registered office and principle place of business of the Union is: Lignite Court, Morwell, Victoria 3840.		
<b>11. EVENTS SUBSEQUENT TO BALANCE DATE</b>		
(a) No matter or circumstance has arisen since the end of the year that has significantly affected or may significantly affect:		
(i) the operations of the Union;		
(ii) the results of those operations; or		
(iii) the state of affairs of the Union, in subsequent financial years.		
(b) The financial report was authorised for issue on 20 <sup>th</sup> April 2006 by the Board of Management.		

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2005**

Continued

	2005	2004
	\$	\$
<b>12. CASH FLOW INFORMATION</b>		
<b>RECONCILIATION OF CASH FLOWS BY OPERATING ACTIVITIES WITH OPERATING RESULT</b>		
Operating Result from Ordinary Activities	50,698	227,734
<b>Non Cash Items</b>		
• Depreciation	10,964	9,760
• Profit on Sale of Fixed Assets	-	(111,729)
• Loss on Sale of Fixed Assets	-	3,394
<b>Changes in Assets and Liabilities</b>		
(Increase) Decrease in Contributions Receivable	(1,869)	3,553
(Increase) in Other Receivables	(15,892)	(28,462)
(Increase) Decrease in Prepayments	8,032	(6,314)
Increase (Decrease) in Accounts Payable	(34,106)	37,192
Increase in Provisions	17,250	14,168
Increase in Income in Advance	6,536	5,173
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	<u>41,613</u>	<u>154,469</u>
<b>13. CAPITAL COMMITMENTS</b>		
Payable not later than one year:		
- Purchase of Property	<u>257,630</u>	<u>257,630</u>
<b>14. KEY MANAGEMENT PERSONNEL COMPENSATION</b>		
<b>Key Management Personnel</b>		
➤ Mr L van der Meulen	(District President)	
➤ Mr G Hardy	(District Secretary)	
Total Compensation		
- Short Term Benefits	172,274	127,182
- Post Employment Benefits	13,229	8,888
- Long Term Benefits	-	-
	<u>185,503</u>	<u>136,070</u>

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2005**

continued

**15. RELATED PARTY INFORMATION**

**(a) MEMBERS OF THE BOARD OF MANAGEMENT**

Persons holding positions within the Union and as members of the Board of Management during the year:

➤ Luke van der Meulen	(District President)
➤ Greg Hardy	(District Secretary)
➤ Graeme Middlemiss	(District Vice President)
➤ Stuart Sceney	(Board of Management)
➤ Trevor Birkbeck	(Board of Management)
➤ Neil Somerville	(Board of Management)
➤ Wayne VanderKoogh	(Board of Management)
➤ Steve Sanders	(Board of Management)
➤ Trevor Williams	(Board of Management)
➤ Stephen Groen	(Board of Management)
➤ Stuart Blanch	(Board of Management)
➤ George Rappold	(Board of Management)
➤ David Kelly	(Board of Management)

**(b) RELATED PARTY TRANSACTIONS**

**Other related parties**

- i) Sustentation fees totaling \$160,701 (2004: \$141,967) were charged by the Construction, Forestry, Mining and Energy Union – Mining and Energy Division during the year.

**16. FINANCIAL INSTRUMENTS**

The Union's financial instruments consist mainly of deposits with banks, local money market instruments, short-term investments, accounts receivables and payable and loans to related parties.

The group does not have any derivative instruments at balance date.

The main risks the Union is exposed to through its financial instruments are interest rate risk and credit risk.

**(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 classes of financial assets and financial liabilities, is as follows:

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2005**  
continued

**16. FINANCIAL INSTRUMENTS**  
continued

**(a) Interest Rate Risk**  
continued

2005	WEIGHTED AVERAGE EFFECTIVE INTEREST RATES %	FLOATING INTEREST RATE \$	FIXED INTEREST RATE MATURING		NON INTEREST BEARING \$	TOTAL \$
			WITHIN 1 YEAR \$	BETWEEN 1 & 5 YEARS \$		
<b>Financial Assets</b>						
Cash at Bank	5.24	599,165	-	-	-	599,165
Receivables	-	-	-	-	75,450	75,450
<b>Total Financial Assets</b>		<b>599,165</b>	<b>-</b>	<b>-</b>	<b>75,450</b>	<b>674,615</b>
<b>Financial Liabilities</b>						
Trade & Sundry Creditors	-	-	-	-	66,114	66,114
<b>Total Financial Liabilities</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>66,114</b>	<b>66,114</b>
<b>2004</b>						
2004	WEIGHTED AVERAGE EFFECTIVE INTEREST RATES %	FLOATING INTEREST RATE \$	FIXED INTEREST RATE MATURING		NON INTEREST BEARING \$	TOTAL \$
			WITHIN 1 YEAR \$	BETWEEN 1 & 5 YEARS \$		
<b>Financial Assets</b>						
Cash at Bank	3.76	683,313	-	-	-	683,313
Receivables	-	-	-	-	57,689	57,689
<b>Total Financial Assets</b>		<b>354,319</b>	<b>-</b>	<b>-</b>	<b>57,689</b>	<b>1,591,613</b>
<b>Financial Liabilities</b>						
Trade & Sundry Creditors	-	-	-	-	100,220	100,220
<b>Total Financial Liabilities</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>100,220</b>	<b>100,220</b>

**(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, net of any provisions for doubtful debts of those assets, 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 receivable or group of receivables under financial instruments entered into by the Union.

**(c) Net Fair Values**

The net fair values of all assets and liabilities approximate their carrying value. No financial assets and financial liabilities are readily traded on organised markets in standardised form.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2005**  
continued

**17. ADDITIONAL DISCLOSURES REQUIRED UNDER THE RAO SCHEDULE**

In accordance with the requirements of Section 255 of Schedule 1B [the Registration and Accountability of Organisations (RAO) schedule], the following necessary disclosures are made:

	2005 \$	2004 \$
<b>i) ITEMS OF REVENUE</b>		
Donations or Grants Income	-	-
<b>ii) ITEMS OF EXPENSE</b>		
Affiliation fees/subscriptions to organisations with an interest in industrial matters.	3,762	4,616
Donations or Grant Expenses.		
• Kemelix Distress Fund	2,000	-
• General (individually less than \$1,000)	523	732
	2,532	732
Employee Benefits Expense:		
- Office Holders	154,159	109,183
- Employees (Other than Office Holders)	43,340	52,424
	197,499	161,607
Campaign Expenses:		
• IR and LSL Campaign	5,570	-
• General Expenditures	1,031	-
	6,601	-
Expenses incurred in connection with meetings of members, councils, committees, panels to other bodies for which the Union was wholly or partly responsible.	9,315	11,761



**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](mailto:sydney@air.gov.au)

Mr Greg Hardy  
District Branch Secretary  
CFMEU Mining & Energy Division  
Victorian District Branch  
Wing 5, Lignite Court  
MORWELL VIC 3840

Dear Mr Hardy

**Re: Lodgement of Financial Statements and Accounts for the CFMEU Mining & Energy Division, Victorian District Branch for the year ending 31 December 2005 (FR2005/593)**

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

Committee (Board) of Management Statement – Date of Resolution

The Industrial Registrar's Reporting Guidelines require that the Committee (Board) of Management Statement

- be made in accordance with such resolution as is passed by the committee of management
- specify the date of passage of the resolution
- be signed by a designated officer
- be dated as at the date the designated officer signs the statement

The Board of Management Statement lodged does not specify the date that the resolution was passed by the committee.

Please ensure that future Board of Management statements include the date the resolution was passed.

Donations

I note that an amount of \$2,000 dollars is included under Donations or Grants Expenses in Note 17 of the Notes to the Financial Statements.

I would like to remind you that pursuant to s237 of the *Workplace Relations Act 1996* the organisation must lodge a statement showing

- The amount of each, if any, donation exceeding \$1,000
- The name and address of the recipient of each donation
- The purpose of the donation

These details have not been provided in full in the Notes to the Financial Statements.

I have enclosed a form you may wish to use to lodge the required information. The statement must be signed by an officer of the organisation.

The documents for the financial year ending 31 December 2005 have been filed, and may be viewed on the internet at [www.e-airc.gov.au/105nvdst/financial](http://www.e-airc.gov.au/105nvdst/financial).

I would like to take this opportunity to advise you that for financial years beginning after 1 November 2004 information about any recovery of wages activity undertaken by the branch is required to be disclosed in the financial statements, and various declarations to be made in the Committee of Management Statement.

Further information is contained in the Industrial Registrars' Reporting Guidelines, which can be found at [www.airc.gov.au/organisations/rao/rao\\_253\\_a.pdf](http://www.airc.gov.au/organisations/rao/rao_253_a.pdf)

Yours sincerely,



Belinda Penna  
For Deputy Industrial Registrar

19 July 2006