



FAIR WORK
COMMISSION

7 December 2013

Ms Jo-Ann Davidson
Divisional Secretary
Flight Attendants' Association of Australia, National (formerly Domestic/Regional) Division
18/538 Gardeners Road
ALEXANDRIA NSW 2015

sent to: info@faaadomestic.org.au

Dear Ms Davidson,

Re: Lodgement of Financial Statements and Accounts - Flight Attendants' Association of Australia, Domestic/Regional Division - for year ended 30 June 2012 (FR2012/441)

I acknowledge receipt of the Certificate by Designated Officer in relation to the above statements and accounts. The certificate was received on 6 December 2013.

I have filed the document.

Yours sincerely

Stephen Kellett
Senior Adviser, Regulatory Compliance Branch

18/538 Gardeners Road, Alexandria NSW 2015
Email: info@faaadomestic.org.au
Ph: (02) 9669 5366
Fax: (02) 9669 5388



6 December 2013

Mr Stephen Kellett
Regulatory Compliance Branch
FAIR WORK COMMISSION
80 William Street
EAST SYDNEY NSW 2011

Email: stephen.kellett@fwc.gov.au

Dear Stephen

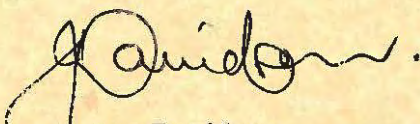
CERTIFICATE BY DESIGNATED OFFICER – Year Ended 30 June 2012

I refer to our discussions and your email 22 November regarding the abovementioned matter.

Please find attached a revised Certificate stating that the full report was presented to a meeting of the committee of management on 2 December 2013.

Should you need any further information please contact me.

Yours faithfully



Jo-Ann Davidson
Secretary

18/538 Gardeners Road, Alexandria NSW 2015

Email: info@faaadomestic.org.au

Ph: (02) 9669 5366

Fax: (02) 9669 5388



Flight Attendants' Association of Australia - National Division (formally Domestic/Regional Division)

Section 268 Fair Work (Registered Organisations) Act 2009 (RO Act)

CERTIFICATE BY PRESCRIBED DESIGNATED OFFICER

I Jo-Ann Davidson being the Secretary of the Flight Attendants' Association - National Division certify:

- that the documents lodged herewith are copies of the full report and the concise report referred to in s.268 of the RO Act for the Flight Attendants' Association of Australia – Domestic/Regional Division for the period ended 30 June 2012; and
- that the concise report was provided to members of the reporting unit on 20 November 2012 in accordance with s.265 of the RO Act; and
- that the full report was presented to a meeting of the committee of management (Executive) of the reporting unit on 2 December 2013 in accordance with s.266 of the RO Act.

Date: 6 December 2013



Jo-Ann Davidson
Secretary

22 November 2013

Ms Jo-Ann Davidson
Divisional Secretary
Flight Attendants' Association of Australia, Domestic/Regional Division
18/538 Gardeners Road
ALEXANDRIA NSW 2015



sent to: info@faadomestic.org.au

Dear Ms Davidson,

Re: Lodgement of Financial Statements and Accounts - Flight Attendants' Association of Australia, Domestic/Regional Division - for year ended 30 June 2012 (FR2012/441)

I refer to the above financial statements and accounts which were lodged with the Fair Work Commission on 20 November 2012.

In our discussion today I clarified the requirements of section 266 of the *Fair Work (Registered Organisations) Act 2009* ('the RO Act'). The report must be presented to a meeting after it has been provided/circulated to the members. The rules of the organisation permit this meeting to be either a general meeting of members held not earlier than 21 days after circulation, or a second meeting of the Divisional Executive. It is not the first meeting of the committee that signs the financial statements prior to circulation. Certificates of Secretary or Designated Officer must certify that the report was presented to a general or second meeting in accordance with section 266, and it should be clear from the date indicated that the meeting was held within the ordinary 6 month period prescribed unless an extension of time under section 265(5) has been granted.

I have filed the documents. Please note that the financial report was subject to an abbreviated review. Next year's report may be subject to a full and comprehensive compliance audit.

As I mentioned in our discussion today a new edition of the General Manager's reporting guidelines for reports prepared pursuant to section 253 was gazetted on 26 June 2013. These guidelines apply to financial reports that end on or after 30 June 2013. Model financial statements have also been made available. I understand from your advice that the Division's report for 2013 has already been audited and circulated to members and will be lodged after presentation to a second meeting in accordance with s266. An officer of the Commission will correspond with you separately over any issues of compliance arising in the 2013 report when it is lodged.

For your convenient reference the new guidelines and model financial statements are available on the website here: <http://www.fwc.gov.au/index.cfm?pagename=regorgsfrguidelines#finance>

Yours sincerely

A handwritten signature in black ink that reads 'Stephen Kellett'. The signature is written in a cursive style with a long horizontal line extending to the right.

Stephen Kellett
Senior Adviser, Regulatory Compliance Branch

From: KELLETT, Stephen
To: ["info@faadomestic.org.au"](mailto:info@faadomestic.org.au)
Subject: Attention Ms Jo-ann Davidson - Financial report y/e 30 June 2012 - filing
Date: Friday, 22 November 2013 1:10:00 PM
Attachments: [FAAA Dom FR2012 441 \(final\).pdf](#)

Dear Ms Davidson,

Please see my letter in relation to the above attached.

Yours sincerely

STEPHEN KELLETT
Regulatory Compliance Branch
FAIR WORK COMMISSION

80 William Street
EAST SYDNEY NSW 2011

(ph) (02) 6723 7237
(email) stephen.kellett@fwc.gov.au



FLIGHT ATTENDANTS' ASSOCIATION OF AUSTRALIA

Domestic/Regional Division

18/538 Gardeners Road, Alexandria NSW 2015 Ph: (02) 9669 5366, Fax: (02) 9669 5388

Email: info@faadomestic.org.au



20 November 2012

Mr Tim Lee
General Manager
Fair Work Australia
11 Exhibition Street
MELBOURNE VIC 3000

Dear General Manager

**Audited Financial Reports of the Flight Attendants' Association of Australia –
Domestic/Regional Division for the Year Ended 30 June 2012**

Further to my letter and Designated Secretary's Certificate included with the Reports, I wish to advise that the FAAA had an internal computer system problem and the reports were not circulated at stated.

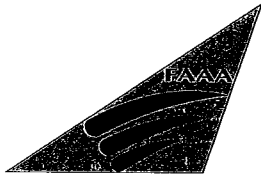
The audited reports were circulated to the membership Tuesday 20 November.

Please find enclosed a new Designated Secretary's Certificate.

Yours faithfully


Jo-Ann Davidson
Divisional Secretary

Jo-Ann Davidson, Divisional Secretary



FLIGHT ATTENDANTS' ASSOCIATION OF AUSTRALIA

Domestic/Regional Division

18/538 Gardeners Road, Alexandria NSW 2015 Ph: (02) 9669 5366, Fax: (02) 9669 5388

Email: info@faadomestic.org.au

DESIGNATED SECRETARY'S CERTIFICATE

I, Jo-Ann Davidson, being the Secretary of the Flight Attendants' Association of Australia, Domestic/Regional Division certify:

In accordance with the requirements of the Fair Work Act 2009, I hereby certify that the documents lodged with Fair Work Australia on 16 November 2012 are true copies of the documents presented to the Association's Divisional Executive on 5 November 2012. The Concise report was circulated to FAAA Domestic/Regional Division members on 20 November 2012.

Jo-Ann Davidson

Secretary

FAAA Domestic/Regional Division

20 November 2012



FLIGHT ATTENDANTS' ASSOCIATION OF AUSTRALIA

Domestic/Regional Division

18/538 Gardeners Road, Alexandria NSW 2015 Ph: (02) 9669 5366, Fax: (02) 9669 5388

Email: info@faadomestic.org.au



16 November 2012

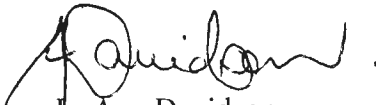
Mr Tim Lee
General Manager
Fair Work Australia
11 Exhibition Street
MELBOURNE VIC 3000

Dear General Manager

**Audited Financial Reports of the Flight Attendants' Association of Australia –
Domestic/Regional Division for the Year Ended 30 June 2012**

Please find enclosed the Designated Secretary's Certificate and the bound copies of the above.

Yours faithfully


Jo-Ann Davidson
Divisional Secretary

Jo-Ann Davidson, Divisional Secretary



FLIGHT ATTENDANTS' ASSOCIATION OF AUSTRALIA

Domestic/Regional Division
18/538 Gardeners Road, Alexandria NSW 2015 Ph: (02) 9669 5366, Fax: (02) 9669 5388
Email: info@faaadomestic.org.au

DESIGNATED SECRETARY'S CERTIFICATE

I, Jo-Ann Davidson, being the Secretary of the Flight Attendants' Association of Australia, Domestic/Regional Division certify:

In accordance with the requirements of the Fair Work Act 2009, I hereby certify that the documents lodged with Fair Work Australia on 16 November 2012 are true copies of the documents presented to the Association's Divisional Executive on 5 November 2012 and the Concise report was circulated to FAAA Domestic/Regional Division members on 16 November 2012.

Jo-Ann Davidson
Secretary
FAAA Domestic/Regional Division

16 November 2012

**FLIGHT ATTENDANTS' ASSOCIATION OF AUSTRALIA -
DOMESTIC/REGIONAL DIVISION
ABN 72 742 734 217**

**ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2012**



FLIGHT ATTENDANTS' ASSOCIATION OF AUSTRALIA

Domestic/Regional Division
18/538 Gardeners Road, Alexandria NSW 2015 Ph: (02) 9669 5366, Fax: (02) 9669 5388
Email: info@faaadomestic.org.au

FLIGHT ATTENDANTS' ASSOCIATION OF AUSTRALIA - DOMESTIC/REGIONAL DIVISION
ABN 72 742 734 217

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This financial report covers the Flight Attendants' Association of Australia - Domestic/Regional Division as an individual entity. The financial report is presented in the Australian currency.

The Flight Attendants' Association of Australia - Domestic/Regional Division is a registered trade union under the Fair Work (Registered Organisations) Act 2009 and domiciled in Australia. The purpose of the entity is to protect and improve conditions and entitlements for members. Its principle activities are promoting union activities in the aviation sector.

The principal place of business is:

Flight Attendants' Association of Australia - Domestic/Regional Division
Unit 18, 538 Gardeners Road
ALEXANDRIA NSW 2015

The financial report was authorised for issue by the Divisional Executive on 5th day of November 2012.

FLIGHT ATTENDANTS' ASSOCIATION OF AUSTRALIA - DOMESTIC/REGIONAL DIVISION
ABN 72 742 734 217

OPERATING REPORT

Your Divisional Executive present their report on the Flight Attendants' Association of Australia - Domestic/Regional Division (The Division) for the financial year ended 30 June 2012.

Members of committee

The names of the members of Divisional Executive in office at any time during or since the end of the financial year are:

<i>Name</i>	<i>Position</i>	
Tom Snowball	Divisional President	Resigned during 2011/2012
Shane Scanlon	Divisional President	Appointed during 2011/2012
Jo-Ann Davidson	Divisional Secretary	
Jack Hastings	Assistant Secretary	
Brett Inman	Divisional Vice President	

The names of the members of Divisional Council in office at any time during or since the end of the financial year are:

<i>Name</i>	<i>Position</i>	
Tom Snowball	Divisional President	Resigned during 2011/2012
Shane Scanlon	Divisional President	Appointed during 2011/2012
Jo-Ann Davidson	Divisional Secretary	
Jack Hastings	Assistant Secretary	
Brett Inman	Divisional Vice President	
Neil Rao	Qantas Team Coordinator	Resigned during 2011/2012
Carol Locket	Qantas Council Delegate	
Chris Worthy	Virgin Blue Council Delegate	Resigned during 2011/2012
Alexandra Barlow	Virgin Blue Council Delegate	Resigned during 2011/2012
Susan Lindberg	Qantas Council Delegate	
Owen Greenwood	Qantas Council Delegate	
Stephen Redding	Qantas Council Delegate	
Monique Neeteson-Lemkes	Jetstar Team Coordinator	Resigned during 2011/2012
David Brady	Tiger Team Coordinator	
Stacey Hogan	Virgin Team Coordinator	Resigned during 2011/2012
Brad Gillman	Virgin Team Coordinator	Appointed during 2011/2012
Lisa Roberts	EA/SU Team Coordinator	Appointed during 2011/2012
Jo Woodford	Small/Regional Airlines Team Coordinator	Resigned during 2011/2012
Janine McCabe	Small/Regional Airlines Team Coordinator	Appointed during 2011/2012
Toni Lockyer	Qantas Council Delegate	
Dominic Biviano	MAM Team Coordinator	

OPERATING REPORT (Continued)

Significant changes in state of financial affairs

No significant changes in the state of financial affairs of the Division occurred during the financial year.

Review of principal activities and results of operations

The principal activities of the Division during the financial year were the protection and improvement of employment conditions for its members. No significant change in the nature of these activities occurred during the year.

A review of the operations of the Division indicate that it continued to engage in its principal activity of representing flight attendants in industrial and operational matters. In pursuing these activities the Division has sought to protect the members through representation of individuals in grievances and disputes. In pursuing such, the Division has initiated and activated legal and industrial action when appropriate.

After Balance date events

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

Union details

The number of employees on a full-time equivalent basis at 30 June 2012 was 10 (2011: 10).

The number of members of the Division, at 30 June 2012 was 2,933 (2011: 3,428).

Right of members to resign

Members may resign from the union in accordance with Rule 33, which reads as follows:

"33 - RESIGNATION

- (a) A member may resign from membership of the Association by written notice addressed and delivered to the Divisional Secretary.
- (b) A notice of resignation from membership of the Association takes effect:
 - (1) Where a member ceases to be eligible to become a member of the Association:
 - (i) on the day on which the notice is received by the Divisional Secretary; or
 - (ii) on the day specified in the notice, which is a day not earlier than the day when the member ceases to be eligible to become a member; whichever is later; or
 - (2) in any other case:
 - (i) at the end of 2 weeks after the notice is received by the Divisional Secretary; or
 - (ii) on the day specified in the notice;whichever is the later.
- (c) Any membership fees payable but not paid by a former member of the Association, in relation to a period before the member's resignation from the Association took effect, may be sued for and recovered in the name of the Association, in a court of competent jurisdiction, as a debt due to the Association.
- (d) A notice delivered to the person mentioned in Sub-Rule (a) shall be taken to have been received by the Association when it was delivered.
- (e) A notice of resignation that has been received by the Association is not invalid because it was not addressed and delivered in accordance with Sub-Rule (a).
- (f) A resignation from membership of the Association is valid even if it is not effected in accordance with this rule if the member is informed in writing by or on behalf of the Association that the resignation has been accepted."

FLIGHT ATTENDANTS' ASSOCIATION OF AUSTRALIA - DOMESTIC/REGIONAL DIVISION
ABN 72 742 734 217

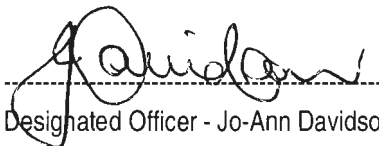
OPERATING REPORT (Continued)

Superannuation trustees

To the best of our knowledge and belief, no officer or member of the organisation, by virtue of their office or membership of the Flight Attendants' Association of Australia - Domestic/Regional Division is:

- (i) a trustee of a superannuation entity or exempt public sector superannuation scheme; or
- (ii) a director of a company that is the trustee of a superannuation entity or an exempt public sector superannuation scheme; and
- (iii) where a criterion for the officer or member being the trustee or director is that the officer or member is an officer or member of a registered organisation.

Signed in accordance with a resolution of the Divisional Executive



Designated Officer - Jo-Ann Davidson (Divisional Secretary)

Dated this 5th day of NOVEMBER 2012

FLIGHT ATTENDANTS' ASSOCIATION OF AUSTRALIA - DOMESTIC/REGIONAL DIVISION
 ABN 72 742 734 217

STATEMENT OF COMPREHENSIVE INCOME
 FOR THE YEAR ENDED 30 JUNE 2012

	Notes	2012 \$	2011 \$
Revenue from continuing operations	4	1,579,934	1,647,324
Expenses			
Administration and other expenses		(148,152)	(144,116)
Industrial expenses	7	(252,666)	(361,664)
Legal and professional fees	8	(78,158)	(68,696)
Rent and occupancy expenses		(44,270)	(54,206)
Salaries and related expenses	9	(927,417)	(1,096,441)
		<u>(1,450,663)</u>	<u>(1,725,123)</u>
Surplus (Deficit) before income tax		129,271	(77,799)
Income tax expenses		-	-
Surplus (Deficit) for the year		129,271	(77,799)
Other comprehensive income		-	-
Total comprehensive income for the year		<u>129,271</u>	<u>(77,799)</u>
Total comprehensive income for the year is attributable to:			
Members of the union		<u>129,271</u>	<u>(77,799)</u>

The above statement of comprehensive income should be read in conjunction with the accompanying notes.

FLIGHT ATTENDANTS' ASSOCIATION OF AUSTRALIA - DOMESTIC/REGIONAL DIVISION
ABN 72 742 734 217

BALANCE SHEET
AS AT 30 JUNE 2012

	Notes	2012 \$	2011 \$
ASSETS			
Current assets			
Cash and cash equivalents	10	1,014,980	871,046
Trade and other receivables	11	38,793	40,602
Total current assets		<u>1,053,773</u>	<u>911,648</u>
Non-current assets			
Property, plant and equipment	12	579,682	612,784
Total non-current assets		<u>579,682</u>	<u>612,784</u>
Total assets		<u>1,633,455</u>	<u>1,524,432</u>
LIABILITIES			
Current liabilities			
Trade and other payables	13	93,963	134,319
Provisions	14	67,823	51,849
Total current liabilities		<u>161,786</u>	<u>186,168</u>
Non-current liabilities			
Provisions	15	12,406	8,272
Total non-current liabilities		<u>12,406</u>	<u>8,272</u>
Total liabilities		<u>174,192</u>	<u>194,440</u>
Net assets		<u>1,459,263</u>	<u>1,329,992</u>
MEMBERS' FUND			
Accumulated surplus	16	1,459,263	1,329,992
Total members' fund		<u>1,459,263</u>	<u>1,329,992</u>

The above balance sheet should be read in conjunction with the accompanying notes.

FLIGHT ATTENDANTS' ASSOCIATION OF AUSTRALIA - DOMESTIC/REGIONAL DIVISION
ABN 72 742 734 217

STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2012

	Accumulated surplus \$	Total \$
Balance at 1 July 2010	1,407,791	1,407,791
Total comprehensive income for the year	(77,799)	(77,799)
Transfer from retained surplus	-	-
Balance at 30 June 2011	<u>1,329,992</u>	<u>1,329,992</u>
Balance at 1 July 2011	1,329,992	1,329,992
Total comprehensive income for the year	129,271	129,271
Transfer from retained surplus	-	-
Balance at 30 June 2012	<u>1,459,263</u>	<u>1,459,263</u>

The above statement of changes in equity should be read in conjunction with the accompanying notes.

FLIGHT ATTENDANTS' ASSOCIATION OF AUSTRALIA - DOMESTIC/REGIONAL DIVISION
ABN 72 742 734 217

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2012

	Note	2012 \$	2011 \$
Cash flows from operating activities			
Receipts from members		1,704,943	1,777,617
Sundry receipts		5,361	9,003
Payments to suppliers and employees		(1,589,028)	(2,044,363)
Interest received		<u>26,687</u>	<u>29,493</u>
Net cash inflow (outflow) from operating activities	21	<u>147,963</u>	<u>(228,250)</u>
Cash flows from investing activities			
Payment for property, plant and equipment		<u>(3,096)</u>	<u>(44,708)</u>
Net cash (outflow) from investing activities		<u>(3,096)</u>	<u>(44,708)</u>
Cash flows from financing activities			
Loan advanced		(7,100)	(5,780)
Loan repayment received		<u>6,167</u>	<u>5,251</u>
Net cash (outflow) from financing activities		<u>(933)</u>	<u>(529)</u>
Net increase (decrease) in cash and cash equivalents		143,934	(273,487)
Cash and cash equivalents at beginning of financial year		<u>871,046</u>	<u>1,144,533</u>
Cash and cash equivalents at end of financial year	10(a)	<u><u>1,014,980</u></u>	<u><u>871,046</u></u>

The above statement of cash flows should be read in conjunction with the accompanying notes.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2012

1: Summary of significant accounting policies

The principal accounting policies adopted in the preparation of the financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

The financial statements include the financial statements for the Flight Attendants' Association of Australia - Domestic/Regional Division ("The division").

(a) Basis of preparation

These general purpose financial statements have been prepared in accordance with Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board and the requirements of the Fair Work (Registered Organisations) Act 2009. Flight Attendants' Association of Australia - Domestic/Regional Division is a not-for-profit entity for the purpose of preparing the financial statements.

Compliance with Australian Accounting Standards – Reduced Disclosure Requirements

The financial statements of the Division comply with Australian Accounting Standards – Reduced Disclosure Requirements as issued by the Australian Accounting Standards Board (AASB).

New and amended standards adopted by the Division

None of the new standards and amendments to standards that are mandatory for the first time for the financial year beginning 1 July 2011 affected any of the amounts recognised in the current period or any prior period and are not likely to affect future periods. However, the adoption of the revised AASB 124 *Related Party Disclosures* resulted in the disclosure of additional related party transactions and required the restatement of some comparative information in note 20, and the adoption of AASB 1054 *Australian Additional Disclosures* and AASB 2011-1 *Amendments to Australian Accounting Standards arising from the Trans-Tasman Convergence Project* enabled the removal of certain disclosures in relation to commitments and the franking of dividends.

Early adoption of standards

The Division has not elected to apply any pronouncements before their operative date in the annual reporting period beginning 1 July 2011.

Historical cost convention

These financial statements have been prepared under the historical cost convention, as modified by the revaluation of available-for-sale financial assets and financial assets and liabilities at fair value through profit or loss.

Critical accounting estimates

The preparation of financial statements requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the Division's accounting policies. The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements, are disclosed in note 2.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2012

1: Summary of significant accounting policies (Continued)

(b) Revenue recognition

Revenue is measured at the fair value of the consideration received or receivable. Amounts disclosed as revenue are net of returns, trade allowances, rebates and amounts collected on behalf of third parties.

The Division recognises revenue when the amount of revenue can be reliably measured, it is probable that future economic benefits will flow to the entity and specific criteria have been met for each of the Division's activities as described below. The Division bases its estimates on historical results, taking into consideration the type of member, the type of transaction and the specifics of each arrangement.

Revenue is measured at the fair value of the consideration received or receivable. Revenue is recognised to the extent that it is probable that the economic benefits will flow to the entity and that it can be reliably measured. Revenue is recognised for the major operating activities as follows:

Membership fees and subscriptions

Subscriptions are recognised when the right to receive the fee has been established and the receipt of the fee is certain. Subscriptions identifiable as being received in advance for next year are recorded as such in the balance sheet.

Interest income

Interest income is recognised on a time proportion basis using the effective interest method. When a receivable is impaired, the Division reduces the carrying amount to its recoverable amount, being the estimated future cash flow discounted at the original effective interest rate of the instrument, and continues unwinding the discount as interest income.

Other revenue

Other revenue is recognised when the right to receive the revenue has been established.

All revenue is stated net of the amount of Goods and Services Tax (GST).

(c) Income tax

In accordance with section 50-15 of the Income Tax Assessment Act, the Division is exempt from income tax.

(d) Cash and cash equivalents

For statement of cash flows presentation purposes, cash and cash equivalents include cash on hand, deposits held at call with financial institutions, other short-term, highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value, 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 30 JUNE 2012

1: Summary of significant accounting policies (Continued)

(e) Trade receivables

Trade receivables are recognised initially at fair value and subsequently measured at amortised cost using the effective interest method, less provision for impairment. Trade receivables are generally due for settlement within 30 days. They are presented as current assets unless collection is not expected for more than 12 months after the reporting date.

Collectability of trade receivables is reviewed on an ongoing basis. Debts which are known to be uncollectible are written off by reducing the carrying amount directly. An allowance account (provision for impairment of trade receivables) is used when there is objective evidence that the group will not be able to collect all amounts due according to the original terms of the receivables. Significant financial difficulties of the debtor, probability that the debtor will enter bankruptcy or financial reorganisation, and default or delinquency in payments (more than 30 days overdue) are considered indicators that the trade receivable is impaired.

The amount of the impairment allowance is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted at the original effective interest rate. Cash flows relating to short-term receivables are not discounted if the effect of discounting is immaterial. The amount of the impairment loss is recognised in profit or loss within other expenses. When a trade receivable for which an impairment allowance had been recognised becomes uncollectible in a subsequent period, it is written off against the allowance account. Subsequent recoveries of amounts previously written off are credited against other expenses in profit or loss.

(f) Investment in other financial assets

Classification

The Division classifies its financial assets in the following categories: financial assets at fair value through profit or loss, loans and receivables, held-to-maturity investments, and available-for-sale financial assets. The classification depends on the purpose for which the investments were acquired. Management determines the classification of its investments at initial recognition and re-evaluates this designation at each reporting date.

Currently the Division holds "loan and receivables" financial assets.

i) Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. They are included in current assets, except for those with maturities greater than 12 months after the balance sheet date which are classified as non-current assets. Loans and receivables are included in trade and other receivables in the balance sheet.

Recognition and derecognition

Regular purchases and sales of investments are recognised on trade-date - the date on which the Division commits to purchase or sell the asset. Investments are initially recognised at fair value plus transaction costs for all financial assets not carried at fair value through profit or loss. Financial assets are derecognised when the rights to receive cash flows from the financial assets have expired or have been transferred and the Division has transferred substantially all the risks and rewards of ownership. Available-for-sale financial assets and financial assets at fair value through profit and loss are subsequently carried at fair value. Loans and receivables and held-to-maturity investments are carried at amortised cost using the effective interest method. Unrealised gains and losses arising from changes in the fair value of non-monetary securities classified as available-for-sale are recognised in equity in the available-for-sale investments revaluation reserve. When securities classified as available-for-sale are sold or impaired, the accumulated fair value adjustments are included in the income statement as gains and losses from investment securities.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2012

1: Summary of significant accounting policies (Continued)

(f) Investment in other financial assets (Continued)

Fair value

The fair values of quoted investments are based on current bid prices. If the market for a financial asset is not active (and for unlisted securities), the Division establishes fair value by using valuation techniques. These include reference to the fair values of recent arm's length transactions, involving the same instruments or other instruments that are substantially the same, discounted cash flow analysis, and option pricing models refined to reflect the issuer's specific circumstances.

Impairment

The Division assesses at each balance date whether there is objective evidence that a financial asset is impaired. In the case of equity securities classified as available-for-sale, a significant or prolonged decline in the fair value of a security below its cost is considered in determining whether the security is impaired. If any such evidence exists for available-for-sale financial assets, the cumulative loss - measured as the difference between the acquisition cost and the current fair value, less any impairment loss on that financial asset previously recognised in profit and loss - is removed from equity and recognised in the income statement. Impairment losses recognised in the income statement on equity instruments are not reversed through the income statement.

(g) Fair value measurements

The fair value of financial instruments traded in active markets (such as publicly traded derivatives, and trading and available-for-sale securities) is based on quoted market prices at the end of the reporting period. The quoted market price used for financial assets held by the group is the current bid price.

The fair value of financial instruments that are not traded in an active market (for example, over-the-counter derivatives) is determined using valuation techniques. These valuation techniques maximise the use of observable market data where it is available and rely as little as possible on entity specific estimates.

Specific valuation techniques used to value financial instruments include:

- The use of quoted market prices or dealer quotes for similar instruments.
- The fair value of interest rate swaps is calculated as the present value of the estimated future cash flows based on observable yield curves.
- The fair value of forward foreign exchange contracts is determined using forward exchange rates at the balance sheet date.
- Other techniques, such as discounted cash flow analysis, are used to determine fair value for the remaining financial instruments

(h) Impairment of assets

Other assets are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use. For the purposes of assessing impairment, assets are grouped at the lowest levels for which there are separately identifiable cash inflows which are largely independent of the cash inflows from other assets or groups of assets (cash-generating units). Non-financial assets that suffered impairment are reviewed for possible reversal of the impairment at each reporting date.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2012

1: Summary of significant accounting policies (Continued)

(i) Property, plant and equipment

Each class of property, plant and equipment is carried at historical cost less any accumulated depreciation and impairment. Historical cost includes expenditure that is directly attributable to the acquisition of items.

Depreciation

The depreciable amount of all fixed assets including buildings are depreciated over their estimated useful lives to the Division commencing from the time the asset is held ready for use.

Class of fixed asset	Depreciation rate	Depreciation basis
Buildings	2.5%	Straight Line
Motor vehicles	18.75%	Diminishing value
Office furniture and equipment	7.5-22.5%	Diminishing value
Computer equipment	27– 66.67%	Diminishing value

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's 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 carrying amount. These are included in the income statement.

(j) Trade and other payables

These amounts represent liabilities for goods and services provided to the Division prior to the end of the financial year and which are unpaid. These amounts are unsecured and are usually paid within 30 days of recognition.

(k) Goods and Service Tax (GST)

Revenues, expenses and assets are recognised net of the amount of associated GST, unless the GST incurred is not recoverable from the Australian Taxation Office (ATO). In this case, the GST is recognised as part of the cost of acquisition of the asset or as part of an item of expense.

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the balance sheet.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities, which are recoverable from, or payable to the ATO as classified as operating cash flow.

Commitments and contingencies are disclosed inclusive of GST.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2012

1: Summary of significant accounting policies (Continued)

(l) Employee benefits

(i) Short-term obligations

Liabilities for wages and salaries, including non-monetary benefits, annual leave and accumulating sick leave expected to be settled within 12 months after the end of the period in which the employees render the related service are recognised in respect of employees' services up to the end of the reporting period and are measured at the amounts expected to be paid when the liabilities are settled. The liability for annual leave and accumulating sick leave is recognised in the provision for employee benefits. All other short-term employee benefit obligations are presented as payables.

(ii) Other long-term employee benefit obligations

The liability for long service leave and annual leave which is not expected to be settled within 12 months after the end of the period in which the employees render the related service is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the end of the reporting period using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the end of the reporting period on national government bonds with terms to maturity and currency that match, as closely as possible, the estimated future cash outflows.

The obligations are presented as current liabilities in the balance sheet if the entity does not have an unconditional right to defer settlement for at least twelve months after the reporting date, regardless of when the actual settlement is expected to occur.

(m) Functional and presentation currency

Items included in the financial report are measured using the currency of the primary economic environment in which the entity operates ('the functional currency'). The financial report is presented in Australian dollars, which is the Division's functional and presentation currency.

(n) Comparative figures

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

(o) Leases

Leases in which a significant portion of the risks and rewards of ownership are not transferred to the Branch as lessee are classified as operating leases (note 18). Payments made under operating leases (net of any incentives received from the lessor) are charged to profit or loss on a straight-line basis over the period of the lease

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2012

2: Critical Accounting Estimates and Judgements

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including expectations of future events that may have a financial impact on the Division and that are believed to be reasonable under the circumstances.

(a) Critical accounting estimates and assumptions

The Division makes estimates and assumptions concerning the future. The resulting accounting estimates will, by definition, seldom equal the related actual results. None of the estimates and assumptions are expected to have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

(b) Critical judgments in applying the Division's accounting policies

The following are the critical judgements that management has made in the process of applying the Division's accounting policies and that have the most significant effect on the amounts recognised in the financial statements:

Employee entitlements

Management judgements is applies in determining the following key assumptions in the calculation of long service leave at balance date:

- future increase in wages and salaries;
- future on-costs rates; and
- experience of employees departures and period of service.

3: Information to be provided to Members or General Manager, Fair Work Australia

In accordance with the requirements of the Fair Work (Registered Organisations) Act 2009, the attention of members is drawn to the provisions of subsection (1), (2) and (3) of section 272 which read as follows:

(1) a member of a reporting unit, or the General Manager of FWA, 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 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 reporting unit.

(3) a reporting unit must comply with an application made under subsection (1).

NOTES TO THE FINANCIAL STATEMENTS
 FOR THE YEAR ENDED 30 JUNE 2012

4: Revenue

	2012	2011
	\$	\$
From continuing operations		
<i>Service revenue</i>		
- member subscriptions	1,548,928	1,614,813
<i>Other revenue</i>		
- interest	28,791	30,686
- other revenue	2,215	1,825
	<u>1,579,934</u>	<u>1,647,324</u>

5: Expenses

	2012	2011
	\$	\$
The surplus (deficit) for the year includes the following specific expenses:		
<i>Depreciation of non-current assets</i>		
- Buildings	16,942	16,942
- Office equipment and furniture	5,066	5,302
- Computer equipment	10,725	10,117
	<u>32,733</u>	<u>32,361</u>
<i>Net loss on disposal of non-current assets</i>	3,465	2,419
<i>Defined contribution superannuation expense</i>	75,893	74,733
<i>Commissions to airlines for fee collection</i>	2,553	2,860
Rental expenses on operating leases		
- minimum lease payments	9,738	15,876

6: Auditors remuneration

	2012	2011
	\$	\$
During the year the following fees were paid or payable for services provided by the auditor and its related practices:		
Audit of the financial report	15,000	13,650
Audit – membership numbers	-	350
Accounting services provided by related practice of auditor	33,600	31,500
	<u>48,600</u>	<u>45,500</u>

NOTES TO THE FINANCIAL STATEMENTS
 FOR THE YEAR ENDED 30 JUNE 2012

7: Industrial expenses

		2012 \$	2011 \$
Affiliation fees	a	43,134	62,499
Consulting fees		40,510	97,195
Donation (>\$1,000 each)		-	2,000
Donation (<\$1,000 each)		1,100	1,160
Meeting expenses		12,123	9,504
Meeting allowances		11,355	16,705
Travel and accommodation		76,033	96,306
Telephone		56,386	61,532
Other industrial expenses		12,025	14,763
		<u>252,666</u>	<u>361,664</u>

a. Affiliation fee

		2012 \$	2011 \$
ACTU – campaign levy		-	3,500
APHEDA		-	600
ACTU		11,295	10,770
ALP		12,154	24,320
ITF		6,887	7,001
Queensland Council of Unions		-	3,710
Union Shopper		1,228	2,814
Unions NSW		4,866	3,536
Unions WA		1,390	1,238
VTHC		5,314	5,010
		<u>43,134</u>	<u>62,499</u>

8: Legal and professional fees

		2012 \$	2011 \$
Legal fees		6,829	6,700
Other professional fees		71,329	61,996
		<u>78,158</u>	<u>68,696</u>

NOTES TO THE FINANCIAL STATEMENTS
 FOR THE YEAR ENDED 30 JUNE 2012

9: Salaries and other expenses

	2012 \$	2011 \$
Salaries & related expenses - staff	670,840	784,237
Salaries & related expenses - holders of office	172,110	245,790
Other staff costs	84,467	66,414
	<u>927,417</u>	<u>1,096,441</u>

10: Current assets – Cash and cash equivalents

	2012 \$	2011 \$
Cash on hand	1,500	3,500
Cash at bank	694,850	564,418
Term deposit	318,630	303,128
	<u>1,014,980</u>	<u>871,046</u>

(a) Reconciliation to cash at the end of the year

The above figures are reconciled to cash at the end of the financial year as shown in the statement of cash flows as follows:

Balances as above	<u>1,014,980</u>	871,046
Balances per statement of cash flows	<u>1,014,980</u>	<u>871,046</u>

11: Current assets – Trade and other receivables

	2012 \$	2011 \$
Trade receivables	12,864	11,881
Other receivables	11,083	9,034
Prepayments	14,846	19,687
	<u>38,793</u>	<u>40,602</u>

(a) Other receivables

These amounts generally arise from transactions outside the usual operating activities of the Division. Interest may be charged at commercial rates where the terms of repayment exceed six months. Collateral is not normally obtained.

NOTES TO THE FINANCIAL STATEMENTS
 FOR THE YEAR ENDED 30 JUNE 2012

12: Non-current assets – Property, plant and equipment

	2012 \$	2011 \$
Land and Buildings		
At cost	677,669	677,669
Less accumulated depreciation	<u>(156,702)</u>	<u>(139,760)</u>
Total land and buildings	<u>520,967</u>	<u>537,909</u>
Plant and equipment		
Office equipment	9,767	21,189
At cost	<u>(6,733)</u>	<u>(14,450)</u>
Less accumulated depreciation	<u>3,034</u>	<u>6,739</u>
Office furniture and fixtures	88,134	98,002
At cost	<u>(44,444)</u>	<u>(49,849)</u>
Less accumulated depreciation	<u>43,690</u>	<u>48,153</u>
Computer equipment		
At cost	95,250	99,428
Less accumulated depreciation	<u>(83,259)</u>	<u>(79,445)</u>
	<u>11,991</u>	<u>19,983</u>
Total plant and equipment	<u>58,715</u>	<u>74,875</u>
Total property, plant and equipment	<u>579,682</u>	<u>612,784</u>

(a) Non-current assets pledged as security

None of the non-currents assets are pledged as security.

(b) Movements in carrying amounts

Movement in the carrying amounts for each class of property, plant and equipment between the beginning and the end of the year:

2011	Land and buildings \$	Office equipment \$	Computer equipment \$	Furniture and fixtures \$	Total \$
Opening net book amount	554,851	6,924	11,664	29,417	602,856
Additions	-	1,487	20,855	22,366	44,708
Disposals	-	-	(2,419)	-	(2,419)
Depreciation	<u>(16,942)</u>	<u>(1,672)</u>	<u>(10,117)</u>	<u>(3,630)</u>	<u>(32,361)</u>
Closing net book amount	<u>537,909</u>	<u>6,739</u>	<u>19,983</u>	<u>48,153</u>	<u>612,784</u>

NOTES TO THE FINANCIAL STATEMENTS
 FOR THE YEAR ENDED 30 JUNE 2012

12: Non-current assets – Property, plant and equipment (“Continued”)

(b) Movements in carrying amounts (Continued)

2012	Land and buildings \$	Office equipment \$	Computer equipment \$	Furniture and fixtures \$	Total \$
Opening net book amount	537,909	6,739	19,983	48,153	612,784
Additions	-	-	3,096	-	3,096
Disposals	-	(2,341)	(363)	(761)	(3,465)
Depreciation	(16,942)	(1,364)	(10,725)	(3,702)	(32,733)
Closing net book amount	<u>520,967</u>	<u>3,034</u>	<u>11,991</u>	<u>43,690</u>	<u>579,682</u>

13: Current liabilities – Trade and other payables

	2012 \$	2011 \$
<i>Unsecured</i>		
Trade creditors	47,083	102,774
Others	46,880	31,545
	<u>93,963</u>	<u>134,319</u>

14: Current liabilities – Provisions

	2012 \$	2011 \$
Employee benefits – officials (elected)	-	-
Employee benefits - staff	67,823	51,849
	<u>67,823</u>	<u>51,849</u>

15: Non-current liabilities – Provisions

	2012 \$	2011 \$
Employee benefits – officials (elected)	-	-
Employee benefits - staff	12,406	8,272
	<u>12,406</u>	<u>8,272</u>

NOTES TO THE FINANCIAL STATEMENTS
 FOR THE YEAR ENDED 30 JUNE 2012

16: Accumulated surplus

	2012	2011
	\$	\$
Movements in the accumulated surplus were as follows:		
Balance 1 July	1,329,992	1,407,791
Net surplus(deficit) for the year	129,271	(77,799)
Balance 30 June	<u>1,459,263</u>	<u>1,329,992</u>

17: Contingencies

There are no known contingent assets or liabilities at 30 June 2012.

18: Commitments

	2012	2011
	\$	\$
<i>Operating lease commitments</i>		
Non-cancellable operating leases contracted for but not capitalised in the financial statements		
Payables		
- not later than one year	9,530	5,522
- later than one year but not later than five years	33,356	44,258
	<u>42,886</u>	<u>49,780</u>

General description of leasing arrangement:

The leases are related to the rental of office equipment.

19: Events occurring after the reporting period

No matter or circumstance has arisen since the end of the financial year to the date of this report, that has or may significantly affect the activities of the Division, the results of those activities or the state of affairs of the Division in the ensuing or any subsequent financial year.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2012

20: Related party transactions

(a) The names of the members of Divisional Executive in office at any time during or since the end of the financial year are:

<i>Name</i>	<i>Position</i>	
Tom Snowball	Divisional President	Resigned during 2011/2012
Shane Scanlon	Divisional President	Appointed during 2011/2012
Jo-Ann Davidson	Divisional Secretary	
Jack Hastings	Assistant Secretary	
Brett Inman	Divisional Vice President	

The names of the members of Divisional Council in office at any time during or since the end of the financial year are:

<i>Name</i>	<i>Position</i>	
Tom Snowball	Divisional President	Resigned during 2011/2012
Shane Scanlon	Divisional President	Appointed during 2011/2012
Jo-Ann Davidson	Divisional Secretary	
Jack Hastings	Assistant Secretary	
Brett Inman	Divisional Vice President	
Neil Rao	Qantas Team Coordinator	Resigned during 2011/2012
Carol Locket	Qantas Council Delegate	
Chris Worthy	Virgin Blue Council Delegate	Resigned during 2011/2012
Alexandra Barlow	Virgin Blue Council Delegate	Resigned during 2011/2012
Susan Lindberg	Qantas Council Delegate	
Owen Greenwood	Qantas Council Delegate	
Stephen Redding	Qantas Council Delegate	
Monique Neeteson-Lemkes	Jetstar Team Coordinator	Resigned during 2011/2012
David Brady	Tiger Team Coordinator	
Stacey Hogan	Virgin Team Coordinator	Resigned during 2011/2012
Brad Gillman	Virgin Team Coordinator	Appointed during 2011/2012
Lisa Roberts	EA/SU Team Coordinator	Appointed during 2011/2012
Jo Woodford	Small/Regional Airlines Team Coordinator	Resigned during 2011/2012
Janine McCabe	Small/Regional Airlines Team Coordinator	Appointed during 2011/2012
Toni Lockyer	Qantas Council Delegate	
Dominic Biviano	MAM Team Coordinator	

(b) Transactions with officers

There were no transactions between the officers of the Division other than those relating to their membership of the Division and reimbursement by the Division 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 is reasonable to expect would have been adopted by parties at arm's length.

NOTES TO THE FINANCIAL STATEMENTS
 FOR THE YEAR ENDED 30 JUNE 2012

20: Related party transactions (Continued)

	2012 \$	2011 \$
(c) Key management personnel compensation		
Short-term benefits	<u>172,110</u>	<u>245,790</u>
	2012 \$	2011 \$
(d) Advances to employees		
These loans are unsecured, interest-free (in most cases), at call and are disclosed in the Balance Sheet under current assets – other debtors. No provisions for doubtful debts have been raised during the year in relation to any outstanding balances, and no expense has been recognised in respect of bad or doubtful debts due from related parties.		
Beginning of the year	4,256	3,727
Loans advanced	7,100	5,780
Loan repayments received	<u>(6,167)</u>	<u>(5,251)</u>
End of year	<u><u>5,189</u></u>	<u><u>4,256</u></u>

21: Cash flow information

	2012 \$	2011 \$
Reconciliation of cash flow from operations with (deficit) surplus for the year		
Surplus (Deficit) for the year	129,271	(77,799)
<i>Non-cash flows in surplus (deficit)</i>		
Depreciation	32,733	32,361
Net loss on disposal of property, plant and equipment	3,465	2,419
<i>Changes in assets and liabilities</i>		
Decrease in receivables	2,742	24,433
(Decrease) Increase in payables	(40,356)	21,833
Increase (Decrease) in provisions	<u>20,108</u>	<u>(231,497)</u>
Cash flows from operations	<u><u>147,963</u></u>	<u><u>(228,250)</u></u>

FLIGHT ATTENDANTS' ASSOCIATION OF AUSTRALIA - DOMESTIC/REGIONAL DIVISION
ABN 72 742 734 217

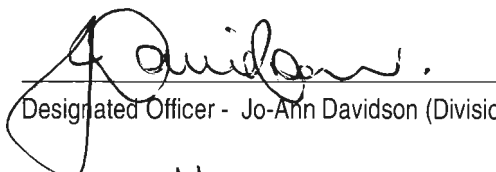
COMMITTEE OF MANAGEMENT STATEMENT

On 5th November 2012 the Divisional Executive of the Flight Attendants' Association of Australia - Domestic/Regional Division passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the year ended 30 June 2012:

The Divisional Executive declares in relation to the GPFR that in its opinion;

1. the financial statements and notes, as set out on pages 4 to 22 comply with Australian Accounting Standards;
2. the financial statements and notes, as set out on pages 4 to 22 comply with the reporting guidelines of the General Manager, Fair Work Australia;
3. the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the Division for the financial year to which they relate;
4. there are reasonable grounds to believe that the Division will be able to pay its debts as and when they become due and payable; and
5. during the financial year to which the general purpose financial report relates and since the end of 30 June 2012:
 - a. meetings of the Committee of Management were held in accordance with the rules of the organisation including the rules of a branch concerned; and
 - b. the financial affairs of Flight Attendants' Association of Australia - Domestic/Regional Division have been managed in accordance with the rules of the organisation including the rules of a branch concerned;
 - c. the financial records of Flight Attendants' Association of Australia - Domestic/Regional Division have been kept and maintained in accordance with the Fair Work (Registered Organisations) Act 2009 and Fair Work (Registered Organisations) Regulations 2009;
 - d. 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
 - e. the information sought in any request of a member of the Flight Attendants' Association of Australia - Domestic/Regional Division or the General Manager of Fair Work Australia (FWA) duly made under section 272 of the Fair Work (Registered Organisations) Act 2009 has been furnished to the members or the General Manager, Fair Work Australia; and
 - f. no orders for inspection of financial records have been made by the FWA under section 273 of the Fair Work (Registered Organisations) Act 2009 during the period.
6. There has been no recovery of wage activity undertaken by the reporting unit.

For the Divisional Executive


Designated Officer - Jo-Anh Davidson (Divisional Secretary)

Dated this 5th day of NOVEMBER 2012



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INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF FLIGHT ATTENDANTS' ASSOCIATION OF AUSTRALIA - DOMESTIC/REGIONAL DIVISION

Report on the financial report

We have audited the accompanying financial report of Flight Attendants' Association of Australia - Domestic/Regional Division, which comprises the balance sheet as at 30 June 2012, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information and the Statement by the Committee of Management.

Committee of Management 's responsibility for the financial report

The Committee of Management is responsible for the preparation of the financial report that give a true and fair view in accordance with Australian Accounting Standards - Reduced Disclosure Requirements and the Fair Work (Registered Organisations) Act 2009, and for such internal control as the Committee determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

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. Those 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 of the financial report that gives a true and fair view 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.

Our audit did not involve an analysis of the prudence of business decisions made by the Committee of Management.

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





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INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF FLIGHT ATTENDANTS' ASSOCIATION OF AUSTRALIA - DOMESTIC/REGIONAL DIVISION (Continued)

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Independence

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

Opinion

In our opinion, the general purpose financial reports of Flight Attendants' Association of Australia - Domestic/Regional Division present fairly in accordance with:

- a) the Australian Accounting Standards – Reduced Disclosure Requirements and other mandatory professional reporting requirements in Australia; and
- b) the requirements imposed by the Fair Work (Registered Organisations) Act 2009.

BGL & Associates
Chartered Accountants

I. A. Hinds - A.C.A. - Partner
Member of The Institute of Chartered Accountants in Australia and
holder of current Public Practice Certificate

5th November 2012
Melbourne



**FLIGHT ATTENDANTS' ASSOCIATION OF AUSTRALIA -
DOMESTIC/REGIONAL DIVISION
ABN 72 742 734 217**

**ANNUAL CONCISE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2012**



FLIGHT ATTENDANTS' ASSOCIATION OF AUSTRALIA

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FLIGHT ATTENDANTS' ASSOCIATION OF AUSTRALIA - DOMESTIC/REGIONAL DIVISION
ABN 72 742 734 217

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Relationship of the concise financial report to the full financial reports

The concise financial report is an extract from the full financial report for the year ended 30 June 2012. The financial statements and specific disclosures included in the concise financial report have been derived from the full financial report.

The concise financial report cannot be expected to provide as full an understanding of the financial performance, financial position and financing and investing activities of the Flight Attendants' Association of Australia - Domestic/Regional Division as the full financial report. Further financial information can be obtained from the full financial report.

The full financial report and auditor's report will be sent to members on request, free of charge. Please contact the Flight Attendants' Association of Australia - Domestic/Regional Division's office and a copy will be forwarded to you. Alternatively, you can access both the full financial report and the concise report via the internet at our Members' Centre on our website.

The committee of management has resolved on 5th November 2012 that this concise report be provided in accordance with s265 (2) of the Fair Work (Registered Organisations) Act 2009.

FLIGHT ATTENDANTS' ASSOCIATION OF AUSTRALIA - DOMESTIC/REGIONAL DIVISION
ABN 72 742 734 217

DISCUSSION AND ANALYSIS OF THE FINANCIAL STATEMENTS

Information on Flight Attendants' Association of Australia - Domestic/Regional Division 's concise financial report

The concise financial report is an extract of the full financial report for the year ended 30 June 2012. The financial statements and specific disclosures included in the concise financial report have been derived from the full financial report

This discussion and analysis is provided to assist members in understanding the concise financial report. The discussion and analysis is based on Flight Attendants' Association of Australia - Domestic/Regional Division financial statements and the information contained in the concise financial report has been derived from the full 2012 financial report of Flight Attendants' Association of Australia - Domestic/Regional Division.

Statement of comprehensive income

The surplus attributable to members for the year was \$129,271 compared to a deficit of \$77,799 in the previous year. Whilst income remained comparable with 2011, the improvement from a deficit to a surplus was a result of a 16% decrease in expenses from \$1,725,123 in 2011 to \$1,450,663 this year.

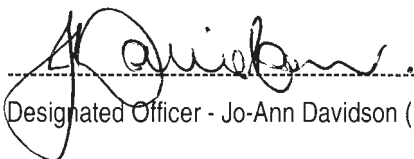
Balance sheet

Total assets increased from \$1,524,432 in 2011 to \$1,633,455 in 2012 mainly due to an increase in cash at bank. Total liabilities decreased by 52% or \$20,248 from \$194,440 in 2011 to \$174,192 in 2012. This was mainly due to a decrease in trade creditors. The decrease in liabilities combined with an increase in total assets resulted in the increase of total member fund of 9.7%.

Statement of cash flows

Net cash assets increased from \$871,046 as at 30 June 2011 to \$1,014,980 as at 30 June 2012 mainly due to the decrease in cash payments made.

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



Designated Officer - Jo-Ann Davidson (Divisional Secretary)

FLIGHT ATTENDANTS' ASSOCIATION OF AUSTRALIA - DOMESTIC/REGIONAL DIVISION
ABN 72 742 734 217

OPERATING REPORT

Your Divisional Executive present their report on the Flight Attendants' Association of Australia - Domestic/Regional Division (The Division) for the financial year ended 30 June 2012.

Members of Committee

The names of the members of Divisional Executive in office at any time during or since the end of the financial year are:

<i>Name</i>	<i>Position</i>	
Tom Snowball	Divisional President	Resigned during 2011/2012
Shane Scanlon	Divisional President	Appointed during 2011/2012
Jo-Ann Davidson	Divisional Secretary	
Jack Hastings	Assistant Secretary	
Brett Inman	Divisional Vice President	

The names of the members of Divisional Council in office at any time during or since the end of the financial year are:

<i>Name</i>	<i>Position</i>	
Tom Snowball	Divisional President	Resigned during 2011/2012
Shane Scanlon	Divisional President	Appointed during 2011/2012
Jo-Ann Davidson	Divisional Secretary	
Jack Hastings	Assistant Secretary	
Brett Inman	Divisional Vice President	
Neil Rao	Qantas Team Coordinator	Resigned during 2011/2012
Carol Locket	Qantas Council Delegate	
Chris Worthy	Virgin Blue Council Delegate	Resigned during 2011/2012
Alexandra Barlow	Virgin Blue Council Delegate	Resigned during 2011/2012
Susan Lindberg	Qantas Council Delegate	
Owen Greenwood	Qantas Council Delegate	
Stephen Redding	Qantas Council Delegate	
Monique Neeteson-Lemkes	Jetstar Team Coordinator	Resigned during 2011/2012
David Brady	Tiger Team Coordinator	
Stacey Hogan	Virgin Team Coordinator	Resigned during 2011/2012
Brad Gillman	Virgin Team Coordinator	Appointed during 2011/2012
Lisa Roberts	EA/SU Team Coordinator	Appointed during 2011/2012
Jo Woodford	Small/Regional Airlines Team Coordinator	Resigned during 2011/2012
Janine McCabe	Small/Regional Airlines Team Coordinator	Appointed during 2011/2012
Toni Lockyer	Qantas Council Delegate	
Dominic Biviano	MAM Team Coordinator	

OPERATING REPORT (Continued)

Significant changes in state of financial affairs

No significant changes in the state of financial affairs of the Division occurred during the financial year.

Review of principal activities and results of operations

The principal activities of the Division during the financial year were the protection and improvement of employment conditions for its members. No significant change in the nature of these activities occurred during the year.

A review of the operations of the Division indicate that it continued to engage in its principal activity of representing flight attendants in industrial and operational matters. In pursuing these activities the Division has sought to protect the members through representation of individuals in grievances and disputes. In pursuing such, the Division has initiated and activated legal and industrial action when appropriate.

After balance date events

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

Union details

The number of employees on a full-time equivalent basis at 30 June 2012 was 10 (2011: 10).

The number of members of the Division, at 30 June 2012 was 2,933 (2011: 3,428).

Right of members to resign

Members may resign from the union in accordance with Rule 33, which reads as follows:

"33 - RESIGNATION

- (a) A member may resign from membership of the Association by written notice addressed and delivered to the Divisional Secretary.
- (b) A notice of resignation from membership of the Association takes effect:
 - (1) Where a member ceases to be eligible to become a member of the Association:
 - (i) on the day on which the notice is received by the Divisional Secretary; or
 - (ii) on the day specified in the notice, which is a day not earlier than the day when the member ceases to be eligible to become a member; whichever is later; or
 - (2) in any other case:
 - (i) at the end of 2 weeks after the notice is received by the Divisional Secretary; or
 - (ii) on the day specified in the notice;whichever is the later.
- (c) Any membership fees payable but not paid by a former member of the Association, in relation to a period before the member's resignation from the Association took effect, may be sued for and recovered in the name of the Association, in a court of competent jurisdiction, as a debt due to the Association.
- (d) A notice delivered to the person mentioned in Sub-Rule (a) shall be taken to have been received by the Association when it was delivered.
- (e) A notice of resignation that has been received by the Association is not invalid because it was not addressed and delivered in accordance with Sub-Rule (a).
- (f) A resignation from membership of the Association is valid even if it is not effected in accordance with this rule if the member is informed in writing by or on behalf of the Association that the resignation has been accepted."

FLIGHT ATTENDANTS' ASSOCIATION OF AUSTRALIA - DOMESTIC/REGIONAL DIVISION
ABN 72 742 734 217

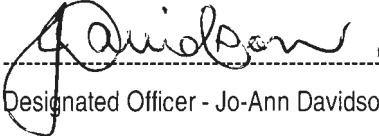
OPERATING REPORT (Continued)

Superannuation trustees

To the best of our knowledge and belief, no officer or member of the organisation, by virtue of their office or membership of the Flight Attendants' Association of Australia - Domestic/Regional Division is:

- (i) a trustee of a superannuation entity or exempt public sector superannuation scheme; or
- (ii) a director of a company that is the trustee of a superannuation entity or an exempt public sector superannuation scheme; and
- (iii) where a criterion for the officer or member being the trustee or director is that the officer or member is an officer or member of a registered organisation.

Signed in accordance with a resolution of the Divisional Executive



Designated Officer - Jo-Ann Davidson (Divisional Secretary)

Dated this 5th day of NOVEMBER 2012

FLIGHT ATTENDANTS' ASSOCIATION OF AUSTRALIA - DOMESTIC/REGIONAL DIVISION
 ABN 72 742 734 217

STATEMENT OF COMPREHENSIVE INCOME
 FOR THE YEAR ENDED 30 JUNE 2012

	Notes	2012 \$	2011 \$
Revenue from continuing operations	3	1,579,934	1,647,324
Expenses			
Administration and other expenses		(148,152)	(144,116)
Industrial expenses		(252,666)	(361,664)
Legal and professional fees		(78,158)	(68,696)
Rent and occupancy expenses		(44,270)	(54,206)
Salaries and related expenses		(927,417)	(1,096,441)
		<u>(1,450,663)</u>	<u>(1,725,123)</u>
Surplus (Deficit) before income tax		129,271	(77,799)
Income tax expenses		-	-
Surplus (Deficit) for the year		129,271	(77,799)
Other comprehensive income		-	-
Total comprehensive income for the year		<u>129,271</u>	<u>(77,799)</u>
Total comprehensive income for the year is attributable to:			
Members of the union		<u>129,271</u>	<u>(77,799)</u>

The above statement of comprehensive income should be read in conjunction with the accompanying notes.

FLIGHT ATTENDANTS' ASSOCIATION OF AUSTRALIA - DOMESTIC/REGIONAL DIVISION
ABN 72 742 734 217

BALANCE SHEET
AS AT 30 JUNE 2012

	2012 \$	2011 \$
ASSETS		
Current assets		
Cash and cash equivalents	1,014,980	871,046
Trade and other receivables	<u>38,793</u>	<u>40,602</u>
Total current assets	<u>1,053,773</u>	<u>911,648</u>
Non-current assets		
Property, plant and equipment	<u>579,682</u>	<u>612,784</u>
Total non-current assets	<u>579,682</u>	<u>612,784</u>
Total assets	<u>1,633,455</u>	<u>1,524,432</u>
LIABILITIES		
Current liabilities		
Trade and other payables	93,963	134,319
Provisions	<u>67,823</u>	<u>51,849</u>
Total current liabilities	<u>161,786</u>	<u>186,168</u>
Non-current liabilities		
Provisions	<u>12,406</u>	<u>8,272</u>
Total non-current liabilities	<u>12,406</u>	<u>8,272</u>
Total liabilities	<u>174,192</u>	<u>194,440</u>
Net assets	<u>1,459,263</u>	<u>1,329,992</u>
MEMBERS' FUND		
Accumulated surplus	<u>1,459,263</u>	<u>1,329,992</u>
Total members' fund	<u>1,459,263</u>	<u>1,329,992</u>

The above balance sheet should be read in conjunction with the accompanying notes.

FLIGHT ATTENDANTS' ASSOCIATION OF AUSTRALIA - DOMESTIC/REGIONAL DIVISION
ABN 72 742 734 217

STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2012

	Accumulated surplus \$	Total \$
Balance at 1 July 2010	1,407,791	1,407,791
Total comprehensive income for the year	(77,799)	(77,799)
Transfer from retained surplus	-	-
Balance at 30 June 2011	<u>1,329,992</u>	<u>1,329,992</u>
Balance at 1 July 2011	1,329,992	1,329,992
Total comprehensive income for the year	129,271	129,271
Transfer from retained surplus	-	-
Balance at 30 June 2012	<u>1,459,263</u>	<u>1,459,263</u>

The above statement of changes in equity should be read in conjunction with the accompanying notes.

FLIGHT ATTENDANTS' ASSOCIATION OF AUSTRALIA - DOMESTIC/REGIONAL DIVISION
ABN 72 742 734 217

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2012

	2012 \$	2011 \$
Cash flows from operating activities		
Receipts from members	1,704,943	1,777,617
Sundry receipts	5,361	9,003
Payments to suppliers and employees	(1,589,028)	(2,044,363)
Interest received	26,687	29,493
Net cash inflow (outflow) from operating activities	<u>147,963</u>	<u>(228,250)</u>
Cash flows from investing activities		
Payment for property, plant and equipment	(3,096)	(44,708)
Net cash (outflow) from investing activities	<u>(3,096)</u>	<u>(44,708)</u>
Cash flows from financing activities		
Loan advanced	(7,100)	(5,780)
Loan repayment received	6,167	5,251
Net cash (outflow) from financing activities	<u>(933)</u>	<u>(529)</u>
Net increase (decrease) in cash and cash equivalents	143,934	(273,487)
Cash and cash equivalents at beginning of financial year	871,046	1,144,533
Cash and cash equivalents at end of financial year	<u>1,014,980</u>	<u>871,046</u>

The above statement of cash flows should be read in conjunction with the accompanying notes.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2012

1: Summary of accounting policies

(a) Basis of Preparation of Concise Financial Reports

The concise financial reports have been prepared in accordance with the requirements of the Fair Work (Registered Organisations) Act 2009 and Accounting Standard AASB 1039 "Concise Financial Reports".

A full general purpose financial report has been prepared for the Flight Attendants' Association of Australia - Domestic/Regional Division ("The division"). The financial statements and specific disclosures included in the concise financial report have been derived from the general purpose financial report of the Division. The concise financial report cannot be expected to provide as full an understanding of the financial performance, financial position and financing and investing activities of the entity as the general purpose financial report of the Division.

(b) Basis of Accounting

These general purpose financial statements have been prepared in accordance with Australian Accounting Standards, including Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board and the Fair Work (Registered Organisations) Act 2009.

These financial statements have been prepared under the historical cost convention, as modified by the revaluation of available-for-sale financial assets and financial assets and liabilities at fair value through profit or loss.

The accounting policies adopted have been consistently applied to all years presented, unless otherwise stated.

(c) Presentation currency

The presentation currency used in this concise financial report is Australian dollars.

2: Information to be provided to Members or General Manager, Fair Work Australia

In accordance with the requirements of the Fair Work (Registered Organisations) Act 2009, the attention of members is drawn to the provisions of subsection (1), (2) and (3) of section 272 which read as follows:

(1) a member of a reporting unit, or the General Manager of FWA, 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 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 reporting unit.

(3) a reporting unit must comply with an application made under subsection (1).

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2012

3: Revenue

	2012	2011
	\$	\$
From continuing operations		
<i>Service revenue</i>		
- member subscriptions	1,548,928	1,614,813
 <i>Other revenue</i>		
- interest	28,791	30,686
- other revenue	2,215	1,825
	<u>1,579,934</u>	<u>1,647,324</u>

4: Contingencies

There are no known contingent assets or liabilities at 30 June 2012.

5: Events occurring after the reporting date

No matter or circumstance has arisen since the end of the financial year to the date of this report, that has or may significantly affect the activities of the Division, the results of those activities or the state of affairs of the Division in the ensuing or any subsequent financial year.

FLIGHT ATTENDANTS' ASSOCIATION OF AUSTRALIA - DOMESTIC/REGIONAL DIVISION
ABN 72 742 734 217

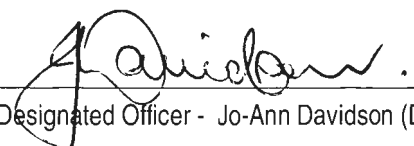
COMMITTEE OF MANAGEMENT STATEMENT

On 5th NOVEMBER 2012 the Divisional Executive of the Flight Attendants' Association of Australia - Domestic/Regional Division passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the year ended 30 June 2012:

The Divisional Executive declares in relation to the GPFR that in its opinion;

1. the financial statements and notes, as set out on pages 5 to 10 comply with Australian Accounting Standards;
2. the financial statements and notes, as set out on pages 5 to 10 comply with the reporting guidelines of the General Manager, Fair Work Australia;
3. the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the Division for the financial year to which they relate;
4. there are reasonable grounds to believe that the Division will be able to pay its debts as and when they become due and payable; and
5. during the financial year to which the general purpose financial report relates and since the end of 30 June 2012:
 - a. meetings of the Committee of Management were held in accordance with the rules of the organisation including the rules of a branch concerned; and
 - b. the financial affairs of Flight Attendants' Association of Australia - Domestic/Regional Division have been managed in accordance with the rules of the organisation including the rules of a branch concerned;
 - c. the financial records of Flight Attendants' Association of Australia - Domestic/Regional Division have been kept and maintained in accordance with the Fair Work (Registered Organisations) Act 2009 and Fair Work (Registered Organisations) Regulations 2009;
 - d. 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
 - e. the information sought in any request of a member of the Flight Attendants' Association of Australia - Domestic/Regional Division or the General Manager of Fair Work Australia (FWA) duly made under section 272 of the Fair Work (Registered Organisations) Act 2009 has been furnished to the members or the General Manager, Fair Work Australia; and
 - f. no orders for inspection of financial records have been made by the FWA under section 273 of the Fair Work (Registered Organisations) Act 2009 during the period.
6. There has been no recovery of wage activity undertaken by the reporting unit.

For the Divisional Executive


Designated Officer - Jo-Ann Davidson (Divisional Secretary)

Dated this 5th day of NOVEMBER 2012



B.G.L. & Associates Pty. Ltd.

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INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF FLIGHT ATTENDANTS' ASSOCIATION OF AUSTRALIA - DOMESTIC/REGIONAL DIVISION

Report on the concise financial report

We have audited the accompanying financial report of Flight Attendants' Association of Australia - Domestic/Regional Division, which comprises the balance sheet as at 30 June 2012, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information and the Statement by the Committee of Management.

Committee of Management 's responsibility for the financial report

The Committee of Management is responsible for the preparation and presentation of the concise financial report in accordance with Accounting Standard AASB 1039 *Concise Financial Reports*, and the Fair Work (Registered Organisations) Act 2009, and for such internal control as the management determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

Auditor's responsibility

Our responsibility is to express an opinion on the concise financial report based on our audit procedures which were conducted in accordance with Auditing Standard ASA 810: Engagements to Report on Summary Financial Statements. We have conducted an independent audit, in accordance with Australian Auditing Standards, of the financial report of the Flight Attendants' Association of Australia - Domestic/Regional Division for the year ended 30 June 2012. We expressed an unmodified audit opinion on that financial report in our report dated 5 November 2012. The Australian 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 for the year is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the concise financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the concise financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the concise 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. Our procedures included testing that the information in the concise financial report is derived from, and is consistent with, the financial report for the year, and examination on a test basis, of audit evidence supporting the amounts, and other disclosures which were not directly derived from the financial report for the year. These procedures have been undertaken to form an opinion on whether, in all material respects, the concise financial report complies with AASB 1039: *Concise Financial Reports*.

Our audit did not involve an analysis of the prudence of business decisions made by the Committee of Management.

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





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INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF FLIGHT ATTENDANTS' ASSOCIATION OF AUSTRALIA - DOMESTIC/REGIONAL DIVISION (Continued)

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Independence

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

Opinion

In our opinion, the concise financial report of the Flight Attendants' Association of Australia - Domestic/Regional Division for the year ended 30 June 2012 complies with Australian Accounting Standard AASB 1039 *Concise Financial Reports* and the Fair Work (Registered Organisations) Act 2009.

BGL & Associates
Chartered Accountants

I. A. Hinds - A.C.A. - Partner
Member of The Institute of Chartered Accountants in Australia and
holder of current Public Practice Certificate

5th November 2012
Melbourne





FAIR WORK
AUSTRALIA

6 August 2012

Ms Jo Ann Davidson
Divisional Secretary
Flight Attendants' Association of Australia-Regional/Domestic Division

info@faaadomestic.org.au

Dear Ms Davidson,

**Lodgement of Financial Documents for year ended 30 June 2012 [FR2012/441]
Fair Work (Registered Organisations) Act 2009 (the RO Act)**

The financial year of the Flight Attendants' Association of Australia-Regional/Domestic Division (the "reporting unit") has recently ended. This is a courtesy letter to remind you of the obligation to prepare and process the reporting unit's financial documents. The full financial report must be lodged with Fair Work Australia within a period of 6 months and 14 days of the end of the financial year.

The RO Act sets out a particular chronological order in which financial documents and statements must be prepared, audited, provided to members and presented to a meeting. The attached *Timeline/Planner* summarises these requirements.

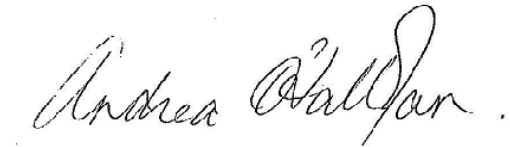
Failure to comply with these obligations is subject to a civil penalty provision - see s305 RO Act.

In addition, financial reporting fact sheets and sample documents can be found on our Fair Work Australia website. The information can be viewed at www.fwa.gov.au – under *Registered Organisations – Overview – Fact sheets*. This site also contains the Financial Reporting Guidelines.

This office encourages you to lodge all financial reports electronically (e.g. as pdf files) at orgs@fwa.gov.au. Alternatively, you can forward the documents by fax to (03) 9655 0410.

Please do not hesitate to contact me on (03) 8661 7787 or by email at Andrea.O'HALLORAN@fwa.gov.au if you wish to discuss the requirements outlined in this correspondence.

Yours sincerely,

A handwritten signature in black ink that reads "Andrea O'Halloran". The signature is written in a cursive style with a large, prominent 'A' and 'O'.

Andrea O'Halloran
Organisations, Research & Advice
Fair Work Australia

TIMELINE/ PLANNER

Financial reporting period ending:	/ /
------------------------------------	-----

Prepare financial statements and Operating Report.
--

(a) A Committee of Management Meeting must consider the financial statements, and if satisfied, pass a resolution declaring the various matters required to be included in the Committee of Management Statement.	/ /
(b) A #designated officer must sign the Statement which must then be forwarded to the auditor for consideration as part of the General Purpose Financial Report (GPFR).	

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
(NB: Auditor's report must be dated on or after date of Committee of Management Statement)*

Provide full report free of charge to members – s265 The full report includes:	/ /
<ul style="list-style-type: none"> • the General Purpose Financial Report (which includes the Committee of Management Statement); • the Auditor's Report; and • the Operating Report. 	

(a) if the report is to be presented to 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.*

Present full report to:	/ /
(a) General Meeting of Members - s266 (1),(2); OR	
(b) where the rules of organisation or branch 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 with Fair Work Australia, together with the #Designated Officer's certificate** – s268	/ /
--	-----

Within 14 days of meeting

* *the full report may only be presented to a committee of management meeting if the rules of the reporting unit provide that a percentage of members (not exceeding 5%) are able to call a general meeting to consider the full report.*

The Committee of Management Statement and the Designated Officer's certificate must be signed by the Secretary or another officer who is an elected official and who is authorised under the rules (or by resolution of the organisation) to sign the statement or certificate – s243.

++ *The Designated Officer's certificate must state that the documents lodged are copies of the documents provided to members and presented to a meeting in accordance with s266 – dates of such events must be included in the certificate. The certificate cannot be signed by a non-elected official.*