



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

Level 4, 11 Exhibition Street  
Melbourne, VIC 3000  
GPO Box 1994, Melbourne, VIC 3001  
Telephone: (03) 8661 7777  
Fax: (03) 9654 6812

Mr Michael Mijatov  
Secretary  
International Division  
Flight Attendants' Association of Australia  
20 Ewan Street  
Mascot NSW 2020

by email: sharon@faaa.net

Dear Mr Mijatov,

**Re: FR2006/367 - Extension of time to present financial report to general meeting of members - s265(5) of Schedule 1 - Workplace Relations Act 1996**

I refer to your letter dated 3 October 2006, requesting an extension of the period within which to present a full financial report of the International Division of the Flight Attendants' Association of Australia for the year ended 31 March 2006, to a general meeting of members in accordance with s266(1) of the RAO Schedule.

I hereby allow an extension of time under s265(5) of Schedule 1 of the Workplace Relations Act 1996, until 31 October 2006, of the period during which the reporting unit must present a full financial report of the International Division of the Flight Attendants' Association of Australia for the year ended 31 March 2006, to a general meeting of members of the reporting unit in accordance with s266(1) of the Schedule.

Yours sincerely

A handwritten signature in dark ink, appearing to be 'Terry Nassios', written over a faint, illegible background.

Terry Nassios  
Acting Industrial Registrar  
6 October 2006

**FLIGHT ATTENDANTS' ASSOCIATION OF AUSTRALIA  
INTERNATIONAL DIVISION**

**GENERAL PURPOSE FINANCIAL REPORT  
FOR THE YEAR ENDED 31 MARCH 2006**

**GENERAL PURPOSE FINANCIAL REPORT  
FOR THE YEAR ENDED 31 MARCH 2006  
TOGETHER WITH THE REPORT OF THE AUDITORS**

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**FLIGHT ATTENDANTS' ASSOCIATION OF AUSTRALIA  
INTERNATIONAL DIVISION**

**STATEMENT OF FINANCIAL PERFORMANCE  
FOR THE YEAR ENDED 31 MARCH 2006**

	Note	2006 \$	2005 \$
<b>INCOME</b>			
Membership fees	1f	1,884,542	1,757,193
Advertising		6,273	7,109
Interest received		30,592	35,413
Leave Bank levy		42,214	152,390
Workcover grant		-	27,573
<b>TOTAL INCOME</b>		<u>1,963,621</u>	<u>1,979,678</u>
<b>LESS: EXPENSES</b>			
<b>Depreciation</b>			
Building improvements		18,638	-
Computers		11,744	10,171
Equipment		13,676	2,067
Furniture and Fittings		1,019	1,009
		<u>45,077</u>	<u>13,247</u>
<b>Employee Expenses</b>			
Salaries of officials		226,550	207,874
Salaries of employees		394,728	320,423
Increase/(decrease) in provn for annual leave		(22,022)	1,303
Increase/(decrease) in provn for LSL		(23,314)	5,253
Superannuation		46,243	54,823
Leave Bank expenses		203,052	210,069
Fringe benefits tax		-	11,144
Recruitment		17,117	-
Temporary Staff		2,857	1,009
		<u>845,211</u>	<u>811,898</u>
<b>Other Expenses</b>			
Accountancy		1,640	2,800
Affiliation Fees		52,906	27,254
Audit fees		6,500	5,500
Bank charges		20,569	20,648
Building expenses	1g	30,804	-
Computers and networks		59,715	57,342
Conferences		992	1,664
Councillors		7,186	46,342
Donations		4,691	-
Electricity		4,206	3,397
General industrial expenses		69,931	52,228

**FLIGHT ATTENDANTS' ASSOCIATION OF AUSTRALIA  
INTERNATIONAL DIVISION**

**STATEMENT OF FINANCIAL PERFORMANCE  
FOR THE YEAR ENDED 31 MARCH 2006  
CONTINUED**

	<b>2006</b>	<b>2005</b>
	<b>\$</b>	<b>\$</b>
Insurance	22,252	22,361
Interest	45,671	27,126
Legal fees	51,360	34,270
Loss on disposal of plant and equipment	5,236	-
Postage	11,923	13,301
Printing and distribution of Journal	-	14,586
Printing and stationery	27,639	47,558
Rent	37,344	106,874
Small equipment written off	34,577	-
Telephone	42,267	48,281
Travel	44,844	49,973
Workcover Grant expended	-	27,573
	<u>582,253</u>	<u>609,078</u>
<b>TOTAL EXPENSES</b>	<u>1,472,541</u>	<u>1,434,223</u>
<b>OPERATING SURPLUS FOR THE YEAR</b>	<u>491,080</u>	<u>545,455</u>

The accompanying notes form part of these financial statements.

**FLIGHT ATTENDANTS' ASSOCIATION OF AUSTRALIA  
INTERNATIONAL DIVISION**

**STATEMENT OF FINANCIAL POSITION  
AS AT 31 MARCH 2006**

	Note	2006 \$	2005 \$
<b>CURRENT ASSETS</b>			
Cash at Bank and on hand	3	484,144	1,253,464
Sundry debtors		3,463	11,762
<b>TOTAL CURRENT ASSETS</b>		<u>487,607</u>	<u>1,265,226</u>
<b>NON CURRENT ASSETS</b>			
Land and Building	1d	818,000	818,000
Building improvements, plant and equipment	4	820,237	108,065
<b>TOTAL NON CURRENT ASSETS</b>		<u>1,638,237</u>	<u>926,065</u>
<b>TOTAL ASSETS</b>		<u>2,125,844</u>	<u>2,191,291</u>
<b>CURRENT LIABILITIES</b>			
Accounts payable and accrued expenses		142,333	77,198
Provisions	5	24,916	70,252
Unexpended Workcover Grant		-	2,355
<b>TOTAL CURRENT LIABILITIES</b>		<u>167,249</u>	<u>149,805</u>
<b>NON CURRENT LIABILITY</b>			
Building loan		3,962	577,933
<b>TOTAL NON CURRENT LIABILITY</b>		<u>3,962</u>	<u>577,933</u>
<b>TOTAL LIABILITIES</b>		<u>171,211</u>	<u>727,738</u>
<b>NET ASSETS</b>		<u>1,954,633</u>	<u>1,463,553</u>
<b>MEMBERS' FUNDS</b>			
Accumulated surplus at beginning of year		1,463,553	918,098
Surplus for the year		491,080	545,455
<b>MEMBERS' FUNDS AT END OF YEAR</b>		<u>1,954,633</u>	<u>1,463,553</u>

The accompanying notes form part of these financial statements.

**FLIGHT ATTENDANTS' ASSOCIATION OF AUSTRALIA  
INTERNATIONAL DIVISION**

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

	Note	2006 \$	2005 \$
<b>Cash Flow from operating activities</b>			
Membership fees		1,884,542	1,757,127
Leave Bank Levy		42,214	152,390
Payments to suppliers and employees		(1,449,798)	(1,431,941)
Interest received		30,592	35,413
Sundry Income		9,273	34,748
Cash provided by operating activities	6	<u>516,823</u>	<u>547,737</u>
<b>Cash Flow from investing activities</b>			
Payments for buildings, plant and equipment		<u>(712,172)</u>	<u>(898,423)</u>
<b>Proceeds from borrowings</b>			
Building loan drawdown/(repaid)		<u>(573,971)</u>	<u>577,933</u>
<b>Net increase/(decrease) in cash</b>		(769,320)	227,247
<b>Add: Cash at beginning of year</b>		<u>1,253,464</u>	<u>1,026,217</u>
<b>Cash at end of year</b>	3	<u><u>484,144</u></u>	<u><u>1,253,464</u></u>

The accompanying notes form part of these financial statements.

**NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED  
31 MARCH 2006**

**NOTE 1: STATEMENT OF ACCOUNTING POLICIES**

The financial report has been prepared in accordance with applicable Accounting Standards and other mandatory professional reporting requirements (Urgent Issues Group Consensus Views) and the Workplace Relations Act 1996. The financial report has also been prepared on the basis of historical costs and does not take into account changing money values or, except where stated, current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets. The accounting policies have been consistently applied, unless otherwise stated.

The following is a summary of the significant accounting policies adopted by the Association in the preparation of the financial report.

**(a) Plant and Equipment**

Plant and equipment acquired on restructuring at 31 March 2000 has been accounted for at an independent expert valuation. Additions since then, have been brought to account at cost. Depreciation is calculated on the straight-line basis in order to write the assets off over their estimated useful lives to the Association. Assets costing less than \$1,000 are written off 100% in the year of purchase.

**(b) Employee Entitlements**

Provision is made for the Association's liability for employee entitlements arising from services rendered by employees to balance date. Employee entitlements expected to be settled within one year together with entitlements arising from wages and salaries and annual leave, which will be settled after one year, have been measured at their nominal amount. The Long Service Leave entitlements have been measured by reference to periods of service and current salary rates as it is considered that this results in an amount not materially different to that achieved by discounting future cash flows. Contributions are made by the Division to employee superannuation funds and the expense is charged when incurred.

**(c) Cash**

For the purposes of the statement of cash flows, cash includes cash on hand and in deposits with banks or financial institutions.

**(d) Land and Building**

It is not practicable to ascertain the separate values of the land and the building. Therefore, depreciation has not been provided on the building.

**(e) Income Tax Expense**

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

**(f) Membership Fees**

Membership Fees are accounted for on a cash basis.

**(g) Building Expenses**

This item includes removal expenses, water and council rates, cleaning and security.



**NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED  
31 MARCH 2006 (continued)**

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

In accordance with the requirements of the Workplace Relations Act 1996, the attention of the members is drawn to the provisions of subsections (1), (2) and (3) of Section 274, which read as follows:

- (1) A member of an organisation, or Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.
- (2) An organisation shall, on application under subsection (1) by a member of the organisation, or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time, as is prescribed.
- (3) A Registrar may only make an application under subsection (1) at the request of a member of the organisation concerned, and the Registrar shall provide to a member information received because of an application made at the request of the member.

**NOTE 3: CASH**

	<b>2006</b>	<b>2005</b>
	\$	\$
Cash on hand	3,500	4,000
Cash at bank	222,494	668,982
Cash at QSCU	353	335,893
Cash on deposit at QSCU	<u>257,797</u>	<u>244,589</u>
	<u>484,144</u>	<u>1,253,464</u>

**NOTE 4: NON CURRENT ASSETS**

Asset	<b>2006</b>			<b>2005</b>		
	Valuation or cost	\$ Dep'n	Written down value	Valuation or cost	\$ Dep'n	Written down value
<b>Building</b>						
Improvements	745,538	18,638	726,900	65,224	-	65,224
Computers	76,246	57,652	18,594	64,707	49,123	15,584
Furniture & Fittings	20,377	1,944	18,433	26,189	10,899	15,290
Office Equipment	69,081	12,771	56,310	20,667	8,700	11,967
<b>Total</b>	<u>911,242</u>	<u>91,005</u>	<u>820,237</u>	<u>176,787</u>	<u>68,722</u>	<u>108,065</u>

	<b>2006</b>	<b>2005</b>
	\$	\$
<b>NOTE 5: PROVISIONS</b>		
Annual Leave	13,858	35,880
Long Service Leave	<u>11,058</u>	<u>34,372</u>
	<u>24,916</u>	<u>70,252</u>

**FLIGHT ATTENDANTS' ASSOCIATION OF AUSTRALIA  
INTERNATIONAL DIVISION**

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**NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED  
31 MARCH 2006 (continued)**

	<b>2006</b>	<b>2005</b>
	<b>\$</b>	<b>\$</b>
<b>NOTE 6: RECONCILIATION OF CASH FLOW FROM OPERATIONS WITH OPERATING SURPLUS</b>		
<b>Operating Surplus</b>	491,080	545,455
<b>Non Cash Flows in Operating Surplus</b>		
Depreciation	45,077	13,247
Loss on disposal of plant and equipment	5,236	-
Provision for Employee Entitlements	(45,336)	6,556
<b>Changes in Assets and Liabilities</b>		
Increase/(decrease) in Sundry Creditors	12,467	(20,033)
Decrease in Sundry Debtors	<u>8,299</u>	<u>2,512</u>
<b>Net Cash provided by operating activities</b>	<u>516,823</u>	<u>547,737</u>

## **OPERATING REPORT**

### **Principal activities**

The Principal activities of the Division during the reporting period were to provide industrial and organising services to the members consistent with the objects of the Division and particularly the object of protecting and improving the interests of the members.

The Division's principal activities resulted in maintaining and improving the wages and conditions of Flight Attendants. Enterprise agreements were negotiated with Qantas Airways and Australian Airlines and many members were assisted at disciplinary hearings.

There were no significant changes in the nature of the Division's principal activities during the reporting period.

In August 2005, the Division purchased, renovated and moved into a building near Sydney Airport. This has resulted in increased convenience for members and a significant saving on rent.

### **Manner of resignation**

Members may resign from the Division in accordance with Rules 36 and 37, which read as follows:

#### **36 - 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 affected 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.

### **37 - LIABILITY OF FORMER MEMBERS**

- (a) Any member who ceases to be a member shall remain liable to the Association for all money owing by that member to the Association at the time of ceasing to be a member unless Divisional Council releases the member in whole or part from such obligation.
- (b) All membership fees, levies or other monies owing by any member of the Association under the Rules may at any time be sued for and recovered in the name of the Association by the Divisional Secretary.

#### **Number of members**

The number of persons who were, at 31 March 2006, recorded on the Register of Members of the Division was 3,350.

#### **Number of employees**

The number of persons who were, at 31 March 2006, employees of the Division was 4.

#### **Members of Divisional Council**

The persons, who held office during the year ended 31 March 2006, are:

- Michael Mijatov (Secretary)
- Andrew Smedley (Assistant Secretary)
- Steven Reed (President)
- Vanessa Dunn (Vice President)
- Lee Lam
- John Forrester
- Scott Williams
- Mark Agar
- Yvette Childs
- Tony Brady
- Grant Ormerod
- William Higgins
- David Horsfall
- Wesley Jones
- Nicholas Kenny
- Teri O'Toole
- Dennis Quinn
- Paul Saliba
- Scott Sanderson

  
.....  
MICHAEL MIJATOV

29 June 2006


**DIVISIONAL COUNCIL'S STATEMENT**

At a meeting held on 22 June 2006, the Divisional Council of the Flight Attendants' Association of Australia International Division passed the following resolution in relation to the general purpose financial report (GPFR) for the financial year ended 31 March 2006.

The Divisional Council of the Flight Attendants' Association of Australia International Division 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 Division for the financial year ended 31 March 2006.
- (d) there are reasonable grounds to believe that the Division 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 Division were held in accordance with the rules of the Division; and
  - (ii) the financial affairs of the Division have been managed in accordance with the rules of the Division;
  - (iii) the financial affairs of the Division have been kept and maintained in accordance with the RAO schedule and the RAO Regulations; and
  - (iv) there have been no instances where records of the Division or other documents [not being documents containing information made available to a member of the Division under Sub-Section 274 [2] of the Workplace Relations Act, 1996], or copies of these records or documents, or copies of the rules of the Division, have not been furnished, or made available to members in accordance with the requirements of the Workplace Relations Act, 1996, the Regulations thereto, or the rules of the Division; and
  - (v) no orders have been made by the Commission under section 273 of the RAO Schedule for inspection of the Division's financial records.

For the Divisional Council of the Flight Attendants' Association of Australia International Division.

  
.....  
MICHAEL MIJATOV  
DIVISIONAL SECRETARY  
29 June 2006

**INDEPENDENT AUDIT REPORT  
TO THE MEMBERS OF THE FLIGHT ATTENDANTS' ASSOCIATION OF  
AUSTRALIA INTERNATIONAL DIVISION**

**SCOPE**

We have audited the financial report of the Flight Attendants' Association of Australia International Division, for the year ended 31 March 2006 as set out on pages 1 to 9. The Division's Executive and Accounting Officer are responsible for the preparation and presentation of the financial report and the information it contains. We have conducted an independent audit of the financial report in order to express an opinion on it to the members of the Division.

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

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

**REPORT**

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

In our opinion:

- [i] There were kept by the Division in respect of the year under review, satisfactory records detailing the sources and nature of income of the Division [including income from members] and the nature and purposes of expenditure, and
- [ii] The attached financial report including the Certificates of the Divisional Executive and the Accounting Officer is prepared in accordance with Section 273 of the Workplace Relations Act, 1996. The financial report has been prepared from the accounting records of the Division and is properly drawn up so as to give a true and fair view of:
  - [a] the financial position of the Division as at 31 March 2006; and
  - [b] the financial performance of the Division for the year ended on that date;

and is in accordance with Australian Accounting Standards and other mandatory professional reporting requirements in Australia.

**CHARTER GROUP**  
Chartered Accountants




**WILLIAM J. WALKER**  
Registered Company Auditor  
Level 8, 225 Clarence Street  
SYDNEY NSW 2000  
29 June 2006

**DESIGNATED OFFICER'S CERTIFICATE**

I, Michael Mijatov, being the secretary of the Flight Attendants' Association of Australia International Division certify:

1. that the documents lodged herewith are copies of the full report referred to in s253, s254 & Reg 159 of the RAO schedule; and presented at Executive Meeting in July 2006
2. that the full report was provided to members on the **4<sup>th</sup> July 2006** and again on **1st November 2006** to comply with s265(1) – (4) & Reg 161; and
3. that the full report was presented to members at a General Meeting of Members as per s265(5) of the Division on the **22<sup>nd</sup> November 2006** in accordance with s265 of the RAO schedule;

  
.....  
MICHAEL MIJATOV  
27 November 2006



Mr Michael Mijatov  
Divisional secretary  
Flight Attendants' Association of Australia  
International Division  
20 Ewan Street  
Mascot NSW 2020

Dear Mr Mijatov

**Re: financial documents for year ended 31 March 2006 (2006/367)  
Schedule 1 of the Workplace Relations act 1996 (the RAO Schedule)**

I have received the re-lodged financial report for the International Division for the Flight Attendants' Association of Australia for the year ended 31 March 2006. The documents were lodged in the Australian Industrial Registry on 29 November.

The documents have been filed.

I note with appreciation that the full report has now been presented to a General Meeting of members in accordance with the request made by Mr Andrew Schultz of the Statutory Services Branch in the Melbourne Registry in his letter to you dated 25 August 2006. However, the extension of time for this to occur, granted by Acting Industrial Registrar Nassios, was exceeded by 29 days. Please ensure that in future the financial reporting requirements take place within the prescribed timeframes.

Additional to the comments already made by Mr Schultz which were intended to be of assistance when preparing your next financial reports, I have added below a few more for your consideration.

**Certificate of Secretary or other Authorised Officer**

Paragraph 1 confirms that the documents lodged are copies of the full report, and lists two sections of the RAO Schedule and RAO Regulation 159 as the relevant legislative provisions that prescribe the composition of the full report. Section 253 details the requirements of a general purpose financial report whilst section 254 and regulation 159 details the requirements of an operating report. However, a full report also must include an auditor's report [refer to subsection 265(1)].

There is no need to list in this certificate all the legislative provisions that prescribe what constitutes a full report. By referring to it as a full report infers that it complies with subsection 265(1) of the RAO Schedule. Paragraph 1 of your certificate need simply refer to section 268 of the RAO Schedule.

Paragraph 2 contains a reference to "Reg 161". RAO Regulation 161 related to the content of a concise report and hence is not of relevance in this context. (I omitted to pick this up when responding to the financial documents of the Federal Division earlier this week)

Paragraph 3 refers to subsection 265(5) of the RAO Schedule. This relates to the timeframe within which the full or concise report must be provided to members prior to the general meeting. Section 266 prescribes the timeframe for the conduct of a general meeting and hence is the relevant section that should have been referred to here.

Attached is a "Certificate of Secretary or other Authorised Officer" pro forma document which we suggest you use in the future.



## **Auditor's report**

Subsection 257(5) of the RAO Schedule details what an auditor needs to cover when expressing an opinion on a general purpose financial report. It states.."an auditor must, in his or her report, state whether in the auditor's opinion the general purpose financial report is presented fairly in accordance with any of the following that apply in relation to the reporting unit:

- (a) the Australian Accounting Standards;
- (b) any other requirements imposed by this Part."

Paragraph (b) seeks confirmation of compliance with both the provisions of section 253 of the RAO Schedule covering general purpose financial reports as well as the Reporting Guidelines of the Industrial Registrar as provided for in section 255.

It would be better if the opinion expressed by the auditor more positively confirmed compliance with the full range of reporting requirements of the Act.

An alternative form of words that if appropriate to the circumstances we suggest could be used by an auditor in satisfaction of the requirements of subsection 257(5) is:

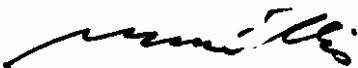
"In our opinion the general purpose financial report is presented fairly in accordance with applicable Australian Accounting Standards and the requirements imposed by Part 3 of Chapter 8 of Schedule 1 of the Workplace Relations Act 1996".

## **Operating report**

RAO regulation 159(c) requires that the operating report contain both the names of members of the Committee of Management "and the period for which he or she held such a position". Perhaps all the named persons who were members of your Divisional Council held office for the full 12 months of the reporting period. To avoid any scope for confusion, we ask that if this were the case that a statement be included to that effect otherwise information be provided as to the respective membership periods.

A copy of this report has been forwarded to your auditor, Mr William J. Walker, for his information.

Yours sincerely,



Michael Ellis  
Deputy Industrial Registrar

15 December 2006

cc Mr William J. Walker  
Charter Group

**Certificate of Secretary or other Authorised Officer**<sup>1</sup>

s268 of Schedule 1 *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