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Fax: (03) 9654 6672

Mr Brian Harris
Branch Secretary
Australian Municipal, Administrative, Clerical and Services Union
New South Wales Local Government, Clerical, Administrative, Energy, Airlines &
Utilities Branch
Level 7, 321 Pitt Street
SYDNEY NSW 2000

Dear Mr Harris.

RE: Schedule 1B of the Workplace Relations Act 1996 (the RAO Schedule) Financial reports for year ended 30 June 2004 - FR2004/420

I acknowledge receipt of the financial reports of the Australian Municipal, Clerical and Services Union - New South Wales Local Government, Clerical, Administrative, Energy, Airlines & Utilities Branch for the year ended 30 June 2004. The documents were lodged in the Industrial Registry on 8 April 2005.

The documents have been filed.

Although the documents have been filed, I would like to comment on some issues arising out of the report. I make these comments to assist you when you next prepare financial reports. You do not need to take any further action in respect of the financial reports already lodged.

1. **Operating Report**

(a) Membership of Committee of Management

The operating report is required to contain tha name of each person who has been a member of the committee of management of the reporting unit at any time during the reporting period, and the period for which he or she held such position (regulation 159(c) of the RAO Regulation).

The operating report lodged did not provide details of the membership of the committee of management as at 30 June 2004, although such details were provided in attachments to the reports. In order to fully comply with the abovementioned regulation, details of membership of the committee at the beginning of the financial year and any changes made to the composition of the committee during the financial year should be set out in the operating report itself.

2. Committee of Management Statement

(a) Date of resolution

Item 18 of the Registrar's Reporting Guidelines requires the Committee of Management 's statement to specify the date of passage of the resolution made by the Committee. While the statement provides that the appropriate resolution was passed, no date is evident.

Should you wish to discuss any of the matters raised in this letter, I may be contacted on (03) 8661 7764 or by email: dimitra.doukas@air.gov.au.

Yours sincerely,

BALLER

Dimitra Doukas Statutory Services Branch

12 April 2005



New South Wales Local Government, Clerical, Administrative, Energy, Airlines & Utilities Branch of the Australian Services Union



5 April 2005

Australian Industrial Registry GPO Box 1994S MELBOURNE VIC 3001

Attention: Clency Lapierre

Statutory Services Branch

Dear Sir/Madam,

Re: Australian Municipal, Administrative, Clerical and Services

Union

New South Wales Local Government, Clerical, Administrative, Energy, Airlines & Utilities Branch

Financial Reporting Obligations Under Workplace Relations

Act 1996

Financial Statements for the year ended 30 June 2004

The Auditors reports were completed and presented to our Committee of Management by postal ballot November 2004.

The Auditor's Reports were published in the Union's official publications The Counsellor, Office News, Energy News and Sky Ways Summer 2005 Editions.

The documents were re-presented to the Committee of Management meeting held on 21 March 2005.

A copy of the Auditor's report is enclosed for your records.

Yours faithfully

B Harris

BRANCH SECRETARY

AUSTRALIAN MUNICIPAL, ADMINISTRATIVE, CLERICAL AND SERVICES UNION

NEW SOUTH WALES LOCAL GOVERNMENT, CLERICAL, ADMINISTRATIVE,
ENERGY, AIRLINES & UTILITIES BRANCH

FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2004

NEW SOUTH WALES LOCAL GOVERNMENT, CLERICAL, ADMINISTRATIVE, ENERGY, AIRLINES & UTILITIES BRANCH

OPERATING REPORT

The Branch Executive, being the Committee of Management for the purposes of the Workplace Relations Act 1996, presents its operating report of the Australian Municipal, Administrative, Clerical and Services Union, New South Wales Local Government, Clerical, Administrative, Energy, Airlines & Utilities Branch for the financial year ended 30 June 2004.

- 1. The principal activities of the branch are those that are usually performed by an Industrial Trade Union. There were no changes to those activities during the financial year.
- 2. There were no significant changes to the branch's financial affairs during the year.
- 3. All members have a right to resign in accordance with rule 32 of the branch and Section 174 of Schedule 1B of the Workplace Relations Act, 1996.
- 4. Mr Barry Keith Mason and Mr John Ernst are directors of the Local Government Superannuation Scheme, positions they hold as members of the New South Wales Local Government, Clerical, Administrative, Energy, Airlines, & Utilities Union (United Services Union).
 - Mr Paul Marzato is a director of the Energy Industry Superannuation Scheme a position he holds as a member of the United Services Union.
 - Mr Michael Want is a director of *CARE* Superannuation Fund a position he holds as a member of the United Services Union.
- 5. The branch has contracted with the United Services Union for the sale of the branch's property at 321 Pitt Street Sydney. The contract price is \$2,100,000 (inclusive of GST). The sale of the property was finalised on 27th September 2004.
- 6. At the end of the financial year the number of registered members of the branch was 37,233.
- 7. The branch has no employees. All work performed on behalf of the branch is undertaken by persons who are either officers or employees of the United Services Union.
- 8. The names of each person who were members of the Branch Executive, at any time, during the financial year are as follows;-
 - Branch Executive members from 1 July 2003 to 30 June 2004.

Brian Harris, Steven Birney, Michael Want, Peter Anderson-Smith, Halim Assoni, Leslie Coyle, Rhonda Barton, Raymond Bourke, Phillip Bowering, Elizabeth Cumming, Christopher Osborne, Anthony Dean, Diane Fahey, Mark Gill, Christopher Gorman, Joanne Jamieson, Harry Pittman, Val Rietdyk, Maryanne Stuart, James Taylor, Marilyn Timmins, Melissa Williams, Craig Wilson, Martin Wynne, John Mackay.

Signed in accordance with a resolution of the Branch Executive.

BRIAN HARRIS

STEYEN BIRNEY

19th November 2004

NEW SOUTH WALES LOCAL GOVERNMENT, CLERICAL, ADMINISTRATIVE, ENERGY, AIRLINES & UTILITIES BRANCH

BRANCH EXECUTIVE'S STATEMENT

On the 19th of November the Branch Executive of the Australian Municipal, Administrative, Clerical and Services Union, New South Wales Local Government, Clerical, Administrative, Energy, Airlines & Utilities Branch, passed the following resolution in relation to the general purpose financial report (GPFR) of the branch for the year ended 30 June 2004

The Branch Executive declares in relation to the GPFR that in its opinion:

- (a) the financial report and notes comply with the Australian Accounting Standards;
- (b) the financial report and notes comply with the reporting guidelines of the Industrial Registrar;
- (c) the financial report and notes give a true and fair view of the financial performance, financial position and cash flows of the branch for the financial year ended 30 June 2004;
- (d) there are reasonable grounds to believe that the branch will be able to pay its debts as and when they become due and payable; and
- (e) during the financial year ended 30 June 2004 and since the end of the financial year:
 - (i) meetings of the Branch Executive were held in accordance with the rules of the organisation and the rules of the branch; and
 - (ii) the financial affairs of the branch have been managed in accordance with the rules of the organisation and the rules of the branch; and
 - (iii) the financial records of the branch have been kept and maintained in accordance with Schedule 1B to the Workplace Relations Act 1996 and the Workplace Relations (Registration and Accountability of Organisations) Regulations 2003; and
 - (iv) the financial records of the branch have been kept, as far as practicable, in a consistent manner to each of the other branches and national office of the organisation; and
 - (v) no information has been sought in any request of a member of the branch or a Registrar under section 272 of Schedule 1B to the Workplace Relations Act 1996; and
 - (vi) no order for inspection of the financial records made by the Commission under section 273 of Schedule 1B to the Workplace Relations Act 1996

For the Branch Executive;

BRIAN HARRIS

19th November 2004

NEW SOUTH WALES LOCAL GOVERNMENT, CLERICAL, ADMINISTRATIVE, ENERGY, AIRLINES & UTILITIES BRANCH STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 30 JUNE 2004

FOR THE TEAR ENDED 30 JUNE 2004	Note	12 Months 2004	21 May to 30 June 2003
INCOME		\$	\$
Contributions		01.552	0.270
		91,553	9,279
Less Service Fee United Services Union Interest Income		(91,553)	(9,279)
Investment Income Realised Gains		7,292 12,330	2 000
Investment Income Unrealised Gains		49,842	3,998
Rent Received		42,334	9,921 3,609
Workcover Grant		50,000	3,009
TOTAL INCOME		161,798	17,528
EXPENDITURE			
Depreciation		73,210	14,050
Other Expenses			
Accrual for Untaken Sick Leave at 20 May, 2003		0	180,739
Amenities		4,205	0
ASU National Office - Capitation Fees	8	743,921	180,181
Bank Charges		852	0
Cleaning		6,751	0
Computer Costs		8,402	0
Deficit on disposal of Assets		4,670	0
Electricity		2,477	698
Fringe Benefits		1,001	0
General		3,797	120
Insurance		4,654	3,521
Internet		3,290	0
Postage		5,412	0
Professional Services	7	8,000	6,500
Rates		115	0
Repairs & Maintenance		1,659	0
Stationary		12,057	0
Telephone		9,365	0
Transcripts and Industrial Research Publications		0	499
		820,628	372,258
TOTAL EXPENDITURE		893,838	386,308
DEFICIT FOR YEAR		(732,040)	(368,780)
Accumulated Funds at Beginning of Year		2,340,270	2,709,050
ACCUMULATED FUNDS AT END OF YEAR		1,608,230	2,340,270

(The attached Notes 1 to 13 form part of the financial report)

NEW SOUTH WALES LOCAL GOVERNMENT, CLERICAL, ADMINISTRATIVE, ENERGY, AIRLINES & UTILITIES BRANCH

STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2004

	Note	2004 \$	2003 \$
ACCUMULATED FUNDS		1,608,230	2,340,270
Represented by Net Assets as follows:			
CURRENT ASSETS			
Cash Assets Cash in Hand Cash at Bank		149 275,569 275,718	149 634,378 634,527
Receivables Prepayments Sundry Deposits Sundry Debtors Inventory - Theatre Tickets		7,657 12,150 105 19,912	9,118 7,657 38,474 289 55,538
Investments Wholesale Funds	6	388,165	657,286
TOTAL CURRENT ASSETS		683,795	1,347,351
FIXED ASSETS			
Property, Plant and Equipment Property - 50% Share, Unit 6, ACTU Building, Canberra Property - 321 Pitt Street, Sydney Motor Vehicles, Furniture and Plant TOTAL FIXED ASSETS	4 4A 5	202,100 1,345,524 42,241 1,589,865	207,833 1,382,642 365,734 1,956,209
TOTAL ASSETS		2,273,660	3,303,560

NEW SOUTH WALES LOCAL GOVERNMENT, CLERICAL, ADMINISTRATIVE, ENERGY, AIRLINES & UTILITIES BRANCH

STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2004 [Cont'd)

	Note	2004 \$	2003 \$
CURRENT LIABILITIES		•	Ψ
Payables			
Creditors		20,230	100,015
Creditor- ASU National Office	8	187,600	180,181
United Services Union		187,600	535,927
Deposit Received - 321 Pitt Street Sydney	4A&12	210,000	0
		605,430	816,123
Provision for Recording Union History		60,000	60,000
TOTAL CURRENT LIABILITIES		665,430	876,123
NON CURRENT LIABILITIES			
Payables			
United Services Union – Office Fitout Costs		0	87,167
TOTAL LIABILITIES		665,430	963,290
NET ASSETS		1,608,230	2,340,270

(The attached Notes 1 to 13 form part of the financial report)

NEW SOUTH WALES LOCAL GOVERNMENT, CLERICAL ADMINISTRATIVE, ENERGY, AIRLINES & UTILITIES BRANCH

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2004

•	Note	12 Months 2004 \$	21 May to 30 June 2003 \$
CASH FLOW FROM OPERATING ACTIVITIES			
Receipts from Members Payment of ASU National Office Capitation Fees Payments to Suppliers and Employees Interest Received Investments Realised Gains Rent Received Other Receipts	8	91,553 (736,502) (459,567) 7,292 12,330 68,658 50,000	9,279 0 (38,385) 289 3,998 5,000
NET CASH USED IN OPERATING ACTIVITIES	9(b)	(966,236)	(19,819)
CASH FLOW FROM INVESTING ACTIVITIES Proceeds from Sale of Motor Vehicle, Plant and Equipment and Furniture and Fittings		288,464	0
Proceeds from Sale of Investments NET CASH PROVIDED BY INVESTING ACTIVITIES		318,963 607,427	446,964
NET INCREASE (DECREASE) IN CASH		(358,809)	427,145
CASH AT BEGINNING OF YEAR		634,527	207,382_
CASH AT END OF YEAR	9(a)	275,718	634,527

(The attached Notes 1 to 13 form part of the financial report)

NEW SOUTH WALES LOCAL GOVERNMENT, CLERICAL ADMINISTRATIVE, ENERGY, AIRLINES & UTILITIES BRANCH

NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2004

1. STATEMENT OF ACCOUNTING POLICIES

The financial report has been prepared and presented in accordance with applicable Accounting Standards, other mandatory professional reporting requirements 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. The accounting policies have been consistently applied, unless otherwise stated.

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

- (a) Depreciation of fixed assets is calculated on the straight line basis in order to write the assets off over their useful lives.
- (b) Contributions are accounted for on a cash receipts basis.
- (c) Investments, other than those in wholesale funds, are shown at cost. Investments in wholesale funds are shown at market value at balance date. Movements in market values are included in investment income.
- d) No provision for Income Tax is necessary as the Union is exempt from Income Tax under Section 50 15 of the Income Tax Assessment Act.

2. INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the Workplace Relations Act, 1996, the attention of members is drawn to the provisions of Sections 272 of Schedule 1B which read as follows:

- 1. A member of a reporting unit, or a Registrar, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making the application.
- 2. The application must be in writing and 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).

3. COMPARATIVE FIGURES

The branch commenced operations on 21 May 2003 and thus comparative figures are for the period from 21 May 2003 to 30 June 2003.

NEW SOUTH WALES LOCAL GOVERNMENT, CLERICAL ADMINISTRATIVE, ENERGY, AIRLINES & UTILITIES BRANCH

NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2004 [Cont'd]

		2004 \$	2003
4.	PROPERTY - UNIT 6, ACTU BUILDING, CANBERRA		
	At Cost Less Accumulated Depreciation	286,665 84,565	286,665 78,832
		202,100	207,833
4A.	PROPERTY – 321 PITT STREET, SYDNEY		
	At Cost Less Accumulated Depreciation	1,484,718 139,194 1,345,524	1,484,718 102,076 1,382,642
	A deposit of \$210,000, inclusive of GST, for the sale of the property has been received from the United Services Union		
5.	MOTOR VEHICLES, FURNITURE AND PLANT		
	Motor Vehicles		
	At Cost Less Accumulated Depreciation	79,114 36,873	234,180 95,163
		42,241	139,017
	Office Furniture and Fittings		
	At Cost Less Accumulated Depreciation	0 0	295,205 79,523 215,682
	Office Plant and Machinery		
	At Cost Less Accumulated Depreciation	0	75,224 64,189
		0	11,035
	TOTAL WRITTEN DOWN VALUE OF MOTOR VEHICLES, FURNITURE AND PLANT	42,241	365,734

NEW SOUTH WALES LOCAL GOVERNMENT, CLERICAL ADMINISTRATIVE, ENERGY, AIRLINES & UTILITIES BRANCH

NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2004 [Cont'd]

		2004 \$	2003 \$
6.	INVESTMENTS - GENERAL FUND	•	Ψ
	Investments are recorded at market value as below;		
	Wholesale Funds at call		
	UBS Balanced Investment Fund	0	318,964
	Challenger Aust Share Fund	202,285	170,276
	Kaplin Master Trust Equity Fund	185,880	168,046
		388,165	657,286
7.	PROFESSIONAL SERVICES		
	Remuneration of Auditors for:		
	Audit of the Financial Report	8,000	6,500

8. RELATED PARTY TRANSACTIONS

Transactions with related parties are on normal terms and conditions no more favorable than those available to other parties, unless otherwise stated.

The ultimate controlling entity of the Branch is the Australian Municipal, Administrative, Clerical and Services Union - National Office. (ASU National Office)

Transactions with Ultimate Controlling Entity

- (a) ASU National Office Capitation Fees are disclosed as an expense in the Statement of Financial Performance and as a payment in the Statement of Cash Flows.
- (b) ASU National Office Capitation Fees payable are disclosed in the Statement of Financial Position.

NEW SOUTH WALES LOCAL GOVERNMENT, CLERICAL ADMINISTRATIVE, ENERGY, AIRLINES & UTILITIES BRANCH

NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2004 [Cont'd]

		2004 \$	2003 \$
9.	CASH FLOW INFORMATION	3	•
a]	RECONCILIATION OF CASH		
	For the purposes of the Statement of Cash Flows, cash at the end of the year is reconciled to the following items in the statement of financial position:		
	Cash on Hand Cash at Bank	149 275,569	149 634,378
	_	275,718	634,527
b]	RECONCILIATION OF CASH FLOW FROM OPERATIONS WITH DEFICIT FOR YEAR	12 Months 2004 \$	21 May to 30June 2003 \$
	Deficit for year	(732,040)	(368,780)
	Non-cash flows in deficit		
٠	Depreciation Changes in market value of investments Deficit on disposal of motor vehicles, plant and equipment and furniture and fittings	73,210 (49,842) 4,670	14,050 (9,921) 0
	Changes in Assets and Liabilities (2003 net of the effect of Assets and Liabilities transferred to the to the Branch on its establishment)		
	Increase (Decrease) in Sundry Creditors Decrease in Prepayments Decrease in Sundry Debtors Decrease in Inventory – Theatre Tickets	(297,860) 9,118 26,324 184	337,609 4,209 2,725 289
	NET CASH USED IN OPERATING ACTIVITIES	(966,236)	(19,819)

NEW SOUTH WALES LOCAL GOVERNMENT, CLERICAL ADMINISTRATIVE, ENERGY, AIRLINES & UTILITIES BRANCH

NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2004 [Cont'd]

10. FINANCIAL INSTRUMENTS

Interest Rate Risk

The Branch's exposure to interest rate risk and the effective weighted average interest rate for each class of financial assets and financial liabilities is set out below:

30 June 2004	Floating interest rate	Variable interest rate	Non- interest bearing	Total
Financial Assets	\$	\$	\$	\$
Cash Assets	275,569		149	275,718
Receivables	r		19,807	19,807
Investments (less than 1 year)		388,165	<u> </u>	388,165
	275,569	388,165	19,956	683,690
Weighted average Interest rate	1.3%	9.6%		
Financial Liabilities				
Payables			605,430	605,430
Net financial assets/(liabilities)	275,569	388,165	(585,474)	78,260
30 June 2003				
Financial Assets				
Cash Assets	634,378		149	634,527
Receivables			55,249	55,249
Investments (less than 1 year)		657,286		657,286
	634,378	657,286	55,398	1,347,062
Weighted average Interest rate	1.3%	4.6%		
Financial Liabilities Payables			816,123	816,123
Net financial assets/(liabilities)	634,378	657,286	(760,725)	530,939

Credit Risk Exposure

Credit risk is the risk that counter parties to a financial asset will fail to discharge their obligations, causing the Branch to incur a financial loss.

The credit risk exposure of the Branch to financial assets which have been recognised in the Statement of Financial Position is generally the carrying amounts, net of any provisions for doubtful debts.

The carrying amounts of cash and non-interest bearing monetary financial assets and liabilities (eg receivables and payables) approximate net fair values.

NEW SOUTH WALES LOCAL GOVERNMENT, CLERICAL ADMINISTRATIVE, ENERGY, AIRLINES & UTILITIES BRANCH

NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2004 [Cont'd]

11. AUSTRALIAN EQUIVALENTS TO INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRSs)

For the year ending 30 June 2006, all general purpose financial reports will be required to comply with Australian equivalents to International Financial Reporting Standards (IFRSs) instead of Australian Accounting Standards presently on issue. Comparative financial statements must also be presented in accordance with Australian equivalents to IFRSs for the year ending 30 June 2005.

The Committee of Management considers that no key accounting policy changes will arise out of this transition to IFRSs.

A more detailed review will be conducted during the year ending 30 June 2005.

12. POST BALANCE DATE EVENT

On 27 September 2004 the balance of the purchase price for the property at Level 8, 321 Pitt Street, Sydney, amounting to \$1,718,182, exclusive of GST, was paid by the United Services Union to the branch.

13. REGISTERED OFFICE

The registered office and principal place of business of the Branch is; Level 8 321 Pitt Street Sydney NSW 2000

NEW SOUTH WALES LOCAL GOVERNMENT, CLERICAL ADMINISTRATIVE, ENERGY, AIRLINES & UTILITIES BRANCH

INDEPENDENT AUDIT REPORT

To the members of the Australian Municipal, Administrative, Clerical and Services Union, New South Wales Local Government, Clerical Administrative, Energy, Airlines& Utilities Branch

SCOPE

The Financial Report and Responsibility of the Branch Executive and Branch Secretary

The financial report comprises the statement of financial position, statement of financial performance, statement of cash flows, accompanying notes to the financial statements and the branch executive's statement for the Australian Municipal, Administrative, Clerical and Services Union, New South Wales Local Government, Clerical Administrative, Energy, Airlines& Utilities Branch, for the year ended 30 June 2004.

The branch executive and branch secretary are responsible for the preparation and true and fair presentation of the financial report in accordance with the Workplace Relations Act 1996. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

Audit Approach

We have conducted an independent audit of the financial report in order to express an opinion on it to the members of the Branch. Our audit has been conducted in accordance with Australian Auditing Standards in order to provide reasonable assurance whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgment, selective testing, the inherent limitations of internal controls, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

We performed procedures to assess whether in all material respects the financial report presents fairly, in accordance with the Workplace Relations Act 1996, including compliance with Accounting Standards and other mandatory professional reporting requirements in Australia a view which is consistent with our understanding of the Branch's financial position and its performance as represented by the results of its operations and cash flows.

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

- examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report, and
- assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the branch executive and branch secretary.

While we considered the effectiveness of management's internal controls over financial reporting when determining the nature and extent of our procedures, our audit was not designed to provide assurance on internal controls.

INDEPENDENCE

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements and the Workplace Relations Act 1996.

NEW SOUTH WALES LOCAL GOVERNMENT, CLERICAL ADMINISTRATIVE, ENERGY, AIRLINES & UTILITIES BRANCH AUDIT OPINION

In our opinion the financial report of Australian Municipal, Administrative, Clerical and Services Union, New South Wales Local Government, Clerical Administrative, Energy, Airlines& Utilities Branch is in accordance with:

- (a) the Workplace Relations Act 1996, including:
 - (i) giving a true and fair view of the branch's financial position as at 30 June 2004 and its performance for the year ended on that date; and
 - (ii) complying with Australian Accounting Standards; and
 - (iii) complying with any other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of Schedule 1B of the Act; and
- (b) other mandatory professional reporting requirements in Australia.

A.J. WILLIAMS & CO.

Chartered Accountants.

D. S. MCLEAN

Registered Company Auditor.

SYDNEY NSW 2000

19th November 2004