



AUSTRALIAN INDUSTRIAL REGISTRY

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

Mr Bill Shorten
National Secretary
The Australian Workers' Union
685 Spencer Street
WEST MELBOURNE VIC 3003

Dear Mr Shorten

**Re: Lodgement of Financial Statements and Accounts for the National Office
for the year ending 30 June 2002 (FR2002/597)**

Receipt is acknowledged of the abovementioned financial statements and accounts, which were lodged in the Registry on 28 May 2003.

The documents have been filed. Thank you for your attention to this matter.

Yours sincerely,

Belinda Penna
for Deputy Industrial Registrar

28 May 2003



NATIONAL OFFICE
685 SPENCER STREET
WEST MELBOURNE VIC 3003

TEL: (03) 9329 8733
FAX: (03) 9329 2871
CALL CENTRE: 1300 362 298
E-MAIL: awu@alphalink.com.au
INTERNET: www.awu.net.au

BILL SHORTEN
National Secretary

THE AUSTRALIAN WORKER'S UNION
NATIONAL OFFICE

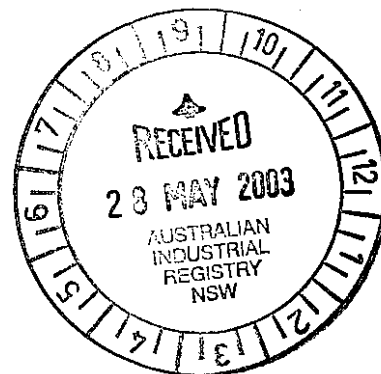
SECRETARY'S CERTIFICATE

I, Bill Shorten, being the Secretary of The Australian Worker's Union – National Office, do hereby state that the attached documents are copies of reports and audited accounts and financial statement for the year ending on the 30th of June, 2002, that were:

1. made available to the membership in the week commencing 21 April 2003.
2. presented by way of a postal ballot to the National Executives. The ballot was conducted on 9 May 2003, and closed on Friday, 16 May 2003 at 5.00pm. Post ballot was completed with result in favour of Motion to adopt the 2001/2002 National Office Financial Accounts, Statements and Auditor's Report.

Date 26 day of May, 2003

Bill Shorten
National Secretary



putting
members
first

THE AUSTRALIAN WORKERS' UNION

NATIONAL OFFICE

FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2002

THE AUSTRALIAN WORKERS' UNION

NATIONAL OFFICE

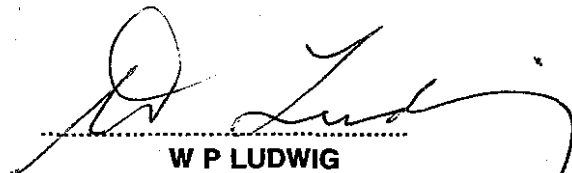
COMMITTEE OF MANAGEMENT'S CERTIFICATE

We, **BILL SHORTEN** and **WILLIAM PATRICK LUDWIG** being two members of the Committee of Management of the Australian Workers' Union, National Office, do state on behalf of the Committee, and in accordance with a resolution passed by the Committee that:

- [i] In the opinion of the Committee of Management, the attached accounts show a true and fair view of the financial affairs of the Union as at 30 June 2002.
- [ii] In the opinion of the Committee of Management, meetings of the Committee were held during the year ended 30 June 2002, in accordance with the rules of the Union.
- [iii] To the knowledge of any member of the Committee, there have been no instances where records of the Union or other documents [not being documents containing information made available to a member of the Union 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 Union, 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 Union.
- [iv] The Union has complied with Sub-Sections 279 [1] and [6] of the Act in relation to the financial accounts in respect of the year ended 30 June 2001 and the Auditors' Report thereon.



BILL SHORTEN



W P LUDWIG

Dated this 27th day of February 2003

THE AUSTRALIAN WORKERS' UNION

NATIONAL OFFICE

ACCOUNTING OFFICER'S CERTIFICATE

I, **BILL SHORTEN**, being the Officer responsible for keeping the accounting records of the Australian Workers' Union, National Office, certify that as at 30 June 2002, the number of members of the Union was 136,358.

In my opinion:

- [i] The attached accounts show a true and fair view of the financial affairs of the Union as at 30 June 2002.
- [ii] A record has been kept of all moneys paid by, or collected from, members and all moneys so paid or collected have been credited to the bank account to which those moneys are to be credited, in accordance with the rules of the Union.
- [iii] Before any expenditure was incurred by the Union, approval of the incurring of the expenditure was obtained in accordance with the rules of the Union.
- [iv] With regard to funds of the Union raised by compulsory levies or voluntary contributions from members, or funds other than the General Fund operated in accordance with the rules, no payments were made out of any such fund for purposes other than those for which the fund was operated.
- [v] No loans or other financial benefits, other than remuneration in respect of their full time employment with the Union, were made to persons holding office in the Union.
- [vi] The register of members of the Union was maintained in accordance with the Workplace Relations Act, 1996.


BILL SHORTEN

Dated this 27th day of February 2003

THE AUSTRALIAN WORKERS' UNION

NATIONAL OFFICE

**STATEMENT OF FINANCIAL PERFORMANCE FOR THE
YEAR ENDED 30 JUNE 2002**

	NOTE	2002 \$	2001 \$
INCOME			
Subsidies from Branches	8	3,168,210	2,834,121
Interest		18,808	14,971
Training Subsidies		0	0
Directors' Fees		0	4,409
Sundry Income		114,146	94,089
TOTAL INCOME		<u>3,301,164</u>	<u>2,947,590</u>
EXPENDITURE			
Depreciation			
Buildings		105,136	120,175
Motor Vehicles		29,730	6,647
Office Furniture and Equipment		10,492	6,054
		<u>145,358</u>	<u>132,876</u>
Employee Benefits Expense			
Salaries	10	824,799	807,168
Superannuation		104,241	104,034
Superannuation prior year		22,075	0
Accrued Annual Leave - Decrease in Provision		(44,012)	(2,303)
Long Service Leave - Increase in Provision		293,602	302,501
Fringe Benefits Tax		25,911	18,045
Payroll Tax		31,487	32,461
Workers Compensation		10,347	10,250
		<u>1,268,450</u>	<u>1,272,156</u>
Other Expenses			
ACTU Pilbara		47,323	0
Advertising and Promotion		16,617	64,216
Affiliation Fees		175,605	160,919
"Australian Worker" Publishing Costs		94,080	136,403
Bank Charges		3,083	8,059
Computer Expenses		19,160	20,571
Delegates' Expenses		10,364	954
Donations and Grants		380	800
Electricity		5,147	7,007
Insurance		74,855	76,230
Carried Forward		<u>446,614</u>	<u>475,159</u>

THE AUSTRALIAN WORKERS' UNION

NATIONAL OFFICE

**STATEMENT OF FINANCIAL PERFORMANCE FOR THE
YEAR ENDED 30 JUNE 2002 (CONT'D)**

	NOTE	2002 \$	2001 \$
Other Expenses (Continued)			
Bought Forward		446,614	475,159
Interest Paid		17,479	4,865
Motor Vehicle Expenses		124,336	143,063
National Conference		0	56,010
National Executive Meetings		19,041	5,230
National Meetings – Other		19,213	9,327
Occupational Health and Safety		17,491	0
Office Equipment Expenses		23,897	24,391
Other Expenditure		63,229	70,404
Overnight Expenses		50,296	43,509
Postage and Couriers		16,219	10,069
Printing and Stationery		33,782	37,516
Professional Services	9	403,291	751,850
Property Expenses		27,395	22,537
Reference Books and Subscriptions		8,669	9,614
Rent		64,751	0
Research		31,455	0
Taxi and Parking		19,493	0
Telephone and Facsimiles		74,784	67,379
Training Expenses		9,251	4,705
Travelling Expenses		167,892	160,392
Payments from Bereavement Grants Fund		138,000	149,800
Prior Year Adjustments		0	9,078
		<u>1,776,578</u>	<u>2,054,898</u>
TOTAL EXPENDITURE		<u>3,190,386</u>	<u>3,459,930</u>
OPERATING SURPLUS (DEFICIT) FOR YEAR BEFORE SIGNIFICANT ITEMS		110,778	(512,340)
SIGNIFICANT ITEMS			
Profit on Sale of Properties		362,110	0
Bad Debts		(48,921)	0
Provision for Doubtful Debts		(20,000)	0
Write Off of Branch Balances		0	(35,000)
Discharged Creditors		349,330	0
NET SURPLUS/ (DEFICIT) FOR YEAR		753,297	(547,340)
Accumulated Funds at beginning of Year		<u>627,485</u>	<u>1,174,825</u>
ACCUMULATED FUNDS AT END OF YEAR		<u>1,380,782</u>	<u>627,485</u>

[The attached notes 1 to 12 form part of these accounts]

THE AUSTRALIAN WORKERS' UNION

NATIONAL OFFICE

STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2002

	NOTE	2002 \$	2001 \$
ACCUMULATED FUNDS		<u>1,380,782</u>	<u>627,485</u>
CURRENT ASSETS			
Cash Assets			
Cash on Hand		1,000	1,000
Cash at Bank		<u>917,137</u>	<u>454,178</u>
		<u>918,137</u>	<u>455,178</u>
Receivables			
Sundry Debtors	4	374,414	119,946
Subsidies in Transit		55,048	56,581
Investments	7	<u>14,364</u>	<u>14,364</u>
		<u>443,826</u>	<u>190,891</u>
TOTAL CURRENT ASSETS		<u>1,361,963</u>	<u>646,069</u>
NON CURRENT ASSETS			
Receivables			
Loans to Branches	5	47,300	47,300
Property, Plant and Equipment	3	<u>7,870,053</u>	<u>8,384,600</u>
TOTAL NON CURRENT ASSETS		<u>7,917,353</u>	<u>8,431,900</u>
TOTAL ASSETS		<u>9,279,316</u>	<u>9,077,969</u>
CURRENT LIABILITIES			
Payables			
Creditors		<u>1,280,118</u>	<u>1,815,385</u>
Interest Bearing Liabilities			
Loans - Other		120,000	420,000
Hire Purchase Liability		<u>119,390</u>	<u>0</u>
		<u>239,390</u>	<u>420,000</u>
Provisions			
Provision for Accrued Annual Leave		98,563	142,575
Provision for Long Service Leave		<u>441,815</u>	<u>530,980</u>
		<u>540,378</u>	<u>673,555</u>
TOTAL CURRENT LIABILITIES		<u>2,059,886</u>	<u>2,908,940</u>
NON CURRENT LIABILITIES			
Payables			
Loans from Branches	6	2,514,439	2,514,439
Provisions			
Provision for Long Service Leave		3,268,870	3,027,105
Interest Bearing Liabilities			
Hire Purchase Liability		<u>55,339</u>	<u>0</u>
TOTAL NON CURRENT LIABILITIES		<u>5,838,648</u>	<u>5,541,544</u>
TOTAL LIABILITIES		<u>7,898,534</u>	<u>8,450,484</u>
NET ASSETS		<u>1,380,782</u>	<u>627,485</u>

[The attached notes 1 to 12 form part of these accounts]

THE AUSTRALIAN WORKERS' UNION

NATIONAL OFFICE

**STATEMENT OF CASH FLOWS FOR THE
YEAR ENDED 30 JUNE 2002**

	NOTE	2002 \$	2001 \$
CASH FLOW FROM OPERATING ACTIVITIES			
Subsidies from Branches		2,990,311	2,850,866
Interest		18,808	14,971
Other Income		138,374	38,498
Payments to Suppliers and Employees		<u>(3,317,582)</u>	<u>(2,659,396)</u>
NET CASH PROVIDED BY/(USED IN) OPERATING ACTIVITIES	12	<u>(170,089)</u>	<u>244,939</u>
CASH FLOW FROM INVESTING ACTIVITIES			
Purchases of Fixed Assets		(252,221)	(3,231)
Proceeds from Fixed Assets		1,158,249	0
Proceeds from Investments		<u>0</u>	<u>125,000</u>
NET CASH PROVIDED BY INVESTING ACTIVITIES		<u>906,028</u>	<u>121,769</u>
CASH FLOW FROM FINANCING ACTIVITIES			
Proceeds from Grants		84,545	179,745
Payments made from Grants		(57,525)	(167,764)
Repayment of Branch Loans		0	(37,500)
Repayments of Other Loans		<u>(300,000)</u>	<u>(16,068)</u>
NET CASH (USED IN) FINANCING ACTIVITIES		<u>(272,980)</u>	<u>(41,587)</u>
NET INCREASE IN CASH HELD		462,959	325,121
Cash at Beginning of Year		<u>455,178</u>	<u>130,057</u>
CASH AT END OF YEAR	11	<u>918,137</u>	<u>455,178</u>

[The attached notes 1 to 12 form part of these accounts]

THE AUSTRALIAN WORKERS' UNION

NATIONAL OFFICE

NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2002

1. STATEMENT OF ACCOUNTING POLICIES

This report is a general purpose financial report prepared in accordance with applicable Accounting Standards, 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. The accounting policies have been consistently applied, unless otherwise stated.

The following is a summary of the significant accounting policies adopted by the union in the preparation of the accounts.

- [a] Depreciation of fixed assets is calculated on the straight line basis in order to write the assets off over their useful lives to the union.
- [b] Provision for employee benefits in the form of Long Service Leave and Accrued Annual Leave have been made for the estimated accrued entitlements of all officials of the Union and National Office staff on the basis of their terms of employment.

In the case of Long Service Leave, the accrual has 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 estimated future cash flows.

- [c] 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.
- [d] Land and buildings were revalued at intervals in prior years. Revaluations reflect independent assessments of the fair market value of land and buildings on an existing use basis. Revaluations do not result in the carrying value of land and buildings exceeding the amount expected to be recouped through the cash inflows arising from their continued use and subsequent disposal.

2. INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the Workplace Relations Act, 1996, the attention of members is drawn to the provisions of Sub-Sections [1], [2] and [3] of Section 274 which read as follows:-

- [1] A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.
- [2] An organisation shall, on application made under Sub-Section [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 Sub-Section [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.

THE AUSTRALIAN WORKERS' UNION

NATIONAL OFFICE

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2002 [Cont'd]**

	2002 \$	2001 \$
3. FIXED ASSETS		
Properties -		
Land and Buildings - at Valuation (Note 1(d))	8,389,265	9,337,005
Less Accumulated Depreciation on Buildings	<u>(763,253)</u>	<u>(991,978)</u>
	<u>7,626,012</u>	<u>8,345,027</u>
Motor Vehicles -		
At Cost	255,010	33,700
Less Accumulated Depreciation	<u>(42,383)</u>	<u>(12,653)</u>
	<u>212,627</u>	<u>21,047</u>
Office Furniture and Equipment -		
At Cost	52,458	29,078
Less Accumulated Depreciation	<u>(21,044)</u>	<u>(10,552)</u>
	<u>31,414</u>	<u>18,526</u>
TOTAL FIXED ASSETS	<u>7,870,053</u>	<u>8,384,600</u>

The properties included in the National Office Balance Sheet are:

245 Chalmers Street, Redfern	0	611,300
157-161 Maitland Road, Mayfield	1,577,300	1,609,800
325 Crown Street, Wollongong	592,200	602,200
685 Spencer Street, West Melbourne	450,261	377,500
8 Forsyth Street, Whyalla	0	195,550
250-270 Murray Street, Hobart	422,200	428,825
34 Church Street, Dubbo	681,130	686,305
2 Napier Street, Deakin, ACT	1,503,120	1,517,495
8-10 Creedy Street, Cairns	78,219	78,740
12 Creedy Street, Cairns	55,259	55,695
214 Mulgrave Road, Cairns	1,349,100	1,359,075
Sturt Street, Townsville	557,923	565,292
Macquarie Street, Taree	254,300	257,250
9 Murn Crescent, Whyalla Norrie	105,000	0
	<u>7,626,012</u>	<u>8,345,027</u>

THE AUSTRALIAN WORKERS' UNION

NATIONAL OFFICE

NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2002 [Cont'd]

	2002 \$	2001 \$
4. SUNDRY DEBTORS		
Long Service Leave Receivable	117,175	0
Subsidies Receivable from Branches	179,432	0
Other	97,807	119,946
Less Provision for Doubtful Debts	<u>(20,000)</u>	<u>0</u>
	<u>374,414</u>	<u>119,946</u>
5. LOANS TO BRANCHES - NON CURRENT		
AWU - Whyalla-Woomera Branch - Old	38,837	38,837
Less - Provision for Doubtful Debts	(38,837)	(38,837)
AWU - Whyalla-Woomera Branch - New	47,300	47,300
AWU - Queensland Branch	100,832	100,832
Less - Provision for Doubtful Debts	<u>(100,832)</u>	<u>(100,832)</u>
	<u>47,300</u>	<u>47,300</u>
6. LOANS FROM BRANCHES - NON CURRENT		
AWU - South Australia Branch	66,781	66,781
AWU - West Australia Branch	146,500	146,500
AWU - New South Wales State Union	<u>2,301,158</u>	<u>2,301,158</u>
	<u>2,514,439</u>	<u>2,514,439</u>

THE AUSTRALIAN WORKERS' UNION

NATIONAL OFFICE

INDEPENDENT AUDIT REPORT

To the members of the Australian Workers' Union, National Office.

SCOPE

We have audited the financial report of the Australian Workers' Union, National Office for the year ended 30 June 2002 as set out on pages 1 to 11. The Union's Committee of Management 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 Union.

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 statutory requirements so as to present a view of the Australian Workers' Union, National Office 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.

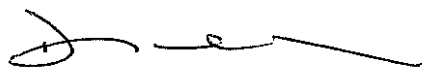
In our opinion:

- [i] There were kept by the Union in respect of the year under review, satisfactory records detailing the sources and nature of income of the Union [including income from members] and the nature and purposes of expenditure, and
- [ii] The attached financial report including the Certificates of the Committee of Management and the Accounting Officer are prepared in accordance with Section 273 of the Workplace Relations Act, 1996. The financial report has been prepared from the accounting records of the Union and is properly drawn up so as to give a true and fair view of:
 - [a] the financial position of the Union as at 30 June 2002; and
 - [b] the financial performance of the Union for the year ended on that date;

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



BDO
Chartered Accountants.



D.S.MCLEAN

Registered Company Auditor.

2 Market Street,
SYDNEY NSW 2000

27 February 2003

National office
AWU ~~Victorian Branch~~

**685 Spencer Street,
West Melbourne, Vic, 3003
Telephone (03) 8327-0888
Facsimile (03) 8327-0899
Email Address: awu@alphalink.com.au**



**National/Victorian Secretary
Bill Shorten**

FACSIMILE MESSAGE

Date:

11/4/03

Company:

Australian Industrial Registry

Attention:

Belinda Renna

From:

Michael Chen

Facsimile No:

(02) 9380 6990

No. Of Pages:

2

(Including Cover Sheet)

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We will reimburse you for postage.

AWU Putting Members First



April 11, 2003

Mr Belinda Penna
Australian Industrial Registry
Level 8, Terrace Towers
80 William Street
East Sydney NSW 2011

NATIONAL OFFICE
685 SPENCER STREET
WEST MELBOURNE VIC 3003

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CALL CENTRE: 1300 362 298
E-MAIL: awu@alphalink.com.au
INTERNET: www.awu.net.au

BILL SHORTEN
National Secretary

Dear Belinda,

Re: The AWU National Office Outstanding Financial Documents

Further to our telephone conversation this afternoon, I wish to confirm that the audit for the AWU National Office 2002 Financial accounts has been completed in February 2003. The accounts have also been presented to the 1st meeting of committee of management.

We will be circulating the copies of auditor's report, accounts and statements to the members by the end of April 2003, and then present the financial documents to the committee of management (or through postal ballot) thereafter.

To my best estimate, we will be able to lodge all the financial documents by 15th, May 2003. Should you have any questions please contact me on (03) 8327 0807.

Yours Sincerely,



Michael Chen
Financial Controller

putting
members
first



AUSTRALIAN INDUSTRIAL REGISTRY

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

Ref: FR2002/597 -[002N]

Mr Bill Shorten
National Secretary
The Australian Workers' Union
75-79 Chetwynd St
NORTH MELBOURNE VIC 3051

Dear Mr Shorten

**Re: The Australian Workers' Union - National Office
Outstanding Financial Documents - *Workplace Relations Act 1996***

There is no record of lodgment in the Industrial Registry of the auditor's report, accounts and statements of the abovenamed body, prepared in accordance with Part IX, Division 11 of the *Workplace Relations Act 1996* ('the Act'), for the year ended 30 June 2002.

An organisation registered under the Act or a branch of such an organisation is required after the end of its financial year to prepare accounts and statements, obtain a report from the auditor, provide copies of the auditor's report, accounts and statements to its members, present the auditor's report, accounts and statements to a meeting of members or committee of management, and lodge copies in the Industrial Registry. Having in mind the time-scales allowed by the Act to complete each of these steps, lodgment of the required documents would, in the normal course, be expected before now.

Therefore, I request your written advice *by 30 April, 2003* as to when each of the following steps is expected to be completed:-

1. preparation of the accounts and statements in compliance with section 273
2. making of the audit report in compliance with section 276(4)
3. provision of copies of the auditor's report, accounts and statements to the members in compliance with sections 279(1) and (3)
4. presentation of the financial documents to a meeting of the members or the committee of management in compliance with sections 279(6) and (7) (*following provision of copies to the members as per step 3 above*)
5. lodgment of copies of the financial documents in the Industrial Registry under cover of a certificate by you in compliance with section 280(1) - such certificate should confirm that the documents so lodged are copies of the documents presented to the meeting referred to in step 4 above - the type of meeting and the date when it was held should be specified

If you wish to discuss this letter you may contact me on (02) 8374 6618. In reply please quote: **FR2002/597**.

Yours sincerely

Belinda Penna
E-mail: belinda.penna@air.gov.au

9 April 2003



AUSTRALIAN INDUSTRIAL REGISTRY

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

Mr David McLean
BDO Chartered Accountants and Advisers
GPO Box 2551
SYDNEY NSW 2001

Dear Mr McLean

Re: Extension of time - Audit of Financial Statements, Accounts of Australian Workers' Union, National Office - for the year ended 30 June 2002 (FR2002/597)

I refer to your letter dated 12 December 2002 requesting an extension of time under s276(1) of the *Workplace Relations Act 1996*.

Pursuant to regulation 113(b) of the Workplace Relations Regulations, I grant an extension of two months until 28 February 2003 for the completion of the audit.

Yours sincerely

Robin Godfrey
Deputy Industrial Registrar

16 December 2002

12 December 2002

Deputy Industrial Registrar Godfrey
Australian Industrial Registry
Level 8, Terrace Towers
80 William Street,
East Sydney, NSW 2011

Dear Sir

**RE: APPLICATION FOR AN AUDIT EXTENSION TO 8 MONTHS
CLIENT: THE AUSTRALIAN WORKERS' UNION NATIONAL OFFICE
YEAR ENDED JUNE 2002**

We hereby apply for an extension under Section 276(1) Regulation 113 of the Workplace Relations Act 1996. The application is made because a Committee of Management will not be held prior to 31 December 2002 at which the financial accounts may be presented.

Yours faithfully,

BDO
Chartered Accountants and Advisers



David McLean
Partner

