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

Ref: FR2003/300-[002N-GCI]

Mr Paul Currie Secretary, Glass and Container Industry Branch The Australian Workers' Union Suite 1- Level 3, 377-383 Sussex Street, SYDNEY NSW 2000

Dear Mr Currie

Re: The Australian Workers' Union - Glass and Container Industry Branch Financial Reporting Obligations under Workplace Relations Act 1996

This is a courtesy letter to remind you of the financial reporting obligations of the abovenamed body under the *Workplace Relations Act 1996* ('the Act') for the financial year ended 30 June, 2003.

The legislative scheme set out in Part IX, Division 11 of the Act is directed at ensuring that a registered organisation or a branch of such an organisation discharges obligations of accountability to its members in relation to its financial affairs through proper and regular disclosure of financial information. The various steps of the financial reporting requirements must be carried out within the time-scales prescribed by the legislation so as to ensure the relevance of the financial information provided to the members.

Now that the financial year has ended, it is timely that you put in train the various steps of the financial reporting requirements. To assist you with this process I have enclosed for your information a notice summarising these requirements including the time-scales prescribed by the legislation.

Please note that a branch of an organisation may be exempted from the obligations arising under Part IX, Division 11 in respect of a financial year by satisfying a Registrar that the branch did not have any financial affairs during the financial year. An application under subsection 271A(1) of the Act must be made within 90 days (unless extended by a Registrar) after the end of the financial year.

Please do not hesitate to contact me on (02) 8374 6618 if you wish to discuss the financial reporting requirements, especially if you anticipate any difficulty in meeting any step in the time-scales prescribed.

Yours sincerely

berinde lenne

Belinda Penna

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

15 July, 2003

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

Ref: FR2003/300 -[002N-GCI]

Mr Paul Currie Glass & Container Industry Branch Secretary The Australian Workers' Union Suite 1, Level 3 377-383 Sussex Street, SYDNEY NSW 2000

Dear Mr Currie

Re: The Australian Workers' Union - Glass and Container Industry Branch 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, 2003.

While the accounting, auditing and reporting obligations have changed with the introduction of the *Registration and Accountability of Organisations* Schedule (the RAO Schedule) which generally came into operation on 12 May 2003, Part IX, Division 11 of the Act continues to apply in relation to a financial year of an organisation that ends on 30 June, 2003. The corresponding obligations set out in the RAO Schedule apply to each financial year of an organisation that starts on or after 1 July 2003.

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 27 April, 2004 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: FR2003/300.

Yours sincerely

Belinda Penna

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

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6 April, 2004



Deputy Industrial Registrar Level 8, Terrace Towers 80 William Street East Sydney NSW 2001

Attention Belinda Penna

Dear Sir / Madam,

In pursuance of the provisions of section 280 (1) of the Workplace Relations Act 1996 I Paul Jonathan Currie certify that the accounts set out in pages 1 to 11, being the accounts of the Australian Workers Union, Glass and Container Industry Branch for the year ended 30 June 2003, were the accounts presented to the Branch Executive by way of a telephone conference on the 14th April 2004, inaccordance with the provisions of sections 279(6) and (7).

I confirm that in accordance with sections 279 (1) and (3) that all members of the Branch were on 21st March 2004 mailed a copy of the accounts.

Under section 269 I state that there were no donations made exceeding \$1000.00

I hope this is to your satisfaction and answers your letter of 6 April 2004.

Yours sincerely

Paul Currie

Branch Secretary



GLASS AND CONTAINER INDUSTRY BRANCH ABN 41 755 057 709

BRANCH OFFICE SUITE 1 LEVEL 3 377 SUSSEX STREET SYDNEY NSW 2000

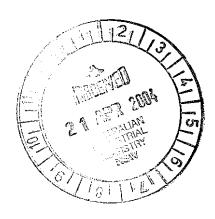
TEL: (02) 9264 6099 FAX: (02) 9264 5031 MOB: 0409 650 661

E-MAIL: awuglass@awu.net.au

PAUL CURRIE Branch Secretary







FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2003

COMMITTEE OF MANAGEMENT'S CERTIFICATE

We PAUL JONATHAN CURRIE and ANTHONY LEE being two members of the Committee of Management of the Glass and Container Industry Branch 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 2003
- (ii) In the opinion of the Committee of Management, meetings of the Committee were held during the year ended 30 June 2003 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 Workplace Relations Act, 1996 in relation to the financial report in respect of the year ended 30 June 2002 and the Auditors' Report thereon.

PAUL JONATHAN CURRIE

ANTHONY LEE

8 December 2003

ACCOUNTING OFFICER'S CERTIFICATE

I, PAUL JONATHAN CURRIE, being the Officer responsible for keeping the accounting records of the Glass and Container Industry Branch, certify that as at 30 June 2003 the number of members of the Union was 2008.

In my opinion:

- (i) The attached accounts show a true and fair view of the financial affairs of the Union as at 30 June 2003.
- (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.

PAUL JONATHAN CURRIE

8 December 2003

STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 30 JUNE 2003

| NGOVE | Note | 2003 | 2002 |
|---|------|---------|---------|
| INCOME | | \$ | \$ |
| Membership Contributions | 4 | 459,811 | 472,617 |
| Levy | | 79,001 | 0 |
| Interest Received | | 2,181 | 1,191 |
| Commission | | 11,126 | 8,651 |
| Reimbursements | | 1,000 | 5,369 |
| Sundry Income | | 5,009 | 3,950 |
| TOTAL INCOME | | 558,128 | 491,778 |
| EXPENDITURE | | | |
| Depreciation | | | |
| Furniture and Fittings | | 528 | 1,876 |
| Motor Vehicles | | 13,711 | 11,702 |
| Computer Equipment | | 4,407 | 8,391 |
| | | 18,646 | 21,969 |
| Employee Benefits Expense | | | |
| Annual Leave-Increase/(Decrease) in Provision | | (4,874) | 6,887 |
| Long Service Leave - Increase in Provision | | 1,392 | 917 |
| Fringe Benefits Tax | | 6,418 | 6,932 |
| Payroll Tax | | 11,801 | 11,791 |
| Salaries- Officials | | 118,460 | 126,915 |
| Salaries- Staff | | 34,981 | 34,201 |
| Superannuation | | 40,283 | 37,308 |
| | | 208,461 | 224,951 |
| Other Expenses | | | |
| Affiliation Fees | | 4,277 | 3,100 |
| Airfares | | 18,436 | 5,225 |
| Bank Charges | | 648 | 861 |
| Branch Executive Expenses | | 6,310 | 8,547 |
| Commission | | 917 | 818 |
| Computer Expenses | | 5,022 | 2,864 |
| Delegates Expenses | | 34,773 | 23,822 |
| Donations | | 4,200 | 825 |
| Emergency Transport Cover | | 8,159 | 0 |
| Entertainment | | 1,831 | 1,350 |
| General Expenses | | 2,135 | 1,891 |
| Insurance- sick and accident | | 1,850 | 7,061 |
| Motor Vehicle Expenses and Leases | | 20,370 | 24,857 |
| Postage and Couriers | | 2,737 | 2,636 |
| Printing and Stationery | | 1,383 | 6,921 |
| Professional Services | 5 | 21,282 | 36,319 |
| Promotional Material | | 6,415 | 5,134 |
| Carried forward | | 140,745 | 132,231 |
| | | | - |

STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 30 JUNE 2003

| | Note | 2003 \$ | 2002 \$ |
|---|------|---|--|
| Other Expenses (continued) | | | |
| Brought forward Sub-Branch Secretarys' Expenses Office Equipment Expenses Telephone Training Expenses Travel Expenses Interest Subsidy AWU - Subsidy Transfer | | 140,745 28,828 1,515 27,508 10,169 30,137 2,598 62,078 | 132,231 24,895 0 23,781 5,967 14,617 2,725 61,524 |
| | | 303,578 | 265,740 |
| TOTAL EXPENDITURE | | 530,685 | 512,660 |
| Operating Surplus/(Deficit) for the year | | 27,443 | (20,882) |
| Surplus/(Deficit) on disposal of Assets | | (6,133) | 582 |
| NET SURPLUS/(DEFICIT) FOR YEAR | | 21,310 | (20,300) |
| Less Significant items Profit of Sale of Trades Hall Shares Provision for Long Service Leave Service Fee – AWU Victoria | 1(d) | 41,399 (52,968) (27,273) | 0 0 0 |
| NET DEFICIT FOR YEAR AFTER SIGNIFICANT ITEMS | | (17,532) | (20,300) |
| Add Accumulated Funds at Beginning of Year | | 105,811 | 126,111 |
| ACCUMULATED FUNDS AT END OF YEAR | | 88,279 | 105,811 |

(The attached notes 1 to 12 form part of the accounts)

STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2003

| | Note | 2003 \$ | 2002 \$ |
|--|-------------|----------------------------|-----------------------------------|
| ACCUMULATED FUNDS | | 88,279 | 105,811 |
| Represented by Net Assets as follows: | | | |
| ASSETS | | | |
| CURRENT ASSETS Cash at Bank Prepayments | 10 | 166,848 0 166,848 | 114,482 3,307 117,789 |
| FIXED ASSETS | | | |
| Office Equipment Computer Equipment Motor Vehicles | 6 7 8 | 716 10,272 62,492 | 464 15,459 59,766 75,689 |
| TOTAL ASSETS | | 240,328 | 193,478 |
| LIABILITIES CURRENT LIABILITIES | | | |
| Sundry Creditors Provision for Annual Leave Provision for Long Service Leave | | 58,154 27,819 66,076 | 43,258 32,693 11,716 |
| TOTAL LIABILITIES | | 152,049 | 87,667 |
| NET ASSETS | | 88,279_ | 105,811_ |

(The attached notes 1 to 12 form part of the accounts)

CASH FLOW STATEMENT FOR THE YEAR ENDED 30 JUNE 2003

| CASH FLOW FROM OPERATING ACTIVITIES | Note | 2003 \$ | 2002 \$ |
|--|------|---|---|
| Receipts from Members Payments to Suppliers and Employees Interest Received Other Receipts | | 546,576 (532,978) 2,181 17,758 | 464,853 (474,583) 1,191 25,734 |
| NET CASH PROVIDED BY OPERATING ACTIVITIES | 11 _ | 33,537 | 17,195 |
| CASH FLOW FROM INVESTING ACTIVITIES | | | |
| Payment for Fixed Assets Proceeds from Sale of Fixed Assets Proceeds from Sale of Trades Hall Shares | | (30,080) 7,510 41,399 | (41,299) 26,550 0 |
| NET CASH PROVIDED BY/(USED IN) INVESTING ACTIVITIES | - | 18,829 | (14,749) |
| NET INCREASE IN CASH HELD | | 52,366 | 2,446 |
| Cash at Beginning of Year | | 114,482 | 112,036 |
| CASH AT END OF YEAR | 10 | 166,848 | 114,482 |

(The attached notes 1 to 12 form part of the accounts)

NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2003

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 economic entity in the preparation of the financial report.

- (a) All membership contributions are paid direct to the Branch and are accounted for on a cash receipt basis.
- (b) Depreciation of Fixed Assets is calculated on the straight line basis in order to write the assets off over their useful lives to the Branch.
- (c) Provision for employee benefits in the form of Annual Leave has been made for the estimated accrued entitlements of all employees on the basis of their terms of employment.
- (d) Provision for employee benefits in the form of Long Service Leave has been made for the estimated accrued entitlements of all employees on the basis of their terms of employment.
 - At 30 June 2003 entitlements for Officials have been provided for in these accounts as the liability for such entitlements is now the liability of the Branch, where in prior years it was the liability of the national body.
 - The provision for Long Service Leave, 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.
- (e) 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 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 of an application made at the request of the member.

NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2003

3. SUB-BRANCHES AUDITED BY OTHER AUDITORS

The sub-branches incorporated in the aggregation of the statement of financial position, statement of financial performance and accompanying notes of which A J Williams & Co has not acted as auditor are as follows:

- Glass and Container Industry Division Victorian Sub-Branch
- Glass and Container Industry Division South Australian Sub-Branch
- Glass and Container Industry Division Western Australian Sub-Branch
- Glass and Container Industry Division Queensland Sub-Branch

4. MEMBERSHIP CONTRIBUTIONS

| | | 2003 | 2002 |
|----|-------------------------------|---------|---------|
| | | . \$ | \$ |
| | New South Wales | 166,768 | 174,654 |
| | Victoria | 148,752 | 153,657 |
| | Queensland | 50,161 | 54,158 |
| | South Australia | 71,184 | 72,895 |
| | Western Australia | 22,946 | 17,253 |
| | | 459,811 | 472,617 |
| 5. | PROFESSIONAL SERVICES | | |
| | Audit Fees | 10,332 | 11,438 |
| | Legal Expenses | 10,950 | 24,881 |
| | | 21,282 | 36,319 |
| 6. | OFFICE EQUIPMENT | | |
| | At Cost | 14,465 | 14,465 |
| | Less Accumulated Depreciation | 13,749 | 14,001 |
| | | 716 | 464 |
| 7. | COMPUTER EQUIPMENT | | |
| | At Cost | 42,793 | 42,793 |
| | Less Accumulated Depreciation | 32,521 | 27,334 |
| | | 10,272 | 15,459 |

NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2003

8. MOTOR VEHICLES

| | 2003 \$ | 2002 \$ |
|--|------------------|------------------|
| At Cost Less Accumulated Depreciation | 92,976 30,484 | 77,899 18,133 |
| | 62,492 | 59,766 |

9. COMMITMENTS FOR EXPENDITURE

Interest Subsidy

Under an agreement between the Union and a senior executive of the Branch, the Branch has undertaken to subsidise the executive while employed by the Union for 50% of the commercial rate of interest which would be payable on an \$80,000 home housing loan. The total interest subsidy expenditure committed for at balance date and not provided for in the accounts is estimated as follows:

| Not later than one year | 2,458 | 2,598 |
|--|--------|--------|
| Later than one year but not later than two years | 2,308 | 2,458 |
| Later than two years but not later than five years | 5,883 | 6,418 |
| Later than five years | 5,555 | 7,328 |
| | 16,204 | 18,802 |

10. RECONCILIATION OF CASH

For the purpose of the statement of cash flows, cash includes:

Cash on Hand and in at call deposits with banks or financial institutions net of bank overdrafts

| Cash | at | Bank |
|--------|-----|--------|
| - Bran | 1ch | Office |

| - Branch Office | 55,066 | 39,048 |
|---------------------------------|---------|---------|
| - NSW Sub Branch | 1,738 | 3,798 |
| - Victorian Sub Branch | 12,459 | 2,566 |
| - Queensland Sub Branch | 6,216 | 5,811 |
| - South Australian Sub Branch | 5,902 | 729 |
| - Western Australian Sub Branch | 2,031 | 2,229 |
| - Special Purpose Account | 27,913 | 48,028 |
| - Long Service Leave Fund | 55,523 | 12,273 |
| | 166.848 | 114.482 |

NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2003

| | | 2003 \$ | 2002 \$ |
|-----|---|------------|------------|
| 11. | RECONCILIATION OF CASH FLOW FROM | | |
| | OPERATIONS WITH NET DEFICIT | | |
| | Net Deficit for the Year | (17,532) | (20,300) |
| | Non-Cash Flows in Operating Activities | ` , , | ` , , |
| | Depreciation | 18,646 | 21,969 |
| | Annual Leave Expense | (4,874) | 6,887 |
| | Long Service Leave Expense | 54,360 | 917 |
| | Loss/(Surplus) on Disposal of Assets | 6,133 | (582) |
| | Profit on Sale of Trades Hall Shares | (41,399) | ` ' |
| | Changes in Assets and Liabilities | | |
| | Increase / (Decrease) in Sundry Creditors | 14,896 | 9,611 |
| | (Increase) / Decrease in Sundry Debtors | 0 | 2,000 |
| | (Increase)/ Decrease in Prepayments | 3,307 | (3,307) |
| | CASH FLOW FROM OPERATIONS | 33,537 | 17,195 |

12. SUBSEQUENT EVENTS

- 1. Subsequent to year end the Branch has lost some 150 members due to closures of Pet Plastics Plants in NSW, Victoria and Queensland.
- 2. Subsequent to year end the Branch has incurred legal costs in assisting a member in an unfair dismissal case. Costs of \$47,562 have been incurred after 30 June 2003 of which \$30,000 has been paid to date. The case is not finalised and it is estimated that there will be further costs of approximately \$10,000.

INDEPENDENT AUDIT REPORT

To the members of the Australian Workers Union, Glass and Container Industry Branch ("the Union").

SCOPE

We have audited the financial report of the Union for the year ended 30 June 2003 as set out on pages 1 to 10. 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 accounting standards and other mandatory professional reporting requirements in Australia and statutory requirements so as to present a view of the Union which is consistent with our understanding of its financial position, the results of its operations and its cash flows.

The Sub-Branches of the Branch which have been audited by other firms, are set out in note 3. We have received sufficient information and explanations to enable us to form an opinion on these aggregated financial statements.

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

AUDIT OPINION

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

- (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 is prepared in accordance with Section 510 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 2003; and
 - (b) the financial performance of the Union for the year ended on that date:

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

ALWILLIAMS & CO.

Chartered Accountants.

D.S. McLEAN

Registered Company Auditor SYDNEY NSW 2000 8 December 2003

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

Mr Paul Currie Glass & Container Industry Branch Secretary The Australian Workers' Union Suite 1, Level 3 377 Sussex Street SYDNEY NSW 2000

Dear Mr Currie

Re: Lodgement of Financial Statements and Accounts for the Australian Workers' Union Glass & Container Industry Branch for the year ending 30 June 2003 (FR2003/300)

Receipt is acknowledged of the abovementioned financial statements and accounts, which were lodged in the Registry on 21 April 2004.

The documents have been filed

Thank you for your attention to this matter.

Yours sincerely,

Belinda Penna

for Deputy Industrial Registrar

Berively Reman

22 April 2004