



**AUSTRALIAN INDUSTRIAL REGISTRY**

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

**Ref: FR2003/305-[002N-SA]**

Mr Wayne Hanson  
Secretary Greater South Australian Branch  
The Australian Workers' Union  
G.P.O. Box 2577  
ADELAIDE SA 5001

Dear Mr Hanson

**Re: The Australian Workers' Union - Greater South Australian 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

Belinda Penna  
E-mail: [belinda.penna@air.gov.au](mailto:belinda.penna@air.gov.au)  
15 July, 2003

AMALGAMATED AWU (SA) STATE UNION  
AWU GREATER SOUTH AUSTRALIAN BRANCH  
59 Main North Road, Medindie Gardens, South Australia 5081  
G.P.O. Box 2577, Adelaide, South Australia 5001  
Telephone (08) 8344 4788 Facsimile (08) 8344 4140  
Email awusa@awusa.asn.au  
www.awusa.asn.au



Branch Secretary  
Wayne Hanson

27 January 2004

Australian Industrial Relations Commission  
Statutory Services Branch  
Level 8  
80 William Street  
**EAST SYDNEY NSW 2011**



Dear Sir/Madam

Please accept this correspondence as confirmation that the Greater South Australian Branch of the Australian Workers Union (AWU) has satisfied the requirements of Section 279 of the Australian Workplace Relations Act 1996 by proceeding with the following processes:

- On Friday 14 November 2003 each Executive member of the Greater South Australian Branch was presented with and formally received a signed edition of the 2002/2003 Financial Report.
- On Friday 14 November 2003 the Financial Report was disseminated to the AWU membership for their perusal and information.
- A union meeting notice was placed in the Adelaide Advertiser on Wednesday 12 November 2003 notifying the members of a union meeting to be convened on Friday 12 December 2003.
- The above meeting was convened on Friday 12 December 2003. At this meeting individual copies of the Financial Report, including the Independent Auditor's report, was provided to all members present and the Financial Report was adopted.

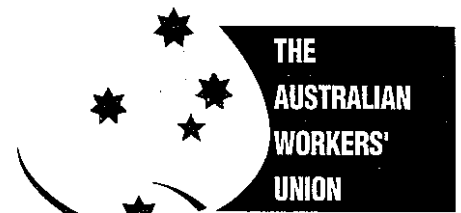
Please do not hesitate to contact the writer on 8360 1900 should you wish to discuss any aspect of the above matter further.

Yours sincerely,  
**THE AUSTRALIAN WORKERS UNION**

Wayne Hanson  
Branch Secretary



AMALGAMATED AWU (SA) STATE UNION  
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Branch Secretary  
Wayne Hanson

27 January, 2004

Australian Industrial Relations Commission  
Statutory Services Branch  
Level 8  
80 Williams Street  
**EAST SYDNEY NSW 2011**

Dear Sir/Madam

Please find enclosed a copy of the Australian Workers Union Greater South Australian Branch Financial Report for the year ended 30 June 2003, containing:

- Executives Certificate
- Accounting Officers Certificate
- Statement for the Financial Year ended 30 June 2003
- Independent Auditors Report

Please do not hesitate to contact the writer on 8360 1900 should you wish to discuss any aspect of the above matter further.

Yours sincerely  
**THE AUSTRALIAN WORKERS UNION**

A handwritten signature in black ink that reads 'Wayne Hanson'.

Wayne Hanson  
Branch Secretary



**AUSTRALIAN WORKERS UNION GREATER SA BRANCH**

**EXECUTIVES' CERTIFICATE**

We, Wayne Hanson and Frank Mateos being two members of the Executive of the Australian Workers Union Greater SA Branch, do state on behalf of the Executive and in accordance with a resolution passed by the Executive, that:-

- (a) In the opinion of the Executive, the financial statements and notes as set out on pages 3 to 18:
  - (i) show a true and fair view of the financial affairs of the organisation as at 30 June 2003; and
  - (ii) comply with Accounting Standards and other mandatory professional reporting requirements in Australia; and
- (b) To the knowledge of any member of the Executive, there have been no instances where records of the organisation or other documents (except as provided under sub-section 274(2) of the Workplace Relations Act, 1996) or copies of those records or documents, or copies of the rules of the organisation, have not been furnished, or made available to the members in accordance with the requirements of the Workplace Relations Act, 1996, the Regulations thereto, or the rules of the organisation; and
- (c) The organisation has complied with section 253 of the Workplace Relations Act 1996 in relation to the financial accounts in respect of the year ended 30 June 2003 and the auditor's report thereon.

Signed:  .....

Signed:  .....

Adelaide

Date: **MONDAY 27 OCTOBER 2003.**



**AUSTRALIAN WORKERS UNION GREATER SA BRANCH**

**STATEMENT OF FINANCIAL PERFORMANCE  
FOR THE YEAR ENDED 30 JUNE 2003**

	Note	2003 \$	2002 \$
Revenue from rendering of services		1,861,375	1,807,496
Other revenues from ordinary activities		243,361	259,998
<b>Total revenue</b>	3	2,104,736	2,067,494
Employee and related expenses		1,161,606	1,212,224
Motor vehicle and travelling expenses		147,227	126,316
Depreciation expenses		22,197	28,431
Administration services costs		73,346	75,998
AWU National Office sustentation fees		234,807	245,864
Interest		2,905	6,602
Other expenses from ordinary activities		242,826	335,589
<b>Total Expenses</b>	3	1,884,914	2,031,024
<b>Surplus from Ordinary Activities</b>	9	219,822	36,470
<b>Total Changes In Equity</b>		219,822	36,470

The Statement of Financial Performance is to be read in conjunction with the notes to and forming part of the financial statements set out on pages 6 to 18.

**AUSTRALIAN WORKERS UNION GREATER SA BRANCH**

**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30 JUNE 2003**

	Note	2003 \$	2002 \$
<b>Cash flows from operating activities</b>			
Receipts from members and other users		2,302,663	2,252,813
Payments to suppliers and employees		(2,082,632)	(2,246,117)
Interest received		1,249	13
Borrowing costs paid		(2,905)	-
<b>Net cash provided by operating activities</b>	11(ii)	218,375	6,709
<b>Cash flows from investing activities</b>			
Payment for property, plant and equipment		(866)	(3,133)
Proceeds from disposal of property, plant and equipment		9,317	-
<b>Net cash provided by / (used in) investing activities</b>		8,451	(3,133)
<b>Cash flows from financing activities</b>			
Amalgamated AWU (SA) State Union loan		(113,141)	217,001
National Office Loan		(47,677)	(84,666)
Proceeds from Borrowings (AWU National Office)		20,000	-
Repayment of Borrowings (AWU National Office)		(2,000)	-
Finance Lease Payments		(38,630)	(33,291)
<b>Net cash (used in) / provided by financing activities</b>		(181,448)	99,044
<b>Net increase in cash held</b>		45,378	102,620
<b>Cash at the beginning of the financial year</b>		88,116	(14,504)
<b>Cash at the end of the financial year</b>	11(i)	<b>133,494</b>	<b>88,116</b>

The Statement of Cash Flows is to be read in conjunction with the notes to and forming part of the financial statements set out on pages 6 to 18.

*D.H.*

**AUSTRALIAN WORKERS UNION GREATER SA BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2003**

**(e) Recoverable amount of non-current assets**

The carrying amount of non-current assets are reviewed to determine whether they are in excess of their recoverable amount at balance sheet date. If the carrying amount of a non-current asset exceeds its recoverable amount, the asset is written down to the lower amount. The write-down is recognised as an expense in the statement of financial performance in reporting period in which it occurs.

Where a group of non-current assets working together supports the generation of cash inflows, recoverable amount is assessed in relation to that group of assets.

In assessing the recoverable amounts of non-current assets the relevant cash flows have not been discounted to their present value, except where specifically stated.

**(f) Depreciation**

Depreciation is provided on all items of property, plant and equipment so as to write off the assets progressively over their estimated useful life. Both the straight line and diminishing value methods of depreciation have been used.

The average depreciation rates applied for each class of asset are as follows:

Furniture & Fittings	20% Straight line
Computer Equipment	33.3 % Straight line
Motor Vehicles	22.5% Diminishing value

**(g) Leased Plant and Equipment**

Leases of Plant and equipment under which the union assumes substantially all the risks and benefits of ownership are classified as finance leases. Other leases are classified as operating leases.

Finance leases are capitalised, recording an asset and a liability equal to the present value of the minimum lease payments. Contingent rentals are written off as an expense of the accounting period in which they are incurred. Leased assets are depreciated on a diminishing value basis over their estimated useful lives or the term of the lease where it is likely that the Union will obtain ownership of the asset. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Payments made under operating leases where substantially all the benefits and risks remain with the lessor are charged as an expense in the periods in which they are incurred.



**AUSTRALIAN WORKERS UNION GREATER SA BRANCH  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2003**

**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 Section 272 which reads as follows:

- (1) "A member of a reporting unit, or a Registrar, may apply to the reporting unit (The Union) 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).





**AUSTRALIAN WORKERS UNION GREATER SA BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2003**

**3. SURPLUS FROM ORDINARY ACTIVITIES (continued)**

	<b>2003</b>	<b>2002</b>
	\$	\$
Management fees	-	401
Membership Action Support	2,978	3,349
Motor vehicle leasing	-	3,052
Motor vehicle petrol	60,547	69,327
Motor vehicle registration and insurance	23,711	18,336
Motor vehicle repairs and service	19,232	23,070
National AWU Office sustentation fees	234,807	245,864
Payroll tax	32,256	44,791
Postage and couriers	11,999	5,097
Printing and stationery	16,116	17,717
Rates	642	531
Relocation Expenses	682	
Rental – photocopier	13,044	14,581
Repairs and maintenance – office	1,440	2,250
Resignation refund	640	-
Rubbish Removal	607	578
Flowers / Gifts	115	-
Salaries Executives & Organisers	611,407	767,367
Salaries Others	361,027	242,897
Security service	593	631
Staff amenities	2,997	3,376
Storage fees	-	120
Subscription and Memberships	6,794	(2,329)
Superannuation	125,453	127,078
Telephone	57,773	62,011
Training courses	3,322	3,383
Travelling expenses	43,737	39,331
Uniform (Shirts)	(700)	-
Workcover	13,692	20,242
<b>Total Expenses</b>	<b>1,884,914</b>	<b>2,031,024</b>



**AUSTRALIAN WORKERS UNION GREATER SA BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2003**

**5. PROPERTY, PLANT AND EQUIPMENT (continued)**

	2003 \$	2002 \$
<b>Movements in Carrying Amounts</b>		
Movements in the carrying amounts for each class of Property, Plant and Equipment between the beginning and the end of the Financial Year.		
<i>Office furniture and fittings</i>		
Carrying amount at beginning of year	3,042	3,902
Additions	866	3,133
Disposals	-	-
Depreciation	(1,439)	(3,993)
Carrying amount at end of year	<u>2,469</u>	<u>3,042</u>
<i>Motor vehicles: under finance lease</i>		
Carrying amount at beginning of year	79,329	82,918
Additions	-	17,727
Disposals	(18,379)	-
Depreciation	(17,012)	(21,316)
Carrying amount at end of year	<u>43,938</u>	<u>79,329</u>
<i>Laptops</i>		
Carrying amount at beginning of year	8,128	-
Additions	-	11,250
Disposals	-	-
Depreciation	(3,746)	(3,122)
Carrying amount at end of year	<u>4,382</u>	<u>8,128</u>

**6. PAYABLES**

**Current**

Trade creditors	58,589	57,426
Other creditors & accruals	34,999	39,820
Loan Owing to AWU SA State Union	-	56,031
Loan Owing to AWU National office	18,000	-
GST Payable to ATO	63,203	52,969
	<u>174,791</u>	<u>206,246</u>

*D.D.*

**AUSTRALIAN WORKERS UNION GREATER SA BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2003**

<b>10. LEASE COMMITMENTS (continued)</b>	<b>2003</b>	<b>2002</b>
	<b>\$</b>	<b>\$</b>
<b>Operating lease commitments</b>		
Future non-cancellable operating lease of office equipment, payable:		
Not later than one year	14,056	12,256
Later than one year but not later than five years	18,170	27,576
<b>Total Operating Lease Commitments</b>	32,226	39,832

The fax machine and photocopier leases are non-cancellable leases with three and five year terms respectively. Rent is payable monthly and quarterly in advance respectively. An option exists at the end of the fax machine lease to purchase the asset. An option exists at the end of the photocopier lease to renew the lease.

**11. NOTES TO THE STATEMENT OF CASH FLOWS**

**(i) Reconciliation of Cash**

Cash at the end of the financial year as shown in the Statement of Cash Flows is reconciled to the related items in the Statement of Financial Position as follows:

Cash on hand	2,300	2,500
Cash at banks	131,194	85,616
	133,494	88,116

**(ii) Reconciliation of cash flow from operations with surplus from ordinary activities**

Surplus from ordinary activities	219,822	36,470
<u>Add non-cash items:</u>		
Depreciation	22,197	28,431
Net loss on sale of non-current assets	9,062	-
<u>Change in assets and liabilities during the year:</u>		
(Increase) in receivables	(23,276)	(9,119)
(Increase)/decrease prepayments	(8,716)	11,298
Increase/(decrease) in payables	6,576	(63,019)
(Decrease)/Increase in provisions	(7,290)	2,648
<b>Net cash provided by operating activities</b>	<b>218,375</b>	<b>6,709</b>



**AUSTRALIAN WORKERS UNION GREATER SA BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2003**

**13. RELATED PARTIES**

**(i) Executive Committee Members**

The names of the Executive Committee Members during the year are listed below. The persons listed held the position for the whole year unless otherwise stated.

President	Terry Langham	
Vice President	Ian Nitz	John O'Neill *
Secretary	Wayne Hanson *	
Assistant Secretary	Frank Mateos *	
Committee Members	Joseph Kane * John Braithwaite * Ian Seccafien Ian Ashmore Lance Degenhardt * Jim Phelan Arthur Westwood Gary Henderson Peter Geunich	Christine Nowland Peter Lamps * Nari Jarrett * (from 4/4/2003) Chris Brown * Martin O'Connor Wendy Pye Alan Kerrison Brian Stone Trevor Trewartha * (resigned 7/3/03)

**(ii) Committee Members' Remuneration**

Payments totalling \$1,622 (2002: \$2,012) were paid to rank and file committee members of the Executive as sitting fees for attending Executive meetings. No other amounts were paid to committee members during the financial year in their capacity as committee members.

The Committee Members as indicated \* were full-time officials / officers of the Union during the year and received remuneration in that capacity, the total of which is disclosed in Note 13 (iv).

**(iii) Transactions with the Amalgamated AWU (SA) State Union**

During the year, the Australian Workers Union Greater SA Branch charged the Amalgamated AWU (SA) State Union a management fee of \$240,000 for services rendered during the year ended 30 June 2003 (2002: \$250,000). All dealings are in the ordinary course of business.

As at 30 June 2003, the Union is owed a balance of \$57,110 by the AWU (SA) State Union (30 June 2002: \$56,031 owing to AWU (SA) State Union). The management fee and various operating costs met by the AWU (SA) State Union during the year on behalf of the Union have been charged and credited to the loan balance respectively





D.G. SCOTT & CO.  
CHARTERED ACCOUNTANTS

## INDEPENDENT AUDIT REPORT TO THE MEMBERS OF AUSTRALIAN WORKERS UNION GREATER SA BRANCH

### Scope

We have audited the financial report of Australian Workers Union Greater SA Branch for the year ended 30 June 2003 as set out on pages 1 to 18. The Union Executives are responsible for the financial report. We have conducted an independent audit of the financial report in order to express an opinion on it to the members of the Australian Workers Union Greater SA Branch.

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 Australian Accounting Standards and other mandatory professional requirements in Australia and statutory requirements, so as to present a view which is consistent with our understanding of the Union's financial position and performance as represented by the results of its operations and its cash flows.

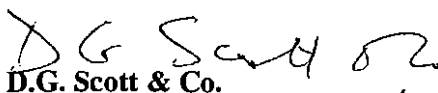
We received all of the information and explanations that officers and employees of the Union were required to provide.

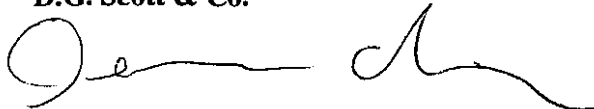
The audit opinion expressed in this report has been formed on the above basis.

### Audit Opinion

In our opinion:

- i) the Union has kept satisfactory accounting records, including:
  - (a) records of the sources and nature of income (including income from members); and
  - (b) records of the nature and purposes of expenditure.
- (ii) the accounts and statements prepared under section 253 of the Workplace Relations Act 1996 were properly drawn up so as to present fairly:
  - (a) the financial position of the Union as at the end of the year; and
  - (b) the income and expenditure, and surplus of the Union for the year.
- (iii) the financial report is in accordance with:
  - (a) the provisions of the Workplace Relations Act 1996; and
  - (b) Australian Accounting Standards and other mandatory professional reporting requirements.

  
D.G. Scott & Co.



**Dean M Standish FCA**  
Partner

Adelaide 28 OCTOBER 2003



**AUSTRALIAN INDUSTRIAL REGISTRY**

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Mr Wayne Hanson  
Branch Secretary  
The Australian Workers' Union  
Greater South Australian Branch  
GPO Box 2577  
ADELAIDE SA 5001

Dear Mr Hanson

**Re: Lodgement of Financial Statements and Accounts for the Australian Workers' Union  
Greater South Australian Branch for the year ending 30 June 2003**

Receipt is acknowledged of the abovementioned financial statements and accounts, which were lodged in the Registry on 30 January 2004.

I note that your expenditure statement identifies an amount of \$1,845 as "Donations & grants". I would like to remind you that, pursuant to subsection 269(1) of the *Workplace Relations Act 1996*, if any individual donation exceeds \$1000 then a statement showing the particulars of such donation is required to be lodged in the Registry.

The financial documents have been filed.

Yours sincerely,

Belinda Penna  
for Deputy Industrial Registrar

30 January 2004