



Australian Government
Australian Industrial Registry

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

Ref: FR2004/535-[002N-SA]

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

Dear Mr Hanson

Financial Return - year ending 30 June, 2004

Our records show your organisation's financial year ended recently. This letter outlines some of the things you must do to meet your financial reporting obligations and when you have to do them. For simplicity, we will call the documents you have to lodge with us your *financial return*.

New legislation

This letter is intended as guide to the law applicable on the date of this letter and should not be used as a substitute for legal or accounting advice. We only summarise some of the reporting requirements in this letter. More detailed information is at the end of this letter.

The legislation has changed since your last return. In May 2003 the Industrial Registrar wrote to all organisations forwarding a number of facts sheets outlining the major changes made by Schedule 1B of the Workplace Relations Act 1996 ('RAO' ¹). While the immediate changes affected the rules and elections in organisations, the changes affecting financial returns involve a longer lead time.

The key differences under the new legislation affecting financial returns are:

- a reduced financial reporting cycle (now maximum periods of 5 or 6 months depending on internal arrangements of organisation)
- a greater emphasis given to Australian Accounting Standards
- the introduction of a new report, known as an Operating Report (broadly similar in concept to a Director's Report under the corporations legislation)
- extensions of time are limited to one month
- restructured penalty provisions involving more extensive use of Civil Penalties
- the introduction of the Industrial Registrar's Reporting Guidelines
- organisations and their branches to report according to their financial structures, known as 'reporting units'.

We recommend you discuss the new requirements with your accountant or auditor.

¹ Registration and Accountability of Organisations Schedule (RAO) (Schedule 1B to the *Workplace Relations Act 1996*)

Reporting Unit

One of the new concepts of the RAO legislation is that reporting entities are known as “*reporting units*”. Where an organisation is **not** divided into branches the reporting unit is the whole of the organisation. Where an organisation **is** divided into branches each branch will be a reporting unit unless the Industrial Registrar has determined a division of the organisation into reporting units on an alternative basis. We can discuss this with you if you need more information.

For simplicity, we will refer to your organisation as a reporting unit in this letter.

Industrial Registrar’s Guidelines

The Industrial Registrar’s reporting guidelines set out certain disclosure requirements in addition to those prescribed by Australian Accounting Standards having in mind the nature of organisations registered under the Workplace Relations Act.

The disclosure requirements prescribed by the reporting guidelines are directed towards providing members of the reporting unit with information to enable them to gauge the performance of the committee of management and other holders of office in relation to the financial management of the reporting unit. In addition, the reporting guidelines seek to improve the quality of information available to users of the financial report about the reporting unit’s economic support of, or economic dependency on, other reporting units of the organisation.

Timeline Planner and Checklist

We have attached a Timeline/Planner (*Attachment A*) to help you **plan** your financial return and carry out all the necessary steps. We have also attached a Document Checklist (*Attachment B*) to **check** your documents before lodging them in the Registry. Both documents are abbreviated summaries of the relevant provisions of the RAO Schedule, RAO Regulations and the Industrial Registrar’s Reporting Guidelines.

In the following section we describe some of the documents your reporting unit must prepare and the sequence of their preparation and completion.

Three Reports

Your reporting unit must prepare two reports as soon as practicable after its financial year, which, together with the Auditor’s Report, comprise the reporting unit’s financial return.

1. **General Purpose Financial Report** - this must comply with the Australian Accounting Standards and the Industrial Registrar’s Reporting Guidelines. The GPFR consists of:

Financial Statements containing:

- a profit and loss statement, or other operating statement; and
- a balance sheet; and
- a statement of cash flows; and
- any other statements required by the Australian Accounting Standards; and

Notes to the Financial Statements containing:

- notes required by the Australian Accounting Standards; and
- information required by the Industrial Registrar's *Reporting Guidelines* under section 255); and

Committee of Management Statement as required by the Registrar's Reporting Guidelines (a sample certificate for illustrative purposes is at *Attachment C*)

2. **Operating Report** - this report includes a review of your reporting unit's principal activities for the year and other specified information.

Your reporting unit must appoint an auditor to audit the GPFR and to provide:

3. an **Auditor's Report**.

First Meeting (Committee of Management)

For simplicity, we will call the meeting at which the committee of management first considers the GPFR the first meeting. At the first meeting your committee, if satisfied that all is in order, will resolve to express its opinion on the GPFR and complete a Committee of Management Statement.

The Auditor

After the first meeting, the auditor takes the GPFR and the Committee of Management Statement and prepares a report on the GPFR. In practice, your auditor may have already completed most of his or her examination of your accounts. The auditor may only be waiting on the Committee to pass the required resolution and make the Statement before signing the report the same day.

Informing Your Members

Your reporting unit must provide free of charge to the general membership, copies of the GPFR, the Operating Report and the Auditor's Report. RAO calls these the "full report". Under certain circumstances, your reporting unit can provide a more limited *concise report*.

The reporting unit can meet its obligation to provide copies of the full or concise report to members by publishing the report in a journal that is available to the members free of charge.

A reporting unit may meet this obligation in whole or in part by publication of the report in a journal published on a web site on the Internet dependent on:

- a. the extent of the accessibility of the members of the reporting unit to the Internet; and
- b. that the members are notified by the reporting unit in the usual manner in which it communicates with its members that the report has been so published at a specified Internet address.

The report must be provided within 5 or 6 months from the end of the financial year, depending on the internal arrangements of the organisation for the presentation of its financial reports.

The Second Meeting - if it is a General Meeting of Members

After providing the full report to members it must be presented to a general meeting of members. For simplicity this is referred to as the *second meeting*.

Your reporting unit must always allow a minimum of 21 days for members to receive the full report before presenting it to a general meeting of members (s265(5)). The purpose of the interval and the second meeting is to enable the members to have time to consider the report and, if they wish, to attend the second meeting to discuss it.

If the rules of the organisation permit a general meeting to be a series of meetings held at different locations, the full report may be presented to such a series of meetings. In this case the 'date' of the general meeting is taken to be the date of the last meeting in the series (see s266(2)).

The Second Meeting - if it is a Committee of Management Meeting

If the rules of your organisation contain a provision that allows up to 5% of members to demand a general meeting to be held consider the report (see s266(3)), it is permissible to present the report directly to a Committee of Management meeting.

Lodge full report within 14 days of meeting

You must lodge a copy of the full report and any concise report in the Industrial Registry within 14 days of the second meeting. For your convenience you are encouraged to lodge the material electronically (see eFiling Tab at www.airc.gov.au). When lodging the financial return please quote: **FR2004/535**.

The Secretary (or another officer appropriately authorised under the rules of the organisation) must *certify* that the full report is a copy of the one provided to members and presented to the second meeting and provide the date of the meeting (a sample certification for illustrative purposes is at *Attachment D*).

When we receive your return we will check that it includes the information you must provide your members and that you have provided it to them correctly.

Complying with time limits

This letter has outlined some of the steps in preparing and lodging your return. Many of the steps must be completed within fixed time limits.

Failure to complete them in time could make your reporting unit or its officers liable to financial or "civil penalties".

Extensions of Time

We appreciate that sometimes circumstances beyond your reporting unit's control may delay completion of a financial return. If you believe your reporting unit is going to be unable to meet a time limit tell us as soon as you know. We can advise you if the step is one for which you may apply under RAO to the Industrial Registrar for extra time to complete. The maximum extra time allowed can be no more than one month.

Reduced Reporting Requirements

If your reporting unit meets certain conditions, some of these reporting requirements can be reduced. Such conditions might be where the annual income of the reporting unit (where the reporting unit is the whole of the organisation) is less than \$100,000, or where the reporting unit has no financial affairs in the financial year, or where the financial affairs of the reporting unit are encompassed by the financial affairs of its counterpart State industrial association.

Contact the Registry

We encourage you to contact the Registry on (02) 8374 6666 or by e-mail at Peter.McKerrow@air.gov.au as early as possible if you believe preparation or lodgment of your return will be delayed or if you have any queries. We can offer you advice on procedure but we cannot give you legal or accounting advice.

Information on AIRC Website

We recommend you and your accountant/auditor refer to the following documents on the Commission's website at www.airc.gov.au:

- [RAO Schedule and RAO Regulations](#)
- [Registrar's Reporting Guidelines](#) - All GPFR's must comply with these Guidelines. Please note that the Guidelines set out requirements that are *in addition* to those required by the Australian Accounting Standards.
- [RAO Fact Sheets](#) - These Fact Sheets explain the new requirements of the RAO Schedule - many of them deal with financial reporting matters.

Yours sincerely

Deputy Industrial Registrar

9 August 2004

TIMELINE/ PLANNER

Financial reporting period ending:	/ /	
FIRST MEETING: Prepare General Purpose Financial Report (including Committee of Management Statement in accordance with C of M resolution) and Operating Report - s253(1), s254(1)	/ /	<i>as soon as practicable after end of financial year</i>
Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /	<i>within a reasonable time of having received the GPFR</i>
Provide full report free of charge to members. (a) if the report is to be presented before a General Meeting (which must be held within 6 months after the end of the financial year), the report must be provided to members 21 days before the General Meeting, or (b) in any other case including where the report is presented to a Committee of Management meeting, the report must be provided to members within 5 months of end of financial year. <i>(obligation to provide full report may be discharged by provision of a concise report s265(1))</i>	/ / 	
SECOND MEETING: Present full report to: (a) General Meeting of Members - s266 (1),(2), or (b) where rules of organisation allow, a Committee of Management meeting - s266 (3)	/ / 	<i>within 6 months of end of financial year</i> <i>within 6 months of end of financial year</i>
Lodge full report (including any concise report) in the Industrial Registry together with secretary's certificate (or other officer authorised by the rules of the organisation) - s268	/ /	<i>within 14 days of meeting</i>

Note: The legislation makes limited provision for extensions of time concerning the provision of the full report to members and the presentation of the full report to a general meeting etc however the maximum extra time allowed can be no more than one month.

Documents Checklist

You can use this checklist as soon as possible after the financial year ends to ensure you have all the necessary documents prepared and that those documents contain all information required by RAO.

You can also use this checklist to ensure all documents in your financial return are complete before lodging them in the Registry.

No	Document	✓
1	General Purpose Financial Report	
	Does the report contain a Profit and Loss Statement?	
	Does the report contain a Balance Sheet?	
	Does the report contain a Statement of Cash Flows?	
	Does the report contain notes to the financial statements as required by AAS and the reporting guidelines?	
	Does the report contain all other information required by the reporting guidelines?	
2	Committee of Management Statement	
	Is the statement signed by the officer responsible for undertaking functions necessary to enable the reporting unit to comply with RAO?	
	Is the statement dated?	
	Is the statement in accordance with a resolution of the committee?	
	Does the statement specify the date of the resolution?	
	Does the statement contain declarations required by the reporting guidelines?	
3	Auditor's Report	
	Is the Report dated and signed by the auditor?	
	Is the name of the auditor clear?	
	Are the qualifications of the auditor on the report?	
	Has the auditor expressed an opinion on all matters required?	
4	Operating Report	
	Is the report signed and dated?	
	Does the report provide the number of members?	
	Does the report provide the number of employees?	
	Does the report contain a review of principal activities?	
	Does the report give details of significant changes?	
	Does the report give details of right of members to resign?	
	Does the report give details of superannuation trustees?	
	Does the report give details of membership of the committee of management?	
5	Concise report*	
6	Certificate of Secretary or other Authorised Officer	
	Is the certificate signed and dated?	
	Is the signatory the secretary or another officer authorised to sign the certificate?	
	Is the date that the report was provided to members stated?	
	Is the date of the Second Meeting at which the report was presented stated?	
	Does the certificate state that the documents are copies of those provided to members?	
	Does the certificate state that the documents are copies of those presented to the Second Meeting?	

* This is an optional way of providing documents to members (see RAO s265(3) and RAO Reg. 161).

Committee Of Management Statement

On *[date of meeting]* the Committee of Management of *[name of reporting unit]* passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended *[date]*:

The Committee of Management declares in relation to the GPFR that in its opinion:

- (a) the financial statements and notes comply* with the Australian Accounting Standards;
- (b) the financial statements and notes comply* with the reporting guidelines of the Industrial Registrar;
- (c) the financial statements and notes give a true and fair view* of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds* to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the GPFR relates and since the end of that year:
 - (i) meetings of the committee of management were held* in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (ii) the financial affairs of the reporting unit have been* managed in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (iii) the financial records of the reporting unit have been* kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
 - #(iv) where the organisation consists of 2 or more reporting units, the financial records of the reporting unit have been* kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
 - #(v) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been* furnished to the member or Registrar; and
 - #(vi) there has been* compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.

For Committee of Management: *[name of designated officer per section 243 of the RAO Schedule]*

Title of Office held:

Signature:

Date:

* Where compliance or full compliance has not been attained - set out details of non compliance instead.

Where not relevant these may be modified accordingly (e.g. in (vi) "No orders have been made by the Commission under section 273 of the RAO Schedule during the period."

Certificate of Secretary or other Authorised Officer¹

s268 of Schedule 1B *Workplace Relations Act 1996*

I *[name]* being the *[title of office]* of the *[name of the organisation]* certify:

- that the documents lodged herewith are copies of the full report, *[and the concise report]*², referred to in s268 of the RAO Schedule; and
- that the *[full report **OR** concise report]*³, was provided to members on *[insert date]*; and
- that the full report was presented to *[a general meeting of members **OR** the last of a series of general meetings of members **OR** a meeting of the committee of management]*³ of the reporting unit on *[insert date]*; in accordance with section 266 of the RAO Schedule.

Signature

Date:

¹*RAO regulation 162 prescribes the designated officer for the purpose of RAO schedule s268 as:*

(a) the secretary; or

(b) an officer of the organisation other than the secretary who is authorised by the organisation or by the rules of the organisation to sign the certificate mentioned in that paragraph.

²*Only applicable where a concise report is provided to members*

³*Insert whichever is applicable*



Australian Government
Australian Industrial Registry

Level 6, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
Fax: (02) 9380 6990

Mr Wayne Hanson
Branch Secretary
The Australian Workers' Union - Greater South Australian Branch
22-24 Main Street
MAWSON LAKES SA 5095

Dear Mr Hanson

Financial Return - year ending 30 June 2004 Ref: FR2004/535

This letter is intended to remind you of your obligations to provide members with copies of your reporting unit's financial reports for year ended 30 June 2004 and to lodge the reports in the Industrial Registry by no later than 14 January 2005.

Over the past 18 months you would have received from us information about the major changes made by Schedule 1B of the *Workplace Relations Act 1996* ('RAO'⁹).

Financial Reports

Your reporting unit must prepare or have prepared the following three reports as soon as practicable after its financial year:

1. A General Purpose Financial Report (GPFR);
2. An Operating Report; and
3. An Auditor's Report.

Informing Your Members

Your reporting unit must provide free of charge to the general membership, copies of the abovementioned reports (the "full report"). Under certain circumstances, your reporting unit can provide a more limited concise report. The report must be provided within 5 or 6 months from the end of the financial year, depending on the internal arrangements of the reporting unit for the presentation of its financial reports.

A reporting unit may make application to a Registrar to extend the period within which copies of the full report or concise report are to be provided to members by no more than one month.

The Second Meeting - if it is a General Meeting of Members

After providing the full report to members it must be presented to a general meeting of members (the *second meeting*). This meeting must be held within 6 months of the end of the financial year. You may make application to a Registrar to extend this time limit by no more than one month so that the time limit for providing to members copies of the full report or concise report may in turn be extended.

⁹ Registration and Accountability of Organisations Schedule (RAO) (Schedule 1B to the *Workplace Relations Act 1996*)

Your reporting unit must always allow a minimum of 21 days for members to receive the full report before presenting it to a general meeting of members (s265(5)). The purpose of the interval and the second meeting is to enable the members to have time to consider the report and, if they wish, to attend the second meeting to discuss it.

If the rules of the organisation permit a general meeting to be a series of meetings held at different locations, the full report may be presented to such a series of meetings. In this case the 'date' of the general meeting is taken to be the date of the last meeting in the series (see s266(2)).

The Second Meeting - if it is a Committee of Management Meeting

If your rules contain a provision that allows up to 5% of members to demand a general meeting to be held to consider the full report (see s266(3)), it is permissible to present the full report directly to a Committee of Management meeting. This meeting must be held within 6 months of the end of the financial year.

There is no provision for extending the time limit for presenting the full report to a committee of management meeting.

Lodge full report within 14 days of meeting

You must lodge a copy of the full report and any concise report in the Industrial Registry within 14 days of the second meeting. Your reporting unit's financial reports should, therefore, be lodged by no later than 14 January 2005.

Contact the Registry

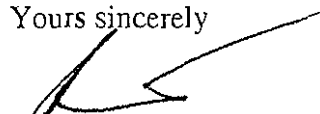
We encourage you to contact the Registry on (02) 8374 6666 or by e-mail at peter.mckerrow@air.gov.au as early as possible if you have any queries. If you have already taken steps to ensure that your reporting unit complies with the time scale requirements of RAO, please ignore this letter.

Information on AIRC Website

We recommend you and your accountant/auditor refer to the following documents on the Commission's website at www.airc.gov.au:

- [RAO Schedule and RAO Regulations](#)
- [Registrar's Reporting Guidelines](#) - All GPFRs must comply with these Guidelines. Please note that the Guidelines set out requirements that are *in addition* to those required by the Australian Accounting Standards.
- [RAO Fact Sheets](#) - These Fact Sheets explain the new requirements of the RAO Schedule - many of them deal with financial reporting matters.

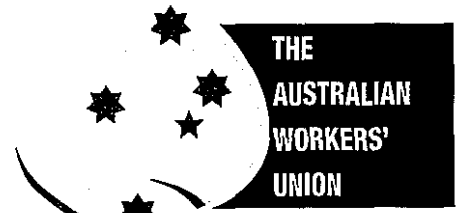
Yours sincerely



Peter McKerrow
for Deputy Industrial Registrar

23 November 2004

AMALGAMATED AWU (SA) STATE UNION
AWU GREATER SOUTH AUSTRALIAN BRANCH
22-24 Main Street, Mawson Lakes, South Australia 5095
G.P.O. Box 2577, Adelaide, South Australia 5001
Telephone (08) 8360 1900 Facsimile (08) 8360 1960
Email awusa@awusa.asn.au
www.awusa.asn.au



Branch Secretary
Wayne Hanson

15 December 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 the Australian Workplace Relations Act 1996 by proceeding with the following processes:

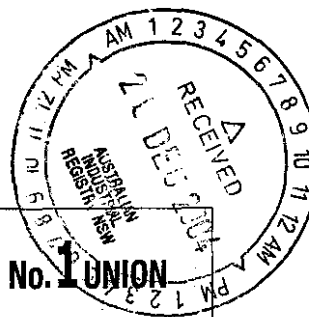
- A Union meeting was convened on Thursday 14 October 2004 and the Financial Report, signed by the auditor was tabled and received. An individual copy of the Financial Report, including the Auditor's Report was provided to all members present.
- The complete Financial Report was broadly distributed to the membership for their perusal and information on Friday 5 November 2004.
- A Union meeting notice was placed in the Adelaide Advertiser on Monday 15 November 2004 notifying members of a Union meeting.
- A meeting for the AWU members was convened on Monday 13 December 2004. An individual copy of the Financial Report, including the Auditors Report, was provided to all members present, and the Financial Report was adopted.

Enclosed also for your perusal and information is a copy of the Greater South Australian Branch Financial Report for 2003/2004.

Please do not hesitate to contact the writer on 08 8360 1900 should you wish to discuss any aspect of the above matters further.

Yours sincerely
THE AUSTRALIAN WORKERS' UNION

WAYNE HANSON
BRANCH SECRETARY



**Australian Workers' Union
Greater South Australian Branch**

The Australian Workers' Union *Greater South Australian Branch*



OPERATING REPORT 1 JULY 2003 TO 30 JUNE 2004

1. Introduction

- 1.1 I wish to present to you the AWU Greater South Australian Branch Operating Report covering the period 1/7/03 to 30/6/04.

2. Officials, Employees and Business Locations

- 2.1 During the period 1/7/03 to 30/6/04 the following persons were employed full time by the AWU Greater South Australian Branch in the capacities listed:

John Braithwaite, Branch Organiser
Ronald Brine, Workers Compensation Officer (resigned 2/1/04)
Christopher Brown, Branch Organiser
Lance Degenhardt, Branch Organiser
Edward Grue, Industrial Officer (resigned 30/6/04)
Wayne Hanson, Branch Secretary
Gary Henderson, Branch Organiser (commenced 10/11/03)
Erin Hudson, Industrial/Organiser Support
Nari Jarrett, Branch Organiser (on maternity leave from 5/12/04)
Joseph Kane, Branch Organiser
Caroline Kennedy, Office Manager
Brooke Kubisz, Clerical Assistant (commenced 21/10/03)
Peter Lamps, Branch Organiser
Nicole Leggett, Clerical Assistant (commenced 8/3/04)
Frank Mateos, Assistant Branch Secretary
Christopher Nesbitt, Branch Organiser
John O'Neill, Branch Organiser
Antonio Polanco, Recruitment and Ethnic Liaison Officer
Rodney Skuse, Branch Organiser
Tracey Wickham, Clerical Assistant (on maternity leave 27/10/03)

- 2.2 The employees of the AWU Greater South Australian Branch operate out of four different locations, those are:

22-24 Main Street, Mawson Lakes, SA 5095
20 Ellen Street, Port Pirie, SA 5540
1 Shaddock Street, Berri, SA 5343
P O Box 1646, Mt Gambier, SA 5290

A handwritten signature in black ink, appearing to be 'D.A.'.

- 2.3 The elected officers of the AWU Greater South Australian Branch for the period 1/7/03 to 30/6/04 were as follows:

John Braithwaite, Branch Organiser
Christopher Brown, Branch Organiser
Lance Degenhardt, Branch Organiser
Wayne Hanson, Branch Secretary
Nari Jarrett, Branch Organiser
Joseph Kane, Branch Organiser
Peter Lamps, Branch Organiser
Terry Langham, Branch President (Honorary)
Frank Mateos, Assistant Branch Secretary
Ian Nitz, Branch Vice President (Honorary)
John O'Neill, Branch Vice President (Honorary)

- 2.4 The composition of the AWU Greater South Australian Branch Executive for the period 1/7/03 to 30/6/04 was as follows:

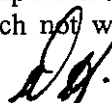
John O'Neill
Joseph Kane
Chris Brown
Nari Jarrett
Wayne Hanson
Frank Mateos
Peter Lamps
Brian Stone
Gary Henderson
Arthur Westwood
Martin O'Connor
Peter Geunich
Ian Seccafien
Ian Nitz
John Braithwaite
Christine Nowland
Terry Langham
Lance Degenhardt
Wendy Pye (resigned 22/2/04)
Jim Phelan
Ian Ashmore

- 2.5 The Branch Executive Meetings held during the period from 1/7/03 to 30/6/04 were as follows:

19 September 2003 at 59 Main North Road, Medindie Gardens
12 December 2003 (A G M) at 59 Main North Road, Medindie Gardens
27 February 2004 at 22-24 Main Street, Mawson Lakes
25 June 2004 at 22-24 Main Street, Mawson Lakes

3. Financials

- 3.1 The AWU Greater South Australian Branch produced a surplus of \$39,018 for the period 1/7/03 to 30/6/04, it is important to note that the surplus would have been considerably greater had the Branch not written off a \$201,648 loan to National Office.



- 3.2 If we add the amount of the above National Office loan write off to the operating surplus we would note an improvement in the financial performance of our Branch from \$219,822 for the period 1/7/02 to 30/6/03, to \$240,666 for the period 1/7/03 to 30/6/04.
- 3.3 The total income for the period 1/7/03 to 30/6/04 was \$2,278,247, an increase of \$173,511 from the previous financial year.
- 3.4 The increased operating expenses principally were due in part, to relocation costs, replacement staff to cover maternity leave and additional staff appointments.
- 3.5 As at 30/6/04, there were 8,248 members of the organization.

4. Employment Conditions

- 4.1 Elected employees of the AWU Greater South Australian Branch are employed under conditions set by the National and Branch Executives. Appointed employees are employed under conditions set by the Branch Secretary.
- 4.2 The AWU Greater South Australian Branch is committed to ensuring its employees are educated and encouraged to plan for their futures through superannuation. Therefore it is the AWU's policy that all employees receive 9% of their ordinary time earnings paid into their nominated occupational Superannuation Fund, we also encourage employees to make their own voluntary contributions to their Superannuation Funds by employing a scheme where if an employee sacrifices 5% of their ordinary time earnings for Superannuation the AWU Branch office will contribute an extra 6% on their behalf.
- 4.3 Currently employees of the Greater South Australian Branch have accounts with the following Superannuation Funds:

Superannuation Trust of Australia
AMP Limited

5. Core Activities

- 5.1 The core activities of the AWU Greater South Australian Branch are to provide industrial representation to Branch members, develop and implement strategies for membership growth, to organise campaigns to support AWU members, to manage communications between the AWU and its members, to organise industries and to implement decisions of the AWU National and Branch Executives.
- 5.2 As part of the AWU's communications, the AWU Greater South Australian Branch manages and maintains a website located at www.awusa.asn.au.
- 5.3 The AWU Greater South Australian Branch during the period 1/7/03 to 30/6/04 provided articles for publication in the revamped National Australian Worker in an alliance with Australian Consolidated Press.



5.4 The AWU Greater South Australian Branch during the period 1/7/03 to 30/6/04 assisted Branch members in a number of industrial disputes. Some of the more notable disputes included:

- Santos Moomba Gas Field Explosion
- Electrolux
- Crane Aluminium
- Bluescope Steel
- T I Automotive
- G H Michell
- Henderson Automotive
- Pasminco

6. Member's Right to Resign

The following extract from the Union's Rules details the member's right to resign from the Union.

"Union members may resign from the Union where they cease to be eligible to hold membership with the AWU in accordance with Rule 14 - Resignation from membership as contained within the Union's Rules."

7. Membership of Superannuation Scheme

Mr John Francis Braithwaite, Organiser/Branch Executive Committee member of the Union is a Trustee of Local Super, a superannuation scheme operated for the benefit of workers across the Local Government industry throughout South Australia.



Wayne Hanson
Branch Secretary
Australian Workers' Union



AUSTRALIAN WORKERS UNION GREATER SA BRANCH

COMMITTEE OF MANAGEMENT STATEMENT

On 14th October 2004 the Committee of Management of Australian Workers' Union Greater SA Branch passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30th June 2004:

The Committee of Management declares in relation to the GPFR that in its opinion:

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the GPFR relates and since the end of that year;
 - (i) meetings of the committee of management were held in accordance with the rules of the organization including the rules of the branch concerned; and
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organization including the rules of a Branch concerned; and
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
 - (iv) where the organization consists of 2 or more reporting units, the financial records of the reporting unit have been kept, as far as practical, in a consistent manner to each of the other reporting units of the organization; and
 - (v) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member or Registrar; and
 - (vi) there has been compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.

For Committee of Management: Wayne Hanson

Title of Office Held:

BRANCH SECRETARY.

Signature:

Wayne Hanson.

Date:

THURSDAY 14 OCTOBER, 2004.

AUSTRALIAN WORKERS UNION GREATER SA BRANCH

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30 JUNE 2004**

	Note	2004 \$	2003 \$
Revenue from rendering of services		2,012,828	1,861,375
Other revenues from ordinary activities		265,419	243,361
Total Revenue from Ordinary Activities	3a	<u>2,278,247</u>	<u>2,104,736</u>
Employee benefits expense		1,201,774	1,161,606
Motor vehicle and travelling expenses		113,104	147,227
Depreciation expense		11,263	22,197
Administration services		74,464	73,346
AWU National Office sustentation fees		273,245	234,807
Borrowing Costs		712	2,905
Other expenses from ordinary activities		423,944	242,826
Total Operating Expenses	3a	<u>2,037,581</u>	<u>1,884,914</u>
Write off of AWU National Office Loan		201,648	-
Total Non Operating Expenses	4	<u>201,648</u>	<u>-</u>
Total Expenses from Ordinary Activities		<u>2,239,229</u>	<u>1,884,914</u>
Surplus from Ordinary Activities	9	<u>39,018</u>	<u>219,822</u>
Total Changes In Equity		<u>39,018</u>	<u>219,822</u>

The Statement of Financial Performance is to be read in conjunction with the notes to the financial statements set out on pages 5 to 17.



AUSTRALIAN WORKERS UNION GREATER SA BRANCH

**STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2004**

	Note	2004 \$	2003 \$
CURRENT ASSETS			
Cash	11(i)	245,547	133,494
Receivables	4	362,353	185,265
Prepayments		31,573	10,867
TOTAL CURRENT ASSETS		639,473	329,626
NON-CURRENT ASSETS			
Receivables	4	19,600	276,429
Property, Plant and Equipment	5	27,574	50,789
TOTAL NON-CURRENT ASSETS		47,174	327,218
TOTAL ASSETS		686,647	656,844
CURRENT LIABILITIES			
Payables	6	180,888	174,791
Interest-bearing Liabilities	7	3,473	25,863
Provisions	8	240,406	232,077
TOTAL CURRENT LIABILITIES		424,767	432,731
NON-CURRENT LIABILITIES			
Interest-bearing Liabilities	7	-	1,251
TOTAL NON-CURRENT LIABILITIES		-	1,251
TOTAL LIABILITIES		424,767	433,982
NET ASSETS		261,880	222,862
EQUITY			
Members' Funds	9	261,880	222,862
TOTAL EQUITY		261,880	222,862

The Statement of Financial Position is to be read in conjunction with the notes to the financial statements set out on pages 5 to 17.

AUSTRALIAN WORKERS UNION GREATER SA BRANCH

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2004**

	Note	2004 \$	2003 \$
Cash flows from operating activities			
Receipts from members and other users		2,503,781	2,302,663
Payments to suppliers and employees		(2,259,924)	(2,082,632)
Interest received		4,217	1,249
Borrowing costs paid		(712)	(2,905)
		<hr/>	<hr/>
Net cash provided by operating activities	11(ii)	247,362	218,375
Cash flows from investing activities			
Payment for property, plant and equipment		(19,503)	(866)
Proceeds from disposal of property, plant and equipment		20,909	9,317
		<hr/>	<hr/>
Net cash provided by investing activities		1,406	8,451
Cash flows from financing activities			
Amalgamated AWU (SA) State Union loan		(150,255)	(113,141)
AWU National Office Loan Repayments			
Received / (Amounts Advanced)		47,181	(47,677)
Proceeds from Borrowings (AWU National Office)		-	20,000
Repayment of Borrowings (AWU National Office)		(10,000)	(2,000)
Finance Lease Payments		(23,641)	(38,630)
		<hr/>	<hr/>
Net cash (used in) financing activities		(136,715)	(181,448)
Net increase in cash held		112,053	45,378
Cash at the beginning of the financial year		133,494	88,116
		<hr/>	<hr/>
Cash at the end of the financial year	11(i)	245,547	133,494
		<hr/>	<hr/>

The Statement of Cash Flows is to be read in conjunction with the notes to the financial statements set out on pages 5 to 17.



AUSTRALIAN WORKERS UNION GREATER SA BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The significant policies which have been adopted in the preparation of this financial report are:

(a) Basis of Preparation

The financial report of the Union has been prepared as a general purpose financial report in accordance with Accounting Standards, Urgent Issues Group Consensus Views, the Workplace Relations Act of 1996 and other requirements of law.

The financial report has been prepared on an accruals basis and is based on historical costs and does not take into account changing money values or, except where stated, current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets.

The following is a summary of the material accounting policies adopted in the preparation of this report. The accounting policies have been consistently applied unless otherwise stated.

(b) Revenue Recognition

Membership Subscriptions

Membership subscriptions are accounted for on an accrual basis.

Any contributions that are received subsequent to balance date which relate to the year ended 30 June 2004 are included in contributions receivable.

Other Revenue

Other revenue is recognised in the period to which it relates.

(c) Income Tax

The Union is exempt from income tax under section 50-15 Item 3.2 of the Income Tax Assessment Act 1997.

(d) Acquisition of Assets

All assets acquired including property, plant and equipment are recorded at their acquisition cost at the date of acquisition being the fair value of the consideration plus incidental costs directly attributable to the acquisition.



AUSTRALIAN WORKERS UNION GREATER SA BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

(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 2004**

(h) Receivables

The collectibility of trade debtors is assessed at balance date and provision is made for any doubtful debts.

Any subscriptions which are received subsequent to balance date which related to the year ended 30 June 2004 are included in Subscriptions Receivable.

(i) Employee Entitlements

Wages, Salaries and Annual Leave

The provision for employee entitlements for wages, salaries and annual leave represents the amount which the Union has a present obligation to pay resulting from employees' services provided up to the balance date. The provision has been calculated at nominal amounts based on current wage and salary rates and includes related on-costs. The carrying amount of the provisions approximate net fair value.

Superannuation

The Union contributes to an employee superannuation fund. Contributions are charged as an expense when incurred.

(j) Accounts Payable

Liabilities are recognised for amounts to be paid in the future for goods or services received, whether or not billed to the Union.

(k) Goods and service tax

Revenues, expenses and assets are recognised net of the amount of goods and service tax (GST), except where the amount of GST is not recoverable from the Australian Taxation Office (ATO). In these circumstances the GST is recognised as part of the cost of acquisition of the assets or as part of an item in the expense.

Receivables and payables in the Statement of Financial Position are shown inclusive of GST.

The GST recoverable from, and payable to, the ATO is included in current assets or liabilities respectively in the statement of financial position.

Cash flows on the GST are included in the statement of cash flows on a gross basis. The GST components of cash flows arising from investing and financing activities which are recoverable from, or payable to, the ATO are classified as operating cash flows.

(l) Cash

For the purposes of the Statement of Cash Flows, cash includes cash on hand and at bank, net of any outstanding bank overdrafts.

AUSTRALIAN WORKERS UNION GREATER SA BRANCH

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2004

(m) Adoption of Australian Equivalents to International Financial Reporting Standards

Australia is currently preparing for the introduction of International Financial Reporting Standards (IFRS) effective for financial years commencing after 1 January 2005. This requires the production of accounting data for future comparative purposes at the end of the 2004/05 financial year.

The Union Executives are assessing the significance of these changes and preparing for their implementation. The Union Executives are of the opinion that the key differences in the Union's accounting policies which will arise from the adoption of IFRS are:

Impairment of Assets

The Union currently determines the recoverable amount of an asset on the basis of undiscounted net cash flows that will be received from the assets use and subsequent disposal. In terms pending AASB 136 Impairment of Assets, the recoverable amount of an asset will be determined as the higher of fair value less costs to sell and value in use. It is likely that this change in accounting policy will lead to impairments being recognised more often than under the existing policy.

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 2004**

3.(a) SURPLUS FROM ORDINARY ACTIVITIES

	2004	2003
	\$	\$
Revenue from Ordinary Activities		
Subscription income	2,012,828	1,861,375
Interest income	4,217	1,249
Management fee received from Amalgamated AWU (SA)	240,000	240,000
Workcover Training Grants	2,500	1,985
Sundry income	520	127
Convention Income	18,182	-
	<hr/>	<hr/>
Total Revenue from Ordinary Activities	2,278,247	2,104,736
Expenditure from Ordinary Activities		
Operating Expenses		
Acts, awards and books	3,596	3,609
Administration Services	74,464	73,346
Advertising	880	2,420
Affiliation Fees – ALP,UTLC	47,994	36,063
Auditors Remuneration – Audit	9,000	9,000
Auditors Remuneration – Other Services	-	-
Bank charges and duty	7,787	7,369
Bereavement Fund	360	800
Computer maintenance	9,971	13,653
Cleaning	9,073	8,511
Delegates Conf 2003	13,697	-
Delegates commission	3,660	6,786
Depreciation	11,263	22,197
Commission – For Employers for Payroll Deductions	2,381	2,226
Donations and grants	2,781	1,845
Entertainment & Meals	666	470
Electricity and gas	6,339	9,911
Executive Sitting Fee Federal	2,014	1,622
Fax Lease	1,980	825
Fringe benefits tax	12,219	17,771
General expense	1,505	715
Insurance – General	1,099	153
Interest Expenses	712	2,905
Internet Expenses	1,226	1,144
Legal expenses	1,125	6,344
Lost time	65	814
Loss on Sale of Assets	10,545	9,042



AUSTRALIAN WORKERS UNION GREATER SA BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

3. SURPLUS FROM ORDINARY ACTIVITIES (continued)

	2004	2003
	\$	\$
Membership Action Support	-	2,978
Motor vehicle petrol	48,145	60,547
Motor vehicle registration and insurance	14,494	23,711
Motor vehicle repairs and service	16,102	19,232
New Building Opening Expenses	16,491	-
National AWU Office sustentation fees	273,245	234,807
Payroll tax	32,702	32,256
Postage and couriers	14,042	11,999
Printing and stationery	35,468	16,116
Rates	930	642
Relocation Expenses	2,768	682
Rent	50,000	-
Rental – photocopier	19,115	13,044
Repairs and maintenance – office	11,938	1,440
Resignation refund	-	640
Rubbish Removal	2,036	607
Flowers / Gifts	347	115
Salaries & Wages	1,013,727	972,434
Security service	415	593
Staff amenities	5,704	2,997
Subscription and Memberships	3,091	6,794
Superannuation	127,121	125,453
Telephone	62,098	57,773
Training courses	420	3,322
Travelling expenses	34,363	43,737
Uniform	412	(700)
Workcover	16,005	13,692
Total Operating Expenses	2,037,581	1,884,914



AUSTRALIAN WORKERS UNION GREATER SA BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

4. RECEIVABLES

	2004	2003
	\$	\$
Current		
Subscriptions receivable	125,387	103,157
Loan Owing by Amalgamated AWU SA State Union	207,366	57,110
GST recoverable from ATO	28,181	19,946
Other debtors	1,419	5,052
	<hr/>	<hr/>
	362,353	185,265
	<hr/>	<hr/>
Non - Current		
Loan Owing by AWU National Office	19,600	276,429
	<hr/>	<hr/>

During the year AWU Greater SA Branch reached an agreement with AWU National Office to forgive the majority of the loan owed by AWU National Office with the balance to be repaid over 12 months.

5. PROPERTY, PLANT AND EQUIPMENT

Office furniture and fittings – at cost	264,702	247,449
Less: Accumulated depreciation	(248,340)	(244,980)
	<hr/>	<hr/>
	16,362	2,469
Motor vehicles: under Finance Lease – at cost	17,728	96,432
Less: Accumulated depreciation	(8,677)	(52,494)
	<hr/>	<hr/>
	9,051	43,938
Laptop Computers – at cost	13,499	11,250
Less: Accumulated depreciation	(11,338)	(6,868)
	<hr/>	<hr/>
	2,161	4,382
Total Property, Plant and Equipment	<hr/>	<hr/>
	27,574	50,789
	<hr/>	<hr/>

AUSTRALIAN WORKERS UNION GREATER SA BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

5. PROPERTY, PLANT AND EQUIPMENT (continued)

	2004 \$	2003 \$
Movements in Carrying Amounts		
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	2,469	3,042
Additions	17,253	866
Disposals	-	-
Depreciation	(3360)	(1,439)
Carrying amount at end of year	<u>16,362</u>	<u>2,469</u>
<i>Motor vehicles: under finance lease</i>		
Carrying amount at beginning of year	43,938	79,329
Additions	-	-
Disposals	(31,454)	(18,379)
Depreciation	(3,433)	(17,012)
Carrying amount at end of year	<u>9,051</u>	<u>43,938</u>
<i>Laptop Computers</i>		
Carrying amount at beginning of year	4,382	8,128
Additions	2,249	-
Disposals	-	-
Depreciation	(4,470)	(3,746)
Carrying amount at end of year	<u>2,161</u>	<u>4,382</u>

6. PAYABLES

Current

Trade creditors	70,169	58,589
Other creditors & accruals	26,570	34,999
Loan Owing to AWU National office	-	18,000
GST Payable to ATO	84,149	63,203
	<u>180,888</u>	<u>174,791</u>

dd.

AUSTRALIAN WORKERS UNION GREATER SA BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

7. INTEREST BEARING LIABILITIES		
	2004	2003
	\$	\$
Current		
Finance Lease liability	<u>3,473</u>	<u>25,863</u>
Non-Current		
Finance Lease liability	<u>-</u>	<u>1,251</u>
8. PROVISIONS		
Current		
Provision for annual leave	<u>240,406</u>	<u>232,077</u>
Number of employees at year end:	19	19
The long service leave entitlements of the SA Branch union officials are the liability of the Head Office of the Australian Workers Union.		
9. MEMBERS FUNDS		
Members' funds at the beginning of the financial year	222,862	3,040
Surplus from Ordinary Activities	<u>39,018</u>	<u>219,822</u>
Members' funds at the end of the financial year	<u>261,880</u>	<u>222,862</u>
10. LEASE COMMITMENTS		
Finance lease commitments		
Payable:		
Not later than one year	3,502	26,656
Later than one year but not later than five years	<u>-</u>	<u>1,255</u>
Minimum Lease Payments	3,502	27,911
Less: Future Finance Charges	<u>29</u>	<u>797</u>
Total Finance Lease Commitments	<u>3,473</u>	<u>27,114</u>

The finance leases are for motor vehicles and computer equipment and are arranged through the Union's banker, Westpac. They are commercial finance leases of between 3 and 4 years.



AUSTRALIAN WORKERS UNION GREATER SA BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

10. LEASE COMMITMENTS (continued)

	2004	2003
	\$	\$
Operating lease commitments		
Future non-cancellable operating lease of office equipment, payable:		
Not later than one year	14,056	14,056
Later than one year but not later than five years	4,114	18,170
Total Operating Lease Commitments	<u>18,170</u>	<u>32,226</u>

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	2,300
Cash at banks	<u>243,247</u>	<u>131,194</u>
	245,547	133,494

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

Surplus from ordinary activities	39,018	219,822
<u>Add non-cash items:</u>		
Depreciation	11,263	22,197
Net loss on sale of non-current assets	10,545	9,062
Write off of loan to AWU National Office	201,648	
<u>Change in assets and liabilities during the year:</u>		
(Increase) in receivables	(26,832)	(23,276)
(Increase)/decrease prepayments	(20,706)	(8,716)
Increase/(decrease) in payables	24,097	6,576
(Decrease)/Increase in provisions	8,329	(7,290)
Net cash provided by operating activities	<u>247,362</u>	<u>218,375</u>



AUSTRALIAN WORKERS UNION GREATER SA BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

12. FINANCIAL INSTRUMENTS

(a) Interest Rate Risk

The Union's exposure to interest rate risk is nil. But financial instruments value will fluctuate as a result of changes in market interest rates and the effective weighted average interest rates on those finance assets and liabilities is as follows:

	Weighted Average Interest Rate	Non-Interest Bearing	Floating Interest Rate	Fixed Interest Rate Maturing Within 1 Year	Fixed Interest Rate Maturing 1 – 5 Years	Total
Cash	2.28%	2,300	243,247			245,547
Receivables	0.00%	362,353				362,353
Total Financial Assets		364,653	243,247			607,900
Payables	0.00%	180,888				180,888
Lease Liabilities	5.50%			3,473		3,473
Total Financial Liabilities		180,888		3,473		208,001

(b) Credit Risk

Credit risk represents the loss that would be recognised if counterparties failed to perform as contracted. The Union recognises its receivables for contributions based on cash received subsequent to balance date. The only other credit risk relates to the recovery of the Head Office Loan Account (refer to Note 4).

(c) Net Fair Value of Financial Assets and Liabilities

The Union recognises all of its financial assets and liabilities at their net fair value.



AUSTRALIAN WORKERS UNION GREATER SA BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

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 * Chris Brown * Martin O'Connor Alan Kerrison Brian Stone Wendy Pye (resigned 22/2/2004)

(ii) Committee Members' Remuneration

Payments totalling \$2,014 (2003: \$1,622) were made 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 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).

A relative of Nari Jarrett is also employed by the Union and receives remuneration in that capacity.

(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 2004 (2003: \$240,000).

Since February 2004 the Union leases office space from AWU (SA) State Union and pays a monthly rental of \$10,000 accordingly. A total of \$50,000 was paid during the year.

All dealings are in the ordinary course of business.


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AUSTRALIAN WORKERS UNION GREATER SA BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2004**

13. RELATED PARTIES (continued)

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

As at 30 June 2004, the Union is owed a balance of \$207,366 by the AWU (SA) State Union (30 June 2003: \$57,110 owing by 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. The rental charge is also offset against the loan.

(iv) Remuneration of Executive Committee members who are full-time officials / officers of the Union:

	2004 \$	2003
Income** paid or payable to Executive Committee Members who are full-time officials / officers of the Union during the year	653,989	641,513

	Number	Number
Number of Executive Committee Members above whose remuneration** from the Union was within the following bands:		
\$ 0 - \$ 59,999	2	1
\$ 60,000 - \$ 69,999	5	8
\$ 70,000 - \$ 79,999	2	-
\$ 80,000 - \$ 89,999	1	-

** Remuneration does not any payout of Long Service Leave due to retirement or resignation.

14. EVENTS SUBSEQUENT TO REPORTING DATE

On 1 July 2004 the Glass and Container Industry branch of the Australian Worker's Union was dissolved and absorbed by the various geographic branches of the Australian Worker's Union. The Australian Worker's Union Greater SA Branch contributed an amount of approximately \$35,000 towards the closure costs of the branch. In return, approximately 190 South Australian members of the Glass and Container Industry branch became members of the Australian Worker's Union Greater SA Branch. It is estimated that total subscription income will increase by \$72,000 per annum following the addition of these members. The financial effect of this transaction has not been brought to account in this financial report.

15. OTHER INFORMATION

Principle Place of Business: 22-24 Main Street
Mawson Lakes
SA 5095





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 2004 as set out on pages 1 to 17. 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.

DG Scott & Co

Dean M Standish FCA

Partner

Adelaide 15 October

2004

D.M.S.



Australian Government
Australian Industrial Registry

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

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 AWU Greater South Australia Branch for the year ending 30 June 2004 (FR2004/535)

Receipt is acknowledged of the abovementioned financial documents, which were lodged in the Registry on 20 December 2004.

Section 265(1)(a) of the RAO Schedule states that

(1) A reporting unit must provide free of charge to its members either:

(a) a full report consisting of:

- (i) a copy of the report of the auditor in relation to the inspection and audit of the financial records of the reporting unit in relation to a financial year; and
- (ii) a copy of the general purpose financial report to which the report relates; and
- (iii) a copy of the operating report to which the report relates;

It is unclear from your letter of 15 December 2004 whether the "Financial Report" distributed to the members, and presented to the meeting of 13 December 2004, included a copy of the Operating Report.

Could you please clarify this.

Should you wish to discuss this matter, please do not hesitate to contact me on (02) 8374 6666.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Peter McKerrow'.

Peter McKerrow
for Deputy Industrial Registrar

22 February 2005

AMALGAMATED AWU (SA) STATE UNION
AWU GREATER SOUTH AUSTRALIAN BRANCH
22-24 Main Street, Mawson Lakes, South Australia 5095
G.P.O. Box 2577, Adelaide, South Australia 5001
Telephone (08) 8360 1900 Facsimile (08) 8360 1960
Email awusa@awusa.asn.au
www.awusa.asn.au



Branch Secretary
Wayne Hanson

25 February 2005

Mr Peter McKerrow
Australian Industrial Registry
Level 8
Terrace Towers
80 William Street
East Sydney NSW 2011

Dear Mr McKerrow

Re: Lodgement of Financial Statements and Accounts for the Australian Workers Union Greater South Australian Branch for the Year Ending 30 June 2004 (FR2004/535)

Further to your correspondence dated 22 February 2005 and arising from my conversation with AIR Staff on Friday 25 February I confirm that:

The "Financial Report" distributed to the members, and presented to the meeting on 13 December 2004, did include a copy of the Operating Report.

I trust that with this information provided it will enable you to complete the file.

Yours sincerely,
THE AUSTRALIAN WORKERS UNION

Wayne Hanson
BRANCH SECRETARY





Australian Government

Australian Industrial Registry

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
Fax: (02) 9380 6990
Email: sydney@air.gov.au

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 AWU Greater South
Australian Branch for the year ending 30 June 2004 (FR2004/535)**

Receipt is acknowledged of your letter dated 25 February 2005 confirming a copy of the Operating Report was included in the Financial Statement distributed to members.

Thank you for your attention to this matter. The documents have been filed and may be viewed on the internet at www.e-airc.gov.au/002nsa/financial.

If I can be of any assistance please contact me on 02 8374 6620.

Yours sincerely,

A handwritten signature in cursive script that reads 'Wendy Burgess'.

Wendy Burgess
for Deputy Industrial Registrar

1 March 2005