



**Australian Government**  
**Australian Industrial Registry**

Level 6, Terrace Towers  
80 William Street, East Sydney, NSW 2011  
Telephone: (02) 8374 6666  
Fax: (02) 9380 6990  
Email: sydney@air.gov.au

Mr Colin Heath  
Branch Secretary  
TAPS Branch  
The Australian Workers' Union  
685-91 Spencer St  
WEST MELBOURNE VIC 3003

Dear Mr Heath

**Financial return for year ending 30 June 2005 (FR2005/469)**

I refer to the financial documents lodged in the Registry on 23 November 2005.

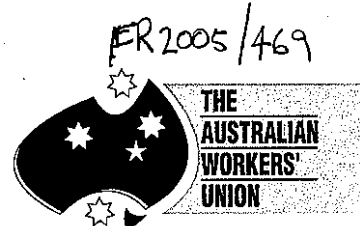
The documents have been filed.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'Steve Teece'.

Steve Teece  
for Deputy Industrial Registrar

16 December 2005



18 November 2005

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

**Re: Australian Workers' Union  
Technical Administrative Professional Staff & Gas Industry Branch (TAPS)  
Audited Financial Statement, Auditors Report Operating Report &  
Secretary's s268 Certificate for Year Ended 30 June 2005**

Please find attached to this letter the following documents for Financial Year ended 30 June 2005:-

- Audited Financial Statements
- Auditors Report
- Operating Report
- Secretary's s268 Certificate

Should you have any queries in respect to the foregoing do not hesitate to contact the writer.

Yours faithfully,

**COLIN HEATH  
BRANCH SECRETARY**



BRANCH/2005DOCS/b2188-05

**Certificate of Secretary or other Authorised Officer**  
s268 of Schedule 1B *Workplace Relations Act 1996*

I Colin Heath being the Secretary, Technical Administrative Professional Staff & Gas Industry Branch of the Australian Workers' Union certify:

- that the documents lodged herewith are copies of the full report, referred to in s268 of the RAO Schedule; and
- that the full report was provided to members on 25 October 2005
- that the full report was presented to a general meeting of members of the reporting unit on 15 November 2005; in accordance with section 266 of the RAO Schedule.

Signature



**COLIN HEATH**  
**BRANCH SECRETARY**

Date: 18 November 2005

THE AUSTRALIAN WORKERS' UNION

TECHNICAL ADMINISTRATIVE PROFESSIONAL STAFF &  
GAS INDUSTRY BRANCH

GENERAL PURPOSE FINANCIAL REPORT,

FOR THE YEAR ENDED 30 JUNE 2005

THE AUSTRALIAN WORKERS' UNION

TAPS & GAS INDUSTRY BRANCH

OPERATING REPORT 1/7/04 TO 30/6/05

Principal Activities and Changes:

The principal activities of the TAPS & GAS Industry Branch continued to be those of a registered trade union working for the benefit of its members through negotiating enterprise bargaining agreements, varying Awards, representing members before industrial tribunals, training of delegates and members in Occupational Health and Safety, workplace organizing, recruitment and public promotion of the interests of members. There were no significant changes to the activities of the organisation.

Results:

The loss for the financial year amounted to \$6,302.57

Financial Affairs:

There were no significant changes in the Union's financial affairs during the financial year.

Right of Members to Resign:

AWU Rule 14 - Resigning as a member - provides for resignation of members in accordance with s174 of Schedule 1B of the Workplace Relations Act 1996.

Membership of Superannuation Scheme:

There are no employees or officials who hold the position of Trustee or Director of an entity, scheme or company as described in s.254 (2) (d) of Schedule of 1B, where a criterion of such entity is that the holder of such a position must be a member or official of a registered organisation.

Number of Members:

Number of persons in register of members: 1929

Number of Employees:

Number of employees (equivalent full time): 5

Names of Members of Branch Executive:

Names of Members of Branch Executive:

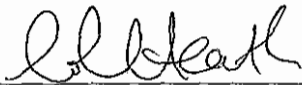
Chris Petropolous	Branch President (Honorary)
Colin Heath	Branch Secretary (Full Time)
Ray Christie	Vice President (Honorary)
Craig Mason	Vice President (Honorary)
James Day	Branch Assistant Secretary (Full Time)
Michael Akers	Executive Committee Member (NSW)
Peter Hambridge	Executive Committee Member (NSW)
Gary Wade	Executive Committee Member (NSW)
Leslie Matthews	Executive Committee Member (NSW)
Angelos Stephanopoulos	Executive Committee Member (VIC)
Lesley Kelly	Executive Committee Member (VIC)
Terry Shinton	Executive Committee Member (VIC)
Chris Kimpton	Executive Committee Member (Other)

All of the above members of the Branch Executive held those positions for the entire financial year. There were no other persons who were members of the Branch Executive for part of the year only.

Other Information:

There is no other information that the Union considers relevant.

Signed: \_\_\_\_\_



Colin Heath  
Branch Secretary

Date: \_\_\_\_\_

01 / 09 / 05

THE AUSTRALIAN WORKERS' UNION

TAPS & GAS INDUSTRY BRANCH

STATUTORY STATEMENTS

FOR THE YEAR ENDED 30 JUNE, 2005

COMMITTEE OF MANAGEMENT'S STATEMENT


On 1/9/05, the Committee of Management of the Taps & Gas Industry Branch passed the following resolution in relation to the general purpose financial report of this reporting unit for the financial year ended 30<sup>th</sup> June, 2005: -

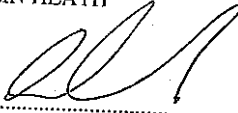
The Committee of Management declares in relation to the General Purpose Financial Report that in its opinion:

- (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 General Purpose Financial Report 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 the branch concerned; and
  - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the branch concerned; and
  - (iii) the financial records of the reporting unit have been kept and maintained in accordance with Schedule 1B of the Workplace Relations Act 1996 and the Workplace Relations (Registration and Accountability of Organisations) Regulations 2003; 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) there have been no requests for information sought by members of the reporting unit or a Registrar duly made under section 272 of the Registrations and Accountability of Organisations Schedule of the Workplace Relations Act 1996.
- (vi) there have been no compliance orders for inspection of financial records made by the Commission under section 273 of the Workplace Relations Act 1996 RAO schedule.

For and on behalf of the Committee of Management

  
.....  
COLIN HEATH

  
.....  
CHRIS PETROPOULOS

SIGNED at Melbourne this / <sup>51</sup> day of September, 2005.



INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF

AUSTRALIAN WORKERS UNION

TAPS & GAS INDUSTRY BRANCH

Scope

We have audited the Financial Statements of the Australian Workers Union Technical Administrative Professional Staff & Gas Industry branch for the year ended 30 June 2005 consisting of the Statement of Financial Position, Statement of Financial Performance, Statement of Cash Flows and accompanying notes. The Branch Committee of Management is responsible for the preparation and presentation of the Financial Statements and the information they contain. We have conducted an independent audit of these Financial Statements in order to express an opinion on them to the members of the Australian Workers Union Technical Administrative Professional Staff & Gas Industry Branch.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial statements are free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial statements are presented fairly in accordance with Australian Accounting Standards and statutory requirements so as to present a view which is consistent with our understanding of the Organisation's financial position and the results of its operations.

We received all the information and explanations that officers and employees of the branch were able to provide.

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

Audit Opinion

In our opinion:

1. The Organisation kept satisfactory accounting records, including:
  - a) records of the sources and nature of the income of the Branch;  
and
  - b) records of the nature and purposes of the expenditure of the Organisation.


INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF

AUSTRALIAN WORKERS UNION

TAPS & GAS INDUSTRY BRANCH

2. As required under Section 257 of the Registration and Accountability of Organisations Schedule (being schedule 1B of the Workplace Relations Act 1996), we are able to state that in our opinion: -
- (i) The General Purpose Financial Report is presented fairly in accordance with:
    - (a) The requirements of the RAO Schedule;
    - (b) Applicable Australian Accounting Standards;
    - (c) Other mandatory professional reporting requirements

TROEDEL ADAMS & CO.



P. R. Troedel (F.C.A.)  
Chartered Accountants  
Registered Company Auditor

SIGNED at Melbourne this <sup>5<sup>TH</sup></sup> day of September, 2005.

**AUSTRALIAN WORKERS' UNION  
TAPS & GAS INDUSTRY BRANCH  
STATEMENT OF FINANCIAL POSITION  
AS AT 30TH JUNE, 2005**

	<u>2004</u> \$	<u>2005</u> \$
<b>ACCUMULATED FUNDS</b>		
BALANCE @ YEAR END	<u>(420.22)</u>	<u>(6,722.79)</u>
THESE FUNDS ARE REPRESENTED BY:-		
<b>CURRENT ASSETS</b>		
CASH ON HAND	400.00	917.95
CASH AT BANK	121,805.43	108,001.43
MEMBERSHIP FEES OUTSTANDING	16,708.67	13,458.38
SUNDRY DEBTORS	8,026.14	6,539.03
	<u>146,940.24</u>	<u>128,916.79</u>
<b>NON-CURRENT ASSETS</b>		
OFFICE FURNITURE EQUIPMENT AND MOTOR VEHICLES (AT WRITTEN DOWN VALUE)	32,388.87	47,019.78
<b><u>TOTAL ASSETS</u></b>	<u>179,329.11</u>	<u>175,936.57</u>
<b>CURRENT LIABILITIES</b>		
TRADE CREDITORS	48,995.58	31,257.53
GST OWING	9,801.52	8,622.52
OTHER CREDITORS	4,515.18	11,294.26
	<u>63,312.28</u>	<u>51,174.31</u>
<b>LONG TERM LIABILITIES</b>		
PROVISION FOR ANNUAL LEAVE AND LONG SERVICE LEAVE	71,578.54	86,626.54
PROVISION FOR RETRENCHMENT	44,858.51	44,858.51
	<u>116,437.05</u>	<u>131,485.05</u>
<b><u>TOTAL LIABILITIES</u></b>	<u>179,749.33</u>	<u>182,659.36</u>
<b><u>NET ASSETS</u></b>	<u>(420.22)</u>	<u>(6,722.79)</u>

AUSTRALIAN WORKERS' UNION  
TAPS & GAS INDUSTRY BRANCH

STATEMENT OF FINANCIAL PERFORMANCE  
FOR THE YEAR ENDED 30TH JUNE, 2005

	<u>2004</u>	<u>2005</u>
<u>INCOME</u>	<u>\$</u>	<u>\$</u>
MEMBERSHIP SUBSCRIPTIONS	566,465.34	571,770.78
SERVICING OF MEMBERS	58,186.13	45,086.23
BANK INTEREST	2,182.45	2,610.74
MISC INCOME	1,083.59	1,140.92
TRAVEL REIMBURSEMENT	1,287.33	2,440.29
RETRENCHMENT PROV. RECOVERED	4,254.37	-
RECOUPED PRIOR YEARS' EXPENSES	7,180.62	13,324.84
<u>TOTAL INCOME</u>	<u>640,939.73</u>	<u>636,373.90</u>
 <u>EXPENSES</u>		
<u>DIRECT MEMBERSHIP EXPENSES</u>		
AFFILIATION FEES	4,989.71	6,287.88
AMBULANCE SCHEME	833.26	880.82
COMMISSION PAID	54.60	54.15
LEGAL EXPENSES	14,350.74	10,639.97
INDUSTRIAL CAMPAIGNS	-	1,482.00
REFUND OF UNION FEES	547.82	1,295.99
PRINTING	7,051.86	6,065.38
POSTAGE & COURIER	9,314.67	8,438.71
SUSTENTATION FEES	77,757.69	73,834.69
PROMOTIONAL MERCHANDISE	844.00	1,474.69
<u>TOTAL</u>	<u>115,744.35</u>	<u>110,454.28</u>
 <u>PAYROLL EXPENSES</u>		
SALARIES & WAGES	249,474.85	254,314.70
CONSULTANTS FEES	36,418.14	38,009.10
SUPERANNUATION - EMPLOYER	35,440.59	38,224.59
EMPLOYEE PROVISIONS	14,663.00	15,048.00
SALARY REIMBURSEMENT	4,429.70	5,852.24
WORKCOVER	3,064.85	4,238.67
<u>TOTAL</u>	<u>343,491.13</u>	<u>353,667.30</u>
 <u>ORGANISERS EXPENSES</u>		
ACCOMMODATION	6,873.46	8,705.97
ACCOMMODATION BUDGET TRIAL	401.98	-
MEALS & PROMOTION	6,348.31	6,260.28
LIVING AWAY FROM HOME	4,487.27	4,920.00
TRAVEL EXPENSES	27,520.09	27,698.76
TRAINING EXPENSES	2,535.35	1,516.04
MISC. EXPENSES	365.78	4,174.67
<u>TOTAL</u>	<u>48,532.26</u>	<u>53,275.72</u>
 <u>MOTOR VEHICLE EXPENSES</u>		
LEASE EXPENSES	-	4,582.32
REGISTRATION & INSURANCE	1,816.85	4,331.43
PETROL	9,954.03	8,102.53
SERVICE	3,378.47	3,378.73
DEPRECIATION	5,432.00	8,710.00
FRINGE BENEFITS TAX	6,710.35	307.09
LOSS ON SALE OF MOTOR VEHICLE	3,321.82	-
<u>TOTAL</u>	<u>30,613.52</u>	<u>29,412.10</u>

AUSTRALIAN WORKERS' UNION  
TAPS & GAS INDUSTRY BRANCH

STATEMENT OF FINANCIAL PERFORMANCE  
FOR THE YEAR ENDED 30TH JUNE, 2005

	<u>2004</u>	<u>2005</u>
	\$	\$
<b>TELEPHONE EXPENSES</b>		
OFFICE PHONE EXPENSES	10,568.70	10,875.09
MOBILE PHONES	11,530.71	12,538.86
HOME PHONES	82.95	505.75
INTERNET	2,012.01	1,641.12
SMS MESSAGE BANK	120.53	133.32
TOTAL	<u>24,314.90</u>	<u>25,694.14</u>
<b>GENERAL EXPENSES</b>		
AUDIT FEES	6,195.00	6,675.00
BANK FEES & CHARGES	4,864.49	5,204.04
COMMITTEE EXPENSES	890.21	749.76
HONORARIUMS	6,000.00	6,000.00
LIBRARY/SUBSCRIPTIONS	2,373.71	3,095.27
MISCELLANEOUS	217.86	100.00
STAFF AMENITIES	149.69	162.08
TOTAL	<u>20,690.96</u>	<u>21,986.15</u>
<b>OFFICE EXPENSES</b>		
RENT	31,095.74	32,575.72
STATIONERY	2,177.25	2,181.87
DEPRECIATION OF EQUIPMENT	5,055.36	5,490.00
DONATIONS	85.00	1,200.00
LEASE OF EQUIPMENT	2,423.60	-
MAINTENANCE OF EQUIPMENT	7,366.32	6,719.19
TOTAL	<u>48,203.27</u>	<u>48,166.78</u>
<b><u>TOTAL EXPENSES</u></b>	<u>631,590.39</u>	<u>642,676.47</u>
<b>NET INCOME</b>	<u>9,349.34</u>	<u>(6,302.57)</u>

**AUSTRALIAN WORKERS' UNION  
TAPS & GAS INDUSTRY BRANCH  
STATEMENT OF CASH FLOWS  
AS AT 30TH JUNE, 2005**

	<u>2004</u>	<u>2005</u>
	\$	\$
<b>CASH FUNDS AT COMMENCEMENT</b>	<u>139,241.23</u>	<u>121,805.43</u>
<b><u>ADD: PROCEEDS FROM ACTIVITIES</u></b>		
MEMBERSHIP FEES	557,241.09	575,566.68
SERVICING OF MEMBERS	57,288.66	45,404.09
SALE OF EQUIPMENT	6,818.18	-
INTEREST RECEIVED	2,182.45	2,610.74
OTHER INCOME	<u>1,083.59</u>	<u>3,724.85</u>
	<u>624,613.97</u>	<u>627,366.36</u>
<b><u>LESS: CASH OUTFLOWS FROM ACTIVITIES</u></b>		
DIRECT MEMBERSHIP EXPENSES	101,176.63	114,479.91
PAYMENTS FOR LABOUR SERVICES	348,186.00	330,316.06
MOTOR VEHICLE EXPENSES	29,433.20	20,694.95
PURCHASE OF MOTOR VEHICLE	-	19,999.09
PURCHASE OF EQUIPMENT	1,188.00	8,831.82
OTHER OUTLAYS	<u>162,065.94</u>	<u>146,848.53</u>
	<u>642,049.77</u>	<u>641,170.36</u>
<b><u>NET MOVEMENT IN CASH FLOWS</u></b>	<b>(17,435.80)</b>	<b>(13,804.00)</b>
<b>CASH FUNDS AT END</b>	<u>121,805.43</u>	<u>108,001.43</u>

The above Statement of Cash Flows by its very nature does not take into account end of year adjustments for accrued income, expenditure, nor the provision of depreciation on non-current assets.

**THE AUSTRALIAN WORKERS' UNION**

**TAPS & GAS INDUSTRY BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 JUNE, 2005**

**1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES**

The significant policies which have been adopted in the preparation of these financial statements are:

**1.1 BASIS OF PREPARATION**

The financial statements of the Union have been drawn up in accordance with applicable Accounting Standards, the RAO Schedule of the Workplace Relations Act 1996 and other requirements of law. They have been prepared on the basis of historical costs and do not take into account changing money values or, except where stated, current valuations of non-current assets. The accounting policies have been consistently applied and, except where there is a change in accounting policy, are consistent with those of the previous year. The accounting records have been kept on an accrual basis.

**1.2 INCOME TAX**

No provision for income tax is necessary as the Union is exempt from income tax under Section 23(f) of the Income Tax Assessment Act.

**1.3 EMPLOYEE ENTITLEMENTS**

**Provision for Annual Leave and Long Service Leave**

The provision for employee entitlements to Annual Leave and Long service 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 plus leave loading for Annual Leave.

**Provision for Retrenchment**

The Committee of Management decided that no increase would be made to the provision for the year under review.

**THE AUSTRALIAN WORKERS' UNION**

**TAPS & GAS INDUSTRY BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 JUNE, 2005**

2. **SALARIES AND WAGES**

In accordance with sub-section 270(4) of the RAO Schedule, we set forth the required break up between elected officials and employees of the organisation.

	<u>2004</u>	<u>2005</u>
	\$	\$
Elected Representatives		
Wages and Salaries	119,103	124,997
Annual Leave & Sick Leave	12,567	9,523
Long Service Leave	-	-
Superannuation	19,750	20,178
Employees		
Wages and Salaries	114,834	113,415
Annual Leave & Sick Leave	2,970	6,379
Long Service Leave	-	-
Superannuation	15,900	14,877

3. **MATTERS SUBSEQUENT TO THE END OF THE FINANCIAL YEAR**

The Committee of Management is not aware of any post-balance date event or contingent liability which may affect the operating results or financial position of the Branch in the future years.

4. **DONATION**

There were no gifts or other donations exceeding \$1,000.00 made to any political organisations during the year under review.



**THE AUSTRALIAN WORKERS' UNION**

**TAPS & GAS INDUSTRY BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 JUNE, 2005**

5. **INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR**
- (a) A member of a reporting unit, or a Registrar, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making the application.
  - (b) 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.
  - (c) A reporting unit must comply with an application made under subsection (a).