



## AUSTRALIAN INDUSTRIAL REGISTRY

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

**Ref: FR2002/809-[105N-PPBO]**

Mr Stephen Zvillis  
Junior Vice President  
Boyer Sub-Branch, Pulp & Paper Workers Branch  
Forestry & Furnishing Products Division  
Construction, Forestry, Mining and Energy Union  
5 Glen Lea Road  
PONTVILLE TAS 7030

Dear Mr Zvillis

**Re: CFMEU - Forestry Furnishing Products Division - Boyer Sub-Branch of Pulp & Paper Workers - 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 31 December, 2002.

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  
6 February 2003



## AUSTRALIAN INDUSTRIAL REGISTRY

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

Our ref: FR2002/809

Mr Stephen Zvillis  
Junior Vice President  
Pulp & Paper Workers' Boyer Sub-Branch  
CFMEU FFPD  
5 Glen Lea Road  
PONTVILLE TAS 7030

Dear Mr Zvillis

**Re: Pulp & Paper Workers' Boyer Sub-Branch - CFMEU FFPD  
Outstanding Financial Documents - *Workplace Relations Act 1996***

There is no record of lodgement in the Industrial Registry of the auditor's report, accounts and statements of the abovenamed body, prepared in accordance with Part IX, Division 11 of the *Workplace Relations Act 1996* ('the Act'), for the year ended 31 December 2002.

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

Therefore, I request your written advice *by Monday 17 November 2003* as to when each of the following steps is expected to be completed:-

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

If you wish to discuss this letter please contact me on (02) 8374 6618.

Yours sincerely

Belinda Penna  
for Deputy Industrial Registrar

31 October 2003



**AUSTRALIAN INDUSTRIAL REGISTRY**

Level 8, Terrace Towers  
80 William Street, East Sydney, NSW 2011  
Telephone: (02) 8374 6666  
Fax: (02) 9380 8990

**Ref: FR2002/809 -[105N-PPBO]**

Mr Stephen Zvillis  
Junior Vice President  
Pulp & Paper Workers' Boyer Sub-Branch  
CFMEU - FFPD  
5 Glen Lea Road  
PONTVILLE TAS 7030

Dear Mr Zvillis

**Re: Construction, Forestry, Mining and Energy Union-FFPD- Boyer Sub-Branch of Pulp and Paper Workers Branch (No.7 Branch) - Outstanding Financial Documents - *Workplace Relations Act 1996***

There is still no record of lodgment in the Industrial Registry of the auditor's report, accounts and statements of the abovenamed body, prepared in accordance with Part IX, Division 11 of the *Workplace Relations Act 1996* ('the Act'), for the year ended 31 December, 2002.

While the accounting, auditing and reporting obligations have changed with the introduction of the *Registration and Accountability of Organisations Schedule* (the RAO Schedule) which generally came into operation on 12 May 2003, Part IX, Division 11 of the Act continues to apply in relation to a financial year of an organisation that ends on 31 December, 2002. The corresponding obligations set out in the RAO Schedule apply to each financial year of an organisation that starts on or after 1 July 2003.

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

**I note your email dated 20 November 2003 in which you advised that due to a change in the Sub-Branches' accounting method a delay was expected to occur, however, I request further written advice by 23 February, 2004 as to what progress has been made and when each of the following steps is expected to be completed:-**

1. preparation of the accounts and statements in compliance with section 273
2. making of the audit report in compliance with section 276(4)
3. provision of copies of the auditor's report, accounts and statements to the members in compliance with sections 279(1) and (3)

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

If you wish to discuss this letter you may contact me on (02) 8374 6618. In reply please quote: **FR2002/809**.

Yours sincerely

Belinda Penna

E-mail: [belinda.penna@air.gov.au](mailto:belinda.penna@air.gov.au)

2 February 2004



## AUSTRALIAN INDUSTRIAL REGISTRY

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

Mr John Maitland  
National Secretary  
Construction Forestry Mining and Energy Union  
Level 2  
15 Wentworth Avenue  
SYDNEY NSW 2000

Dear Mr Maitland

### **Financial Reporting Obligations - various CFMEU Divisions and Branches**

A number of branches of your organisation are yet to meet their reporting obligations under the Workplace Relations Act 1996 (the Act) for the financial year ending 31 December 2002. I would appreciate your assistance in ensuring that each does so without further delay.

The relevant branches and details are:

CFMEU - Mining and Energy Division - on 31 October 2003 the Registry sought by 17 November 2003 written advice from Mr Watson, General Secretary of the Division as to when the various steps in the financial reporting process would be completed and the financial documents lodged. No response has been received to this letter. In the normal course of events lodgement of the financial documents would have been expected by 31 October 2003.

CFMEU - Forest and Forest Products Victorian Division No2 Branch - on 31 October 2003 the Registry sought by 17 November 2003 written advice from Ms Calvert, Divisional Branch Secretary as to when the various steps in the financial reporting process would be completed and the financial documents lodged. No response has been received to this letter. In the normal course of events lodgement of the financial documents would have been expected by 31 October 2003.

CFMEU - Construction and General Division Victorian Branch - on 31 October 2003 the Registry sought by 17 November 2003 written advice from Mr Kingham, Branch Secretary as to when the various steps in the financial reporting process would be completed and the financial documents lodged. No response has been received to this letter. In the normal course of events lodgement of the financial documents would have been expected by 31 October 2003.

CFMEU - Mining and Energy Division - Tasmanian District Branch - on 31 October 2003 the Registry sought by 17 November 2003 written advice from Mr Hogan, District Secretary as to when the various steps in the financial reporting process would be completed and the financial documents lodged. No response has been received to this letter. In the normal course of events lodgement of the financial documents would have been expected by 31 October 2003.

CFMEU - FFPD - Boyer Sub-Branch of Pulp & Paper Workers Branch (No. 7 Branch)

In response to the Registry's letter of 31 October 2003 seeking advice by 17 November 2003 as to when the sub-branch's financial return for the year ending 31 December 2002 would be lodged, the Vice President and Acting Secretary/Treasurer Mr Stephen Zvilis responded by e-mail on 20 November 2003 outlining the steps the sub-branch had so far taken to meet its obligations. The Registry appreciates Mr Zvilis' response. However, the sub-branch's return has not yet been lodged.

The Registry wrote to Mr Zvilis again on 2 February 2004 seeking further information by 23 February 2004.

The following two organisations are of particular concern due to their previous delay or failure in meeting reporting requirements for past financial years. In particular:

CFMEU - Mining and Energy Division - South Australia District Branch - on 31 October 2003 the Registry sought by 17 November 2003 written advice from Mr Murray, District Secretary as to when the various steps in the financial reporting process would be completed and the financial documents lodged. No response has been received to this letter. In the normal course of events lodgement of the financial documents would have been expected by 31 October 2003.

This organisation lodged its financial return for the year ending 31 December 2001 in the Registry on 18 July 2003 substantially after it was due. This followed persistent and prolonged attempts by registry officers to contact officers responsible for its preparation and lodgement to remind them of the organisation's obligations.

CFMEU - FFPD Myrtelford Sub-branch of Pulp & Paper Workers Branch (No. 7 Branch) Victoria -

This organisation has failed to lodge its financial return for the financial years ending 31 December 2001 and 2002. The 2001 return is therefore substantially overdue. In the normal course of events the 2002 return should have been lodged by now.

The Registry has initiated regular contact with this organisation in relation to both returns and has been verbally informed on a number of occasions they are being prepared. However neither has been lodged.

As you would appreciate, the financial reporting provisions of the Act are an important means of ensuring organisations are accountable to their members and operate effectively. The Registry is seeking to improve the level of compliance generally with these provisions. The timely lodgement of financial returns is essential.

The Registry also appreciates that unforeseen problems may arise in the preparation of financial reporting documents from time to time which may cause delay in meeting these requirements. The Workplace Relations Act therefore provides for the Registrar to grant extensions of time to complete certain steps in the financial return process including lodgement of the return.

If an organisation is experiencing difficulties of this nature, its secretary should inform the Registry of the nature of the difficulty, indicate why it will affect its capacity to lodge on time and the period of any expected delay. This contact can be initiated by phone to the Registry and preferably then confirmed by letter or email formally requesting the Registrar to grant an extension of time if necessary.

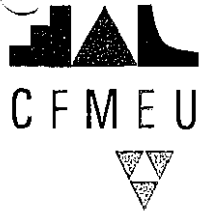
I would appreciate your response to these matters. If you would like to discuss any of them please phone me on 8374 6509.

Yours sincerely



Peter McKerrow  
Assistant Manager, NSW Registry

3 February 2004



CONSTRUCTION

FORESTRY

MINING

ENERGY

UNION

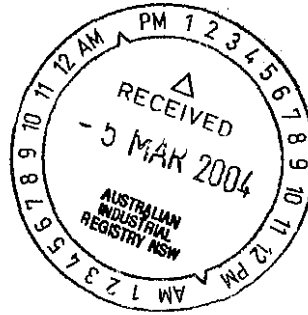


FOREST & FOREST  
PRODUCTS DIVISION

Pulp & Paper  
Workers' Branch  
1st FLOOR  
500 SWANSTON STREET  
CARLTON SOUTH  
VICTORIA 3053  
PH: (03) 9349 2488  
FAX: (03) 9349 2580

4<sup>th</sup> March 2004

Mr P. McKerrow  
Assistant Manager  
NSW Registry  
Australian Industrial Registry  
Level 8, Terrace Towers  
80 William Street  
EAST SYDNEY NSW 2011



Dear Mr McKerrow

On behalf of the CFMEU Pulp & Paper Workers' Branch (No. 7 Branch), I am writing in partial response to your correspondence to CFMEU National Secretary John Maitland, dated 3<sup>rd</sup> February 2004, specifically with reference to our Boyer and Myrtleford Sub-Branches.

CFMEU – FFPD – Boyer Sub-Branch – Pulp & Paper Workers' Branch (No. 7 Branch)

Following consultation with the Sub-Branch President and also the Sub-Branch Vice-President, Mr Zvillis, I can advise that the Boyer Sub-Branch financial accounts and reports for 2002 will be presented to the 'First Meeting' of the Sub-Branch Committee of Management on Thursday 11<sup>th</sup> March 2004 and to the 'Second Meeting' on Thursday 15<sup>th</sup> April 2004. These meetings have already been scheduled.

As soon as the 'Second Meeting' is completed, the Boyer Sub-Branch will provide the required reports to the Australian Industrial Registry by Friday 23<sup>rd</sup> April 2004.

Accordingly, the Branch formally requests an extension of time until Friday 23<sup>rd</sup> April 2004 for the Boyer Sub-Branch to complete the reporting requirements that are underway.

CFMEU – FFPD – Boyer Sub-Branch – Pulp & Paper Workers' Branch (No. 7 Branch)

Following consultation with the Sub-Branch Secretary, I can advise that the Myrtleford Sub-Branch financial accounts and reports for 2001 and 2002 will be presented to the 'First Meeting' of the Sub-Branch Committee of Management on Wednesday 10<sup>th</sup> March 2004 and to the 'Second Meeting' on Wednesday 7<sup>th</sup> April 2004. These meetings have already been scheduled.

As soon as the 'Second Meeting' is completed, the Myrtleford Sub-Branch will provide the required reports to the Australian Industrial Registry by Friday 16<sup>th</sup> April 2004.

Difficulties faced by the Sub-Branch in respect of their capacity to meet the reporting obligations include the unavailability in the region of a suitable auditor who is prepared to conduct small audits.

Accordingly, the Branch formally requests an extension of time until 16<sup>th</sup> April 2004 for the Myrtleford Sub-Branch to complete the reporting requirements that are underway.

The Branch is actively monitoring the reporting timetable for each of the Sub-Branches and while no further delays are anticipated, the Branch will advise the Registry of any further or possible delays in the completion of these reporting requirements.

I am available to discuss this matter with you if required and can be contacted on 03 9349 2488 or 0419 352 869.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Tim Woods', with a stylized flourish at the end.

Tim Woods  
SECRETARY

cc. Mr J. Maitland, National Secretary, CFMEU  
Mr S. Zvillis, Vice President, Boyer Sub-Branch, PPW Branch, CFMEU  
Mr D. Jessup, Secretary, Myrtleford Sub-Branch, PPW Branch, CFMEU





**Construction Forestry Mining Energy Union**  
NATIONAL OFFICE

National Secretary: John Maitland  
Phone: (+61 2) 9267 3393  
Fax: (+61 2) 9267 2460

1st Floor  
265 Sussex Street  
SYDNEY NSW AUSTRALIA 2000

Postal Address: Q1641 Q. V. B. Post Office, Sydney NSW AUSTRALIA 1230

M2004-007  
20 February 2004

Deputy Industrial Registrar  
Australian Industrial Registry  
Level 8  
80 William St  
East Sydney 2010

by fax: 9380 6990

**attention Peter McKerrow**

Dear Sir

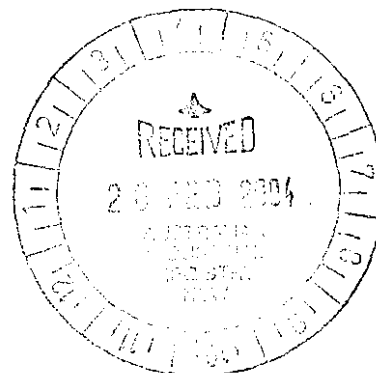
I am receipt of your correspondence dated 3 February 2004 concerning the financial reporting obligations of various CFMEU Divisions and Divisional Branches.

Please note that I have communicated with these offices and am awaiting information which shall be forwarded to you as a matter of urgency.

I must apologise for the delay in responding, as your correspondence was left sitting unattended in the wrong office and which I only received yesterday.

Yours faithfully

Rick Fowler  
Executive Officer





**AUSTRALIAN INDUSTRIAL REGISTRY**

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

Mr Tim Woods  
Branch Secretary  
Pulp & Paper Workers Branch  
CFMEU FFPD  
1st Floor, 500 Swanston Street  
MELBOURNE VIC 3053

Dear Mr Woods

**Re: Outstanding Financial Reporting - Myrtleford & Boyer Sub-Branches**

I refer to your letter dated 4 March 2004 regarding delays in lodgement of financial returns for the Boyer and Myrtleford Sub-Branches of the Pulp & Paper Workers' Branch.

Thank you for your update on the position of these outstanding returns. I note that you expect that the returns will be lodged by the end of April 2004.

If you have any enquiries regarding this letter please contact me on 02 8374 6509

Yours sincerely,

Peter McKerrow  
Assistant Manager, NSW Registry

9 March 2004



**Pulp & Paper Workers Branch** ABN 73 337 046 579

**BOYER SUB BRANCH**

**Vice President / Treasurer: STEPHEN ZVILLIS**

**8 SHARRON DRIVE GRANTON TAS 7030 AUSTRALIA**

**TEL: + 61 3 6261 0495 [*work*]; TEL/FAX +61 3 6275 2140[*home*]**

**E-MAIL: [stephen.zvillis@norske-skog.com.au](mailto:stephen.zvillis@norske-skog.com.au) [*w*]**

**: [stephenzvillis@iprimus.com.au](mailto:stephenzvillis@iprimus.com.au) [*h*]**

Attention: Belinda Penna  
Statutory Services Branch,  
Australian Industrial Registry,  
Level 8, Terrace Towers,  
80 William Street,  
EAST SYDNEY, N.S.W. 2011

28 APR 2004

Ref.: FR2002/809 – [105N – PPBO]

**Re: C.F.M.E.U. (Forestry Div.) No. 7 Pulp & Paper Workers Branch Boyer sub-branch**

**Audited Annual Accounts for Calendar Years: 2002 & 2003**

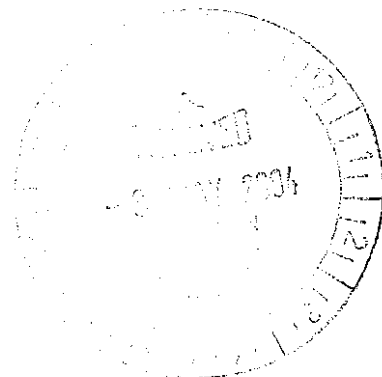
Dear Belinda,

Following is information pertinent to the audited accounts of the Boyer sub branch of the C.F.M.E.U. Forestry Division, Pulp & Paper Workers Branch, for submission to the Australian Industrial Registry, for the Year 1<sup>st</sup> January 2002 to 31<sup>st</sup> December 2002 and the Year 1<sup>st</sup> January 2003 to 31<sup>st</sup> December 2003.

Information included is as follows:

- Correspondence from auditors, Moore Robsons, pertaining to opinions formed and recommended actions by sub-branch, arising from audit of accounts.
- Declaration by auditors of scope of audit and other relevant matters acknowledged (signed) by sub-branch Treasurer.
- Independent Audit Report, Financial Statements, Notes to Financial Statements, C.O.M. & Accounting Officers Certificates for the Year Ended 31 Dec. 2002.
- Independent Audit Report, Financial Statements, Notes to Financial Statements, C.O.M. & Accounting Officers Certificates for the Year Ended 31 Dec. 2003.
- Additional Notes to Accounts specific to requirements of I.R. Act.
- Representation letter from sub-branch executive to auditors pertaining to declaration of matters that may have a bearing on the outcome of the audit signed by President & Treasurer.
- Extracts from sub-branch meeting minutes pertaining to tabling of unaudited accounts to C.O.M. ("First Meeting") and audited accounts to membership ("Second Meeting")

Continued next page // # 2



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Pg. # 2

The enclosed information should satisfy the requirements of the Registrar and Act in providing a transparent illustration of the management of the finances of the Boyer sub-branch. The filing of the enclosed should discharge the Boyer sub-branch and it's officers from further requirements in providing accounting information to the Industrial Registrar until the Annual Accounts for 2004 become due for filing in 2005.

I hope the material provided is fully to the satisfaction of the Industrial Registrar.

Yours sincerely,

**Signed;**

A handwritten signature in black ink, appearing to read 'S. Zvillis', written over a horizontal line.

28 APR 2004

**Stephen Zvillis**  
**Vice President / Administrator (Treasurer)**  
**Boyer sub - branch**  
**C.F.M.E.U. Pulp & Paper Workers Branch.**

Please find enclosed two sets of signed financial statements for CFMEU Boyer Sub-Branch for the year ended 31 December 2002 & 2003 for your records.

In addition, please arrange for the enclosed representation letter to be signed by the designated officers and returned to our office with the financial statements.

We are required, by Australian Auditing Standards, to read any other information in documents containing audited financial reports, such as an Annual Report provided to the members. Accordingly, we request that you forward to us a copy of any such report as soon as a draft version becomes available (before it is actually provided to the members).

We would welcome the opportunity to discuss any audit matter with you.

Yours sincerely  
**MOORE ROBSONS**

R L Byrne  
**Partner**

COPY



15 April 2004

Mr Stephen Zvillis  
CFMEU Boyer Sub-Branch  
8 Sharron Drive  
GRANTON TAS 7030

Dear Mr Zvillis

Australian auditing standards require that there must be a clear understanding in writing between the auditor and the client as to the extent of audit duties. Accordingly, we set out below details of our responsibilities as auditors of the Construction, Forestry, Mining, Energy, Union, Pulp & Paper Workers' Branch Boyer Sub Branch.

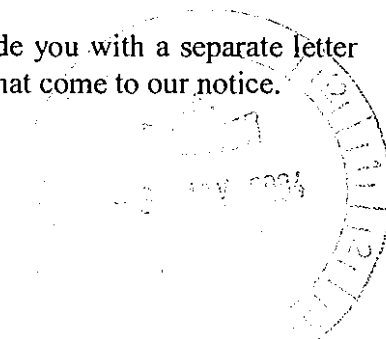
**Scope**

Our audit will be conducted with the objective of expressing an opinion on the financial report.

We will conduct our audit in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial report is free of material misstatement. Our procedures will include examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of significant accounting estimates. These procedures will be 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 reporting requirements (Urgent Issues Group Consensus Views) and relevant statutory requirements so as to present a view which is consistent with our understanding of the association's financial position, the results of its operations and its cash flows.

The work undertaken by us to form an opinion is permeated by judgement, in particular regarding the nature, timing and extent of the audit procedures for gathering of audit evidence and the drawing of conclusions based on the audit evidence gathered. In addition, there are inherent limitations in any audit, and these include the use of testing, the inherent limitations of any internal control structure, the possibility of collusion and the fact that most audit evidence is persuasive rather than conclusive. As a result, our audit can only provide reasonable - not absolute - assurance that the financial report is free of material misstatement.

In addition to our report on the financial report, we expect to provide you with a separate letter concerning any material weaknesses in the internal control structure that come to our notice.



*Accountants & Auditors*

..... An Investor Group firm 30 Davey Street Hobart Tasmania 7000

Telephone 03 6223 4799 Facsimile 03 6223 3659  
admin@moorerobsons.com.au www.moorerobsons.com.au  
Moore Robsons ABN 71 638 220 410

Offices at: Launceston Devonport Burnie & Smithton

(C)OPY

We remind you that the responsibility for the preparation of the financial report, including adequate disclosure, is that of the governing body of the association. This includes the maintenance of adequate accounting records and internal control structure, the selection and application of accounting policies, and the safeguarding of the assets of the association. As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit.

### **Quality Control**

The conduct of our audit in accordance with Australian Auditing Standards means that information acquired by us in the course of our audit is subject to strict confidentiality requirements. Information will not be disclosed by us to other parties except as required or allowed for by law or professional standards, or with your express consent. Our audit files may, however, be subject to review as part of the quality control review program of The Institute of Chartered Accountants in Australia which monitors compliance with professional standards by its members. We advise you that by signing this letter you acknowledge that, if requested, our audit files relating to this audit will be made available under this program. Should this occur, we will advise you. The same strict confidentiality requirements apply under this program as apply to us as your auditor.

We have also established policies and procedures in accordance with the 10 National Privacy Principles (NPPs) required under the *Privacy Amendment (Private Sector) Act 2000*. If interested, you may view our Privacy Policy document, which sets out our policies on the management of your personal information, at our office.

### **Fees**

We look forward to full co-operation with your staff and we trust that they will make available to us whatever records, documentation and other information are requested in connection with our audit.

Any accounting or other services that we may provide from time to time, at your request, are distinct from our function as auditors.

Our fees are based on the time required by the individuals assigned to the engagement plus out-of-pocket expenses. Individual hourly rates vary according to the degree of responsibility involved and the experience and skill required.

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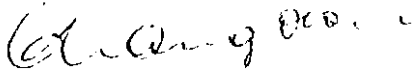
Other

This letter will be effective for future years unless it is terminated, amended or superseded.

If you have any queries concerning your association or have any specific query as to the points raised in this letter please contact the writer.

Please sign and return the attached copy of this letter to indicate that it is in accordance with your understanding of the arrangements for our audit of the financial report.

Yours sincerely  
**MOORE ROBSONS**



.....  
Chris J Langdon - Partner

Date 15/4/2004

Acknowledged on behalf of Construction, Forestry, Mining, Energy, Union, Pulp & Paper Workers' Branch Boyer Sub Branch by:



.....  
Stephen Zvillis - Treasurer

Date 16/04/04

( ORIGINAL )

**POSTED**

22 APR 2004





**Pulp & Paper Workers Branch** ABN 73 337 046 579

**BOYER SUB BRANCH**

**Secretary:** STEPHEN ZVILLIS

A; 8 SHARRON DRIVE GRANTON TAS 7030 AUSTRALIA

TEL: + 61 3 6261 0495 [work]; TEL/FAX +61 3 6275 2140[home]

E-MAIL: [stephen.zvillis@norske-skog.com.au](mailto:stephen.zvillis@norske-skog.com.au) [w]

: [stephenzvillis@iprimus.com.au](mailto:stephenzvillis@iprimus.com.au) [h]

Attention:  
Statutory Services Branch,  
Australian Industrial Registry,  
Level 8, Terrace Towers,  
80 William Street,  
EAST SYDNEY, N.S.W. 2011

Following is additional information pertinent to the audited accounts of the Boyer sub branch of the C.F.M.E.U. Forestry Division, Pulp & Paper Workers Branch, as submitted to the Australian Industrial Registry, for the Year 1<sup>st</sup> January 2002 to 31<sup>st</sup> December 2002 and the Year 1<sup>st</sup> January 2003 to 31<sup>st</sup> December 2003.

#### **Notes to Accounts:**

##### **1. ACCOUNTING METHODS**

In accordance with generally accepted accounting principles for organisations, membership contributions are accounted for on a cash receipts basis. Otherwise, the accounts are prepared under the historical cost convention and in accordance with the Accounting Standards issued by the Australian Professional Accounting Bodies.

In particular:

- (a) the accounts have not been adjusted to record either changes in the general purchasing power of the dollar or in the prices of specific assets.
- (b) Depreciation of fixed assets is calculated on the straight line/reducing balance basis in order to write the assets off over their useful life.
- (c) Provisions for employee benefits in the form of Long Service Leave, Accrued Annual Leave (etc.) have been made for the estimated accrued entitlements of all employees on the basis of their terms of employment.
- (d) No provision for income tax is necessary as "Trade Unions" are exempt from income tax under section 23(f) of the Income Tax Assessment Act.

Continued next page // # 2



## 2 INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the Workplace Relations Act 1996, as amended, the attention of members is drawn to the provisions of sub-sections (1), (2) and (3) of section 274, which read as follows:

- (1) A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.
- (2) An organisation shall, on application made under subsection (1) by a member of the organisation or a Registrar, make the specified information available to the member or registrar in such manner, and with such time, as is prescribed.
- (3) A Registrar may only make an application under subsection (1) at the request of a member of the organisation concerned, and the Registrar shall provide to a member information received because of an application made at the request of the member.

## 3 INVESTMENTS

1991 1990

Realisable within one year – None held

Not realisable within one year – None held

The Boyer sub – branch has not contributed to or held or maintained any investments of any description, outside of it's normal operating Bank Account (A/c # 51175245) or contributions made to the Federal Office, during the Years 2002/3.

## 4 FIXED ASSETS - REAL PROPERTY

At Cost/valuation – None held

Less accumulated depreciation – None held

The Boyer sub – branch held no property (Real Estate) either as a sole or part owner or interested party, during the Years 2002/3.

Continued next page // # 3

5 FIXED ASSETS – OTHER

At Cost/valuation – None held  
Less accumulated depreciation – None held

The Boyer sub – branch held no interests in any other Fixed Assets, during the Years 2002/3.

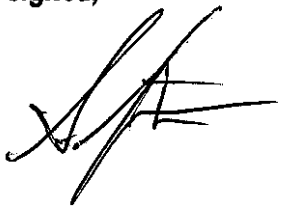
6 CONTINGENT LIABILITES

Contingent Liabilities not taken up in the accounts are as follows:

The Boyer sub – branch had no Contingent Liabilities not taken up or described in the accounts as presented to the Industrial Registrar for the Years 2002/3.

The above information clarifies the nature of the accounts, assets and liabilities of the Boyer sub – branch of the C.F.M.E.U. Pulp & Paper Workers Branch, for the Year Ending 31<sup>st</sup> December 2002 and the Year Ending 31<sup>st</sup> December 2003, to the best of my knowledge.

**Signed;**



**Stephen Zvillis**  
**Junior Vice President / Administrator (Treasurer)**  
**Boyer sub – branch**  
**C.F.M.E.U. Pulp & Paper Workers Branch.**

COPY

The Partners  
Moore Robsons  
30 Davey Street  
HOBART TAS 7000

Dear Sirs

This representation letter is provided in connection with your audit of the financial report of the CFMEU Boyer Sub-Branch for the year ended 31 December 2003, for the purpose of you expressing an opinion as to whether the financial report is, in all material respects, presented fairly in accordance with the Accounting Standards.

We acknowledge our responsibility for ensuring that the financial report is in accordance with Accounting and confirm that the financial report is free of material misstatements, including omissions.

Pursuant to your request and in connection with your examination of our financial report of the CFMEU Boyer Sub-Branch for the year ended 31 December, 2003 we submit the following representations, after making appropriate enquiries and according to the best of our knowledge and belief:-

**A. Assets**

1. There were no contractual commitments for capital expenditure not included in the financial report.
2. There were no deficiencies or encumbrances attaching to the title of the Organisation's assets at 31 December, 2003.
3. All known assets of the Organisation at balance date were recorded in the books of account as at that date, and the Organisation has satisfactory title to those assets.

**B. Liabilities**

4. All known liabilities of the Organisation at balance date were recorded in the books of account as at that date.
5. There were no contingent liabilities, including guarantees, at balance date that are not shown in the notes to the financial statements.
6. In this context contingent liabilities included bills and accounts receivable discounted, assigned or sold and which are subject to recourse, endorsements or guarantees, pending

lawsuits, unsatisfied judgments or claims, repurchase agreements and, in some cases, uncalled capital on shares held in other companies.

**COPY**

**C. General**

7. There have been no:
  - (a) irregularities involving management or employees who have a significant role in the internal control structure;
  - (b) irregularities that could have a material effect on the financial report;
  - (c) communications from regulatory agencies concerning non-compliance with, or deficiencies in, financial reporting practices that could have a material effect on the financial report.
8. We have established and maintained an adequate internal control structure to facilitate the preparation of a reliable financial report, and adequate financial records have been maintained. There are no material transactions that have not been properly recorded in the accounting records underlying the financial report.
9. We have no plans or intentions that may materially affect the carrying values, or classification, of assets and liabilities.
10. There are no violations or possible violations of laws or regulations whose effects should be considered for disclosure in the financial report or as a basis for recording an expense.
11. The Organisation has complied with all aspects of contractual agreements that would have a material effect on the financial report in the event of non-compliance.
12. No events have occurred either before, or since, the date of the balance sheet that would render the financial report inaccurate or misleading in any material respect.
13. All assets and insurable risks of the Organisation are adequately covered by insurance.
14. We have responded fully to all enquiries made to us during the course of your examination.
15. Nothing has come to our attention that would indicate that the financial report is inaccurate, incomplete or otherwise misleading.
16. Except as disclosed in the financial report, the results for the year were not materially affected by:
  - a) extraordinary items;
  - b) charges or credits relating to prior years; or
  - c) changes in the accounting policies and practices.


17. In our opinion, there are no factors that would impinge upon the appropriateness of the financial report continuing to be presented on a going concern basis.

We understand that your examination was made in accordance with Australian Auditing Standards and was, therefore, designed primarily for the purpose of expressing an opinion on the financial report of the Organisation taken as a whole, and that your tests of the financial records and other auditing procedures were limited to those which you considered necessary for that purpose.

  
(C. Jones)

**President**

Date: 20 / 4 / 04

  
(S. Zeller)

**Treasurer**

Date: 20 / 4 / 04

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23 APR 2004



**Pulp & Paper Workers Branch**  
**Boyer sub – branch** ABN 73 337 046 579

**Vice President/ Treasurer; Stephen Zvillis**

8 SHARRON DRIVE, GRANTON TAS. 7030 AUSTRALIA

TEL: +61 3 62610495 [w]; TEL/FAX: +61 3 6275 2140[h]

E-MAIL: [stephen.zvillis@norske-skog.com.au](mailto:stephen.zvillis@norske-skog.com.au); [w]

[stephenzvillis@iprimus.com.au](mailto:stephenzvillis@iprimus.com.au); [h]

EXTRACT – Ref. Australian Industrial Registrar – Financial matters only.

**MINUTES OF THE MEETING OF THE COMMITTEE OF  
MANAGEMENT OF THE BOYER SUB – BRANCH OF PULP &  
PAPER WORKERS BRANCH OF THE C.F.M.E.U.**

– **HELD ON THURSDAY 11<sup>th</sup> MARCH 2004**

– **AT THE STEAM PLANT CRIB ROOM, (No. 5 BOILER) BOYER MILL.**

**Present:** Craig Jones (President), Stephen Zvillis (Vice President / Treasurer), Glen Harback (Committee), Michael Burdon (Committee), Scott Russell (ordinary member / observer) .

**Meeting Opened:** 0910hrs. **Chairman:** Craig Jones. **Minutes:** Stephen Zvillis.

**Apologies:** Scott Perkins, Brendan Booth, John Maddox

**Introductions:** Craig Jones thanked members for their attendance and gave a brief overview of the purpose of the meeting, noting the principle purpose was to table the Financial Accounts for the Years 2002 & 2003 as required by the I.R. Act as well as address a number of other current pressing issues.

**Sub-Branch Finances [“First Meeting”]:** Steve Zvillis reported to members that the outstanding Accounts for 2002 and the current Accounts for 2003 had been prepared and were ready for lodgement for external audit. S.Z. tabled copies of the Balance Sheets and Statements with explanation of how they had been prepared. Craig Jones proposed a vote of thanks for Tina Cook of Simmons Wolfhagen for her assistance in their preparation, which was endorsed by the members present. A resolution was then moved by Mike Burdon, seconded by Glen Harback that the Accounts are received, C.O.M. Certificate signed and copies are provided to the apologies. Resolution was CARRIED. Stephen Zvillis then proposed a resolution that the accounts be approved for submission to Moore Robsons for audit. Seconded by Michael Burdon. Put to the meeting and CARRIED. The Committee of Management Certificates were signed by C. Jones & S. Zvillis

**Update on Outstanding Issues [Training /Career Path]:**

<detail removed>

**Pending E.B.A.:**

<detail removed>

**Report from Federal Office:**

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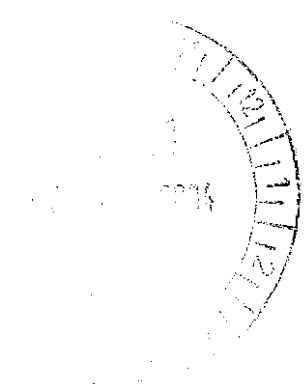
**General Business:**

<detail removed>

**Meeting Closed:** 1010hrs.

**Minutes:** S.Z. / S.Z

**Circulation:** C.F.M.E.U. Boyer, C.F.M.E.U. Federal Office, C.F.M.E.U. F.& F.P.D.





**Pulp & Paper Workers Branch**

**Boyer sub - branch** ABN 73 337 046 579

**Vice President/ Treasurer: Stephen Zvillis**

8 SHARRON DRIVE, GRANTON TAS. 7030 AUSTRALIA

TEL: +61 3 62610495 [w]: TEL/FAX: +61 3 6275 2140[h]

E-MAIL: stephen.zvillis@norske-skog.com.au: [w]

stephenzvillis@iprimus.com.au: [h]

EXTRACT - Ref. Australian Industrial Registrar - Financial matters only.

## **MINUTES OF THE MEETING OF THE BOYER SUB - BRANCH OF PULP & PAPER WORKERS BRANCH OF THE C.F.M.E.U.**

- **HELD ON FRIDAY 23<sup>rd</sup> APRIL 2004**

- **AT THE STEAM PLANT CRIB ROOM, (No. 5 BOILER) BOYER MILL.**

**Present:** Craig Jones (President), Stephen Zvillis (Vice President / Treasurer), Glen Harback (Committee), Brendan Booth (Committee), Andrew Hay & Kaine Menzie (ordinary members).

**Meeting Opened:** 0745hrs. **Chairman:** Craig Jones. **Minutes:** Stephen Zvillis.

**Apologies:** Michael Burdon

**Introductions:** Craig Jones thanked members for their attendance and gave a brief overview of the purpose of the meeting, noting the principle purpose was to table the now audited Financial Accounts for the Years 2002 & 2003 as required by the I.R. Act as well as review the commencement of the Enterprise Bargaining Agreement negotiations.

**Sub-Branch Finances ["Second Meeting"]:** Steve Zvillis reported to members that the outstanding Accounts for 2002 and the current Accounts for 2003 had now had their external independent audit completed by Moore Robsons. The auditor's report and comments were relayed to the meeting. S.Z. tabled copies of the Audited Balance Sheets and Statements and asked if there were any questions arising from them. No queries were forthcoming. A resolution was then moved by Brendan Booth, seconded by Glen Harback that the Accounts are accepted and copies submitted to Federal Office and the Industrial Registrar. Resolution was CARRIED. Craig Jones advised that the Federal Offices' offer to take over preparation of Annual Accounts and Quarterly G.S.T. Reporting would be taken up for next year, although the sub-branch will still be compelled to undertake some financial tasks such as providing Income / Expenditure Reporting to Federal Office and holding meetings, such as this one, to periodically review and sign off on the Annual Accounts. Craig then proposed a vote of thanks to Stephen Zvillis, for his work over the years in undertaking the difficult and thankless task of managing the sub-branch finances, without whom the branch would have been unable to function. This was endorsed by the members present.

C. Jones & S. Zvillis, as required by the auditor, signed representation letters providing declarations of interests in the branch finances.

**Convening of S.B.U. and commencement of E.B.A. negotiations:**

<detail removed>

**Report from Federal Office:**

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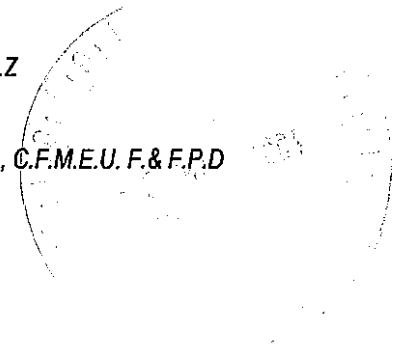
*Minutes: S.Z. / S.Z*

**General Business:**

<detail removed>

*Circulation: C.F.M.E.U. Boyer, C.F.M.E.U. Federal Office, C.F.M.E.U. F.& F.P.D*

**Meeting Closed:** 0930hrs.





**CONSTRUCTION FORESTRY MINING ENERGY UNION  
PULP & PAPER WORKERS' BRANCH  
BOYER SUB BRANCH**

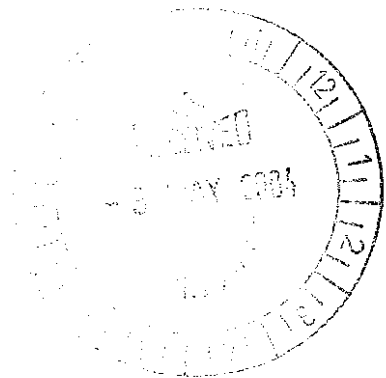
**FINANCIAL REPORT**

**FOR THE YEAR ENDED 31 DECEMBER 2002**

**CONTENTS**

**PAGE NO.**

1	Independent Audit Report
2	Statement of Financial Performance
3	Statement of Financial Position
4	Statement of Cash Flows
5 - 9	Notes to the Financial Statements
10	Committee of Management's Report
11	Accounting Officer's Certificate



**CONSTRUCTION FORESTRY MINING ENERGY UNION  
PULP & PAPER WORKERS' BRANCH – BOYER SUB BRANCH**

**INDEPENDENT AUDIT REPORT  
FOR THE YEAR ENDED 31 DECEMBER 2002**

**Scope**

We have audited the financial report of the Construction Forestry Mining Energy Union – Pulp & Paper Workers' Branch – Boyer Sub-Branch, for the year ended 31 December, 2002 comprising the Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows and Notes to the Financial Statements. The Committee of Management is 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.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to 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 as to whether, in all material respects, the financial report is presented fairly in accordance with Australian Accounting Standards and other mandatory professional reporting requirements so as to present a view of the Construction Forestry Mining Energy Union – Pulp & Paper Workers' Branch – Boyer Sub-Branch which is consistent with our understanding of its financial position, and performance as represented by the results of its operations and its cash flows.

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

**Audit Opinion**

- (a) In our opinion:
- (i) there were kept by the organisation in respect of the year, satisfactory accounting records detailing the sources and nature of the income of the organisation, including income from members and the nature and purposes of expenditure; and
  - (ii) the attached accounts and statements, prepared under the historical cost convention, and in accordance with Section 273 of the Workplace Relations Act, 1996, are properly drawn up so as to give a true and fair view of:
    - (i) the financial affairs of the Branch as at 31 December, 2002; and;
    - (ii) the income and expenditure, and surplus/(deficit) of the Branch for the year ended on that date.
- (b) All information and explanations that, under subsection 276(2), officers or employees of the organisation were required to provide, were provided.

**Moore Robsons**



**C Langdon - Partner  
Registered Company Auditor No 164**

Dated this 14<sup>TH</sup> day of APRIL 2004.

Accountants & Auditors

An Investor Group firm 30 Davey Street Hobart Tasmania 7000

Telephone 03 6223 4799 Facsimile 03 6223 3659

admin@moorerobsons.com.au www.moorerobsons.com.au

Moore Robsons ABN 71 638 220 410

**CONSTRUCTION FORESTRY MINING ENERGY UNION  
PULP & PAPER WORKERS' BRANCH - BOYER SUB BRANCH**

**STATEMENT OF FINANCIAL PERFORMANCE  
FOR THE YEAR ENDED 31 DECEMBER 2002**

	Note	2002 \$	2001 \$
<b>REVENUE FROM ORDINARY ACTIVITIES</b>			
Contributions		12,124	9,540
Interest Received		1	2
		<b>12,125</b>	<b>9,542</b>
 <b>EXPENDITURE FROM ORDINARY ACTIVITIES</b>			
Accountancy & Audit Fees		495	445
Bank Fees & Charges		109	40
Per Capita Levy		6,204	4,866
Mortuary Fund Levy		340	212
Delegate Insurance Contribution		9	-
Airfares		1,277	884
Accommodation		886	226
Meal Expenses		528	401
Taxi Expenses		169	60
Motor Vehicle Expenses		507	812
Postage & Stationery		304	73
Office Equipment & Supplies		-	346
Telephone Expenses		126	251
Reimbursement (Lost Wages)		-	236
		<b>10,954</b>	<b>8,852</b>
 <b>SURPLUS/(DEFICIT) FOR THE YEAR</b>			
<b>TOTAL CHANGES IN ACCUMULATED FUNDS</b>	<b>8</b>	<b>1,171</b>	<b>690</b>

The accompanying notes form part of these financial statements.

**CONSTRUCTION FORESTRY MINING ENERGY UNION  
PULP & PAPER WORKERS' BRANCH - BOYER SUB BRANCH**

**STATEMENT OF FINANCIAL POSITION  
AS AT 31 DECEMBER 2002**

	Note	2002 \$	2001 \$
<b>Current Assets</b>			
Cash	4	3,139	2,379
Receivables		1,038	604
<b>Total Current Assets</b>		<u>4,177</u>	<u>2,983</u>
<b>Non-Current Assets</b>			
Property, Plant & Equipment	6	-	-
<b>Total Non-Current Assets</b>		<u>-</u>	<u>-</u>
<b>Total Assets</b>			
<b>Current Liabilities</b>			
Payables	7	1,649	1,626
<b>Total Current Liabilities</b>		<u>1,649</u>	<u>1,626</u>
<b>Total Liabilities</b>		<u>1,649</u>	<u>1,626</u>
<b>Net Assets</b>		<u>2,528</u>	<u>1,357</u>
<b>Members Equity</b>			
Accumulated Funds	8	2,528	1,357
<b>Total Members Equity</b>		<u>2,528</u>	<u>1,357</u>

The accompanying notes form part of these financial statements.

**CONSTRUCTION FORESTRY MINING ENERGY UNION  
PULP & PAPER WORKERS' BRANCH - BOYER SUB BRANCH**

**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 31 DECEMBER 2002**

	Note	2002 \$	2001 \$
<b>Cash Flows From Operating Activities</b>			
Receipts from Members		11,691	10,509
Interest Received		-	2
Payments to Suppliers		(10,706)	(9,892)
Net Flows from Goods & Services Tax		<u>(225)</u>	<u>57</u>
Net Cash Provided By Operating Activities	9 (b)	760	676
<b>Net Increase/(Decrease) In Cash Held</b>		<b>760</b>	<b>676</b>
Cash Held At The Beginning Of The Financial Year		<u>2,379</u>	<u>1,703</u>
<b>Cash Held At The End Of The Financial Year</b>	9 (a)	<u><b>3,139</b></u>	<u><b>2,379</b></u>

The accompanying notes form part of these financial statements.

**CONSTRUCTION FORESTRY MINING ENERGY UNION  
PULP & PAPER WORKERS' BRANCH - BOYER SUB BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2002**

**1. Statement of Significant Accounting Policies**

This financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards, Urgent Issues Consensus Views, other authoritative pronouncements of the Australian Accounting Standards Board and the Corporations Act 2001.

The financial report is 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 accounting policies have been consistently applied, unless otherwise stated.

The following is a summary of the material accounting policies adopted by the Branch in the preparation of the financial statements:

**(a) Income Tax**

No provision for income tax is necessary as the Branch is exempt from income tax under section 50-15 of the Income Tax Assessment Act, 1997.

**(b) Fixed Assets**

The depreciable amount of all fixed assets are depreciated using both the straight line basis and the diminishing value basis over the useful lives of the assets to the Branch commencing from the time the asset is held ready for use.

The depreciation rates used for Office Equipment range between 10-33%.

The carrying amount of fixed assets is reviewed annually to ensure it is not in excess of the recoverable amount of those assets.

The recoverable amount is assessed on the basis of expected net cash flows which will be received from the assets employment and subsequent disposal. The expected net cash flows have not been discounted to their present values in determining the recoverable amounts.

**(c) Cash**

For the purposes of the Statement of Cash Flows, cash includes cash on hand, at banks and on deposit.

**CONSTRUCTION FORESTRY MINING ENERGY UNION  
PULP & PAPER WORKERS' BRANCH - BOYER SUB BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2002**

**1. Statement of Significant Accounting Policies (cont.)**

**(d) Revenue**

Subscription income is recognised in the period to which the subscriptions relate.

Revenue from the provision of services is recognised when the right to be compensated for the services has been attained.

Interest is recognised over the period for which the funds are invested.

All revenue is stated net of the amount of goods and services tax (GST).

**(e) Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the Statement of Financial Position are shown inclusive of GST.

**2. Information to be Provided to Members or Registrar**

- (i) A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.
- (ii) An organisation shall, on application made under subsection (1) by a member of the organisation or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time, as is prescribed.
- (iii) A Registrar may only make an application under subsection (1) at the request of a member of the organisation concerned, and the Registrar shall provide to a member information received because of an application made at the request of the member.

**CONSTRUCTION FORESTRY MINING ENERGY UNION  
PULP & PAPER WORKERS' BRANCH - BOYER SUB BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2002**

**3. Segmental Reporting**

The Construction Forestry Mining Energy Union – Pulp & Paper Workers' Branch – Boyer Sub Branch provides services to Pulp & Paper Workers' in Boyer, Tasmania.

	<b>2002</b>	<b>2001</b>
	<b>\$</b>	<b>\$</b>
<b>4. Cash</b>		
Island State Working Account	<u>3,139</u>	<u>2,379</u>
	<u><b>3,139</b></u>	<u><b>2,379</b></u>
<b>5. Receivables</b>		
Other	<u>1,038</u>	<u>604</u>
	<u><b>1,038</b></u>	<u><b>604</b></u>
<b>6. Property Plant &amp; Equipment</b>		
Office Equipment (at cost)	2,450	2,450
Less: Accumulated Depreciation	<u>(2,450)</u>	<u>(2,450)</u>
	<u><b>-</b></u>	<u><b>-</b></u>
<b>7. Payables</b>		
Creditors	1,763	1,626
GST Liability	<u>(114)</u>	<u>-</u>
	<u><b>1,649</b></u>	<u><b>1,626</b></u>
<b>8. Accumulated Funds</b>		
Accumulated Funds at Beginning Of Year	1,357	667
Surplus/(Deficit) For the Year	<u>1,171</u>	<u>690</u>
	<u><b>2,528</b></u>	<u><b>1,357</b></u>



**CONSTRUCTION FORESTRY MINING ENERGY UNION  
PULP & PAPER WORKERS' BRANCH - BOYER SUB BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2002**

	2002	2001
	\$	\$
<b>9. (a) Reconciliation of Cash</b>		
Cash at the end of the reporting period as shown in the Statement of Cash Flows is the same as cash per the Statement of Financial Position and Note 4 to the financial statements.		
<b>(b) Reconciliation of net cash provided by Operating Activities to Operating Result:</b>		
Net Surplus/(Deficit) For the Year	1,171	690
Decrease/(Increase) in receivables	(434)	14
(Decrease)/Increase in Operating Payables	<u>23</u>	<u>(28)</u>
<b>Net Cash Used In Operating Activities</b>	<u><u>760</u></u>	<u><u>676</u></u>

**10. Financial Instruments**

a) Terms, Conditions and Accounting Policies

The Branch's accounting policies, including the terms and conditions of each class of financial asset, financial liability and equity instrument are as follow:

<b>Recognised Financial Instruments</b>	<b>Balance Sheet Notes</b>	<b>Accounting Policies</b>	<b>Terms and Conditions</b>
i) Financial Assets			
Receivables	5	Trade debtors are carried at nominal amounts due less any provision for doubtful debts. A provision for doubtful debt is recognised when collection of the full nominal amount is no longer probable.	Debtors are usually repaid in the following month.
ii) Financial Liabilities			
Payables	7	Liabilities are recognised for amounts to be paid in the future for goods and services received, whether or not billed to the Branch.	Trade liabilities are normally settled on 30 day terms.

**CONSTRUCTION FORESTRY MINING ENERGY UNION  
PULP & PAPER WORKERS' BRANCH - BOYER SUB BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2002**

**10. Financial Instruments (cont.)**

b) Interest Rate Risk

The Branch's exposure to interest rate risks and the effective interest rates of financial assets and financial liabilities are as follows:

	Weighted Average Effective Interest Rate		Floating Interest Rate		Fixed Interest Rate		Non-Interest Bearing	
	2002 %	2001 %	2002 \$	2001 \$	2002 \$	2001 \$	2002 \$	2001 \$
i) Financial Assets								
Cash	2.04	-	3,139	2,379	-	-	-	-
Receivables	N/A	N/A	-	-	-	-	1,038	604
ii) Financial Liabilities								
Payables	N/A	N/A	-	-	-	-	1,649	1,626

c) Net Fair Values

For all financial assets and liabilities, the net fair value approximates their carrying value.

d) Credit Risk

The maximum exposure to credit risk at balance date to recognised financial assets is the carrying amount, net of any provisions for doubtful debts, as disclosed in the statement of financial position and notes to the financial statements.

The Branch does not have any material credit risk exposure to any single debtor or group of debtors under financial instruments entered into by the Branch.

**11. Capital and Leasing Commitments**

There were no capital or leasing commitments as at 31 December 2002.

**12. Branch Details**

The registered office of the Branch is:

5 Glenlea Road  
Pontville TAS 7030

**CONSTRUCTION FORESTRY MINING ENERGY UNION**  
**PULP & PAPER WORKERS' BRANCH**  
**BOYER SUB BRANCH**

**COMMITTEE OF MANAGEMENT'S CERTIFICATE**

I, Craig Jones, being a member of the Committee of Management of the Construction Forestry Mining Energy Union - Pulp & Paper Workers' Branch – Boyer Sub Branch do state on behalf of the Committee and in accordance with a resolution passed by the Committee that:

- (i) in the opinion of the Committee of Management, the attached accounts show a true and fair view of the financial affairs of the organisation as at 31st December, 2002.
- (ii) in the opinion of the Committee of Management, meetings of the Committee were held during the year ending 31<sup>st</sup> December, 2002 in accordance with the rules of the organisation;
- (iii) to the knowledge of any member of the Committee, there have been no instances where records of the organisation or other documents (not being documents containing information made available to a member of the organisation under sub-section 274 (2) of the Industrial Relations Act 1988) or copies of those records or documents, or copies of the rules of the organisation, have not been furnished, or made available, to members in accordance with the requirements of the Industrial Relations Act 1988, the Regulations thereto, or the rules of the organisation; and
- (iv) the organisation has complied with sub-section 279 (1) and (6) of the Act in relation to the financial accounts in respect of the year ending 31st December, 2002 and the auditor's report thereon.

**CRAIG JONES**  
**President**

**Boyer sub – branch**

**Dated this day; 11th Mar. 2004**

**STEPHEN ZVILLIS**  
**Vice President / Treasurer**

**Boyer sub - branch**

**Dated this day; 11th Mar. 2004**

**CONSTRUCTION FORESTRY MINING ENERGY UNION**  
**PULP & PAPER WORKERS' BRANCH**  
**BOYER SUB BRANCH**

**ACCOUNTING OFFICER'S CERTIFICATE**

I, Stephen Zvillis, being the Officer responsible for keeping the accounting records of the Construction Forestry Mining Energy Union - Pulp & Paper Workers' Branch - Boyer Sub-Branch certify that as at 31st December, 2002, the number of the organisation was approximately 40.

In my opinion,

- (i) the attached accounts show a true and fair view of the financial affairs of the organisation as at 31st December, 2002;
- (ii) a record has been kept of all moneys paid by, or collected from, members and all moneys so paid or collected have been credited to the bank account to which those moneys are to be credited, in accordance with the rules of the organisation;
- (iii) before any expenditure was incurred by the organisation approval of the incurring of the expenditure was obtained in accordance with the rules of the organisation;
- (iv) with regard to funds of the organisation raised by compulsory levies or voluntary contributions from members, or funds other than the General Fund operated in accordance with the rules, no payments were made out of any such fund for purposes other than those for which the fund was operated;
- (v) no loans or other financial benefits, other than remuneration in respect of their full-time employment with the organisation, were made to persons holding office in the organisation;
- (vi) the register of members of the organisation was maintained in accordance with the Act.

**STEPHEN ZVILLIS**  
**Vice President / Treasurer**



**Boyer sub - branch**

**Dated this day: 11th March 2004**



**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 Stephen Zvillis  
Vice President/Treasurer  
Boyer Sub-Branch  
Pulp & Paper Workers Branch  
CFMEU, FFPD  
8 Sharron Drive  
GRANTON TAS 7030

Dear Mr Zvillis

**Re: Financial Statements - Construction, Forestry, Mining and Energy Union- Forestry  
Division - Pulp & Paper Workers' Branch - Boyer Sub Branch - for years ended 31  
December 2002 and 31 December 2003 (FR2002/809 and FR2003/689)**

I refer to the financial statements which were lodged in the Registry on 3 May 2004. The documents have been filed. However, I draw your attention to the following matter:

Committee of Management Certificate

Pursuant to regulation 109(b)(iv) of the Workplace Relations Regulations, the Committee of Management certificate is to certify, in relation to the immediately preceding financial year, that the steps provided for in subsection 279(1) of the *Workplace Relations Act 1996* (the Act), and whichever of subsections 279(6) or (7) of the Act is applicable, have been complied with. In other words, instead of referring to the financial years ended 31 December 2002 and 31 December 2003, they should refer to the financial years ended 31 December 2001 and 31 December 2002. Please ensure in future years that the certificate refers to the preceding year's financial statements.

If you have any queries regarding this letter please do not hesitate to contact me on (02) 8374 6506.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Dean Superina', written over a white oval-shaped background.

Dean Superina  
for Deputy Industrial Registrar

25 May 2004