



Australian Government
Australian Industrial Registry

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
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Ref: FR2004/687-[105N-PPBU]

Mr Ken Fraser
Secretary/Treasurer
CFMEU FFPD
Burnie Pulp & Paper Workers Sub-Branch
68-70 Marine Terrace
BURNIE TAS 7320

Dear Mr Fraser

Financial Return - year ending 31 December, 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: **FR2004/687**.

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 or belinda.penna@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



for Deputy Industrial Registrar
19 January 2005

Attachment B

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:

¹RAO 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.

²Only applicable where a concise report is provided to members

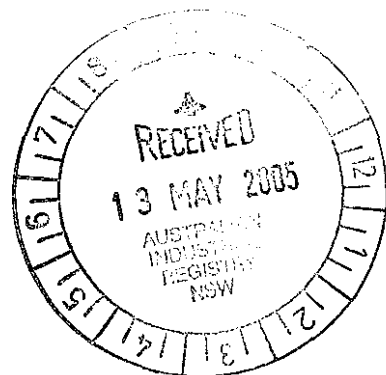
³Insert whichever is applicable

**CFMEU FOREST & FOREST
PRODUCTIONS DIVISION PULP & PAPER
WORKERS' BRANCH (BURNIE- SUB
BRANCH)**

Financial Statements
For the year ended 31 December, 2004

AUSTIN STEVENS & CO
75 Mount Street
BURNIE 7320

Phone: (03) 6431 3933 Fax: (03) 6431 8668
Email: mail@austinsteven.com.au



**CFMEU FOREST & FOREST PRODUCTIONS DIVISION PULP &
PAPER WORKERS' BRANCH (BURNIE SUB BRANCH)**

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Committee of Management Statement

On the 19th day of January 2005 the Committee of Management of CFMEU Forest & Forest Productions Division Pulp & Paper Workers' Branch (Burnie-Sub Branch) (CFMEU) passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 31 December 2004.

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

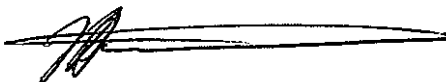
- a) the financial statements and notes comply with the Australian Accounting Standards;
- b) the financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
- c) the financial statements and notes give a true and fair view of the financial performance, financial 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 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 Management: Kenneth Adrian Fraser

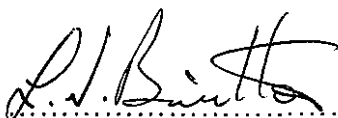
Title of Office Held: Secretary

Signature:



Date:

19/1/05



.....
Leslie Britton
President

Certificate of Secretary or other Authorised Officer
S268 of Schedule 1B *Workplace Relations Act 1996*

I, Kenneth Adrian Fraser, Secretary of the CFMEU Forestry & Furnishing Productions Division Pulp & Paper Workers' Branch (Burnie-Sub Branch) certify:-

- that the documents lodged herewith are copies of the full report referred to S268 of the RAO Schedule; and
- that the full report was provided to members on *1/4/05* ; and
- that the full report was presented to a general meeting of the committee of management of the reporting unit on *3/5/05* in accordance with section 266 of the RAO Schedule and formally approved.

Signature: 

Date: *10/5/05*

**CFMEU FOREST & FOREST PRODUCTIONS DIVISION PULP & PAPER WORKERS'
BRANCH (BURNIE- SUB BRANCH)**

Income and Expenditure Statement

For the year ended 31 December, 2004

	2004 \$	2003 \$
Income		
Union Dues	51,386	56,260
Levies		7,150
Interest Received	5,965	4,154
Total income	<u>57,351</u>	<u>67,564</u>
Expenses		
Advertising	41	
Audit Fees	375	350
Bank Fees	44	66
Capitation	29,748	27,312
Depreciation	101	46
Election Donation	750	
Insurance	127	121
Litigation Trust	10,661	9,451
Meeting & Conference Expenses	2,049	1,929
Mortuary Levy	1,293	1,187
Postage	50	47
Repairs & Maintenance	81	
Secretary Expenses	4,150	4,150
Sundry Expenses		18
Telephone	1,397	1,487
Total expenses	<u>50,867</u>	<u>46,165</u>
Profit from ordinary activities before income tax	6,484	21,399
Income tax revenue relating to ordinary activities		
Net profit attributable to the association	<u>6,484</u>	<u>21,399</u>
Total changes in equity of the association	<u>6,484</u>	<u>21,399</u>
Opening retained profits	136,482	115,083
Net profit attributable to the association	6,484	21,399
Closing retained profits	<u>142,966</u>	<u>136,482</u>

The accompanying notes form part of these financial statements.

**CFMEU FOREST & FOREST PRODUCTIONS DIVISION PULP & PAPER WORKERS'
BRANCH (BURNIE- SUB BRANCH)**

Detailed Balance Sheet As At 31 December, 2004

	Note	2004	2003
Current Assets			
Cash Assets			
ISCU: Savings - Access Plus		59,386	57,263
ISCU: Investment - Cash Mgr		28,140	26,872
ISCU: Investment - Cash Mgr		13,836	13,203
ISCU: Investment - Cash Mgr		11,640	11,107
ISCU: Investment - Premium 3		11,761	11,307
ISCU: Investment - Premium 3		19,446	18,694
ISCU - Investment Shares		10	10
		<u>144,218</u>	<u>138,457</u>
Total Current Assets		<u>144,218</u>	<u>138,457</u>
Non-Current Assets			
Property, Plant and Equipment			
Office Furniture & Equipment		10,089	9,862
Less: Accumulated Depreciation		<u>(9,854)</u>	<u>(9,754)</u>
		235	108
Total Non-Current Assets		<u>235</u>	<u>108</u>
Total Assets		<u>144,454</u>	<u>138,566</u>
Current Liabilities			
Current Tax Liabilities			
BAS Clearing		488	325
GST Amendments			759
		<u>488</u>	<u>1,084</u>
Total Current Liabilities		<u>488</u>	<u>1,084</u>

The accompanying notes form part of these financial statements.

CFMEU FOREST & FOREST PRODUCTIONS DIVISION PULP & PAPER WORKERS'
BRANCH (BURNIE- SUB BRANCH)

Detailed Balance Sheet As At 31 December, 2004

	Note	2004	2003
Non-Current Liabilities			
Loans			
Loan - FEDFA Tas Branch		<u>1,000</u>	<u>1,000</u>
		<u>1,000</u>	<u>1,000</u>
Total Non-Current Liabilities		<u>1,000</u>	<u>1,000</u>
Total Liabilities		<u>1,488</u>	<u>2,084</u>
Net Assets		<u>142,966</u>	<u>136,482</u>
Members' Funds			
Accumulated surplus (deficit)		<u>142,966</u>	<u>136,482</u>
Total Members' Funds		<u>142,966</u>	<u>136,482</u>

The accompanying notes form part of these financial statements.

**CFMEU FOREST & FOREST PRODUCTIONS DIVISION PULP & PAPER WORKERS'
BRANCH (BURNIE- SUB BRANCH)**

Statement of Cash Flows

For the year ended 31 December, 2004

2004

2003

Note 1. Reconciliation Of Cash

For the purposes of the statement of cash flows, cash includes cash on hand and in banks and investments in money market instruments, net of outstanding bank overdrafts.

Cash at the end of the year as shown in the statement of cash flows is reconciled to the related items in the balance sheet as follows:

ISCU: Savings - Access Plus	59,386	57,263
ISCU: Investment - Cash Mgr	28,140	26,872
ISCU: Investment - Cash Mgr	13,836	13,203
ISCU: Investment - Cash Mgr	11,640	11,107
ISCU: Investment - Premium 3	11,761	11,307
ISCU: Investment - Premium 3	19,446	18,694
ISCU - Investment Shares	10	10
	<u>144,218</u>	<u>138,457</u>

**Note 2. Reconciliation Of Net Cash
Provided By/Used In Operating
Activities To Net Profit**

Operating profit (loss) after tax	6,484	21,399
Depreciation	101	46
Changes in assets and liabilities net of effects of purchases and disposals of controlled entities:		
Increase (decrease) in sundry provisions	<u>(596)</u>	<u>373</u>
Net cash provided by operating activities	<u>5,989</u>	<u>21,818</u>

**CFMEU FOREST & FOREST PRODUCTIONS DIVISION PULP & PAPER WORKERS'
BRANCH (BURNIE- SUB BRANCH)**

Notes to the Financial Statements

For the year ended 31 December, 2004

Note 1: Statement of Significant Accounting Policies

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporations Act. The committee has determined that the association is not a reporting entity.

The financial report has been prepared in accordance with the requirements of the Associations Incorporation Act and the following Australian Accounting Standards:

AAS 3:	Accounting for Income Tax (Tax-effect Accounting)
AAS 5:	Materiality
AAS 8:	Events Occurring After Reporting Date
AAS 17:	Leases

No other Australian Accounting Standards, Urgent Issues Group Consensus Views or other authoritative pronouncements of the Australian Accounting Standards Board have been applied.

The financial report has been prepared on an accruals basis and is based on historic costs and does not take into account changing money values, or except where specifically stated, current valuations of non-current assets.

The following material accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report:

(a) Income tax

The association adopts the liability method of tax-effect accounting whereby the income tax expense shown in the income and expenditure statement is based on the operating profit before income tax adjusted for any permanent differences.

Non-member income of the association is only assessable for tax, as member income is excluded under the principle of mutuality.

(b) Fixed Assets

Leasehold improvements and office equipment are carried at cost less, where applicable, any accumulated depreciation.

The depreciable amount of all fixed assets are depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use. Leasehold improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

(c) Leases

Leases of fixed assets, where substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership, are transferred to the entity, are classified as finance leases. Finance leases are capitalised recording an asset and a liability equal to the present value of the minimum lease payments, including any guaranteed residual values. Leased assets are amortised on a straight line basis over their useful lives where it is likely that the entity will obtain ownership of the asset or over the term of the lease. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Lease payments under operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the period in which they are incurred.

**CFMEU FOREST & FOREST PRODUCTIONS DIVISION PULP & PAPER WORKERS'
BRANCH (BURNIE- SUB BRANCH)**

Independent Audit Report to the Members

Scope

We have audited the attached financial report, being a special purpose financial report comprising the Statement by Members of the Committee, Statement of Financial Performance, Statement of Financial Position, and Notes to the Financial Statements for the year ended 31 December, 2004 of CFMEU FOREST & FOREST PRODUCTIONS DIVISION PULP & PAPER WORKERS' BRANCH (BURNIE- SUB BRANCH). The Committee is responsible for the financial report and has determined that the accounting policies used and described in Note 1 to the financial statements which form part of the financial report are appropriate to meet the requirements of the Associations Incorporations Act (Tasmania) and are appropriate to meet the needs of the members. We have conducted an independent audit of this financial report in order to express an opinion on it to the members of CFMEU FOREST & FOREST PRODUCTIONS DIVISION PULP & PAPER WORKERS' BRANCH (BURNIE- SUB BRANCH). No opinion is expressed as to whether the accounting policies used are appropriate to the needs of the members.

The financial statements have been prepared for the purpose of fulfilling the requirements of the Associations Incorporation Act (Tasmania). We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

Our audit has been conducted in accordance with Australian Auditing Standards. Our procedures included 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 have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with the accounting policies described in Note 1 so as to present a view which is consistent with our understanding of the association's financial position, and performance as represented by the results of its operations and its cash flows. These policies do not require the application of all Accounting Standards and other mandatory professional reporting requirements in Australia.

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

Audit opinion

In our opinion, the financial report presents fairly, in accordance with the accounting policies described in Note 1 to the financial statements, the financial position of CFMEU FOREST & FOREST PRODUCTIONS DIVISION PULP & PAPER WORKERS' BRANCH (BURNIE- SUB BRANCH) as at 31 December, 2004 and the results of its operations for the year then ended.

Signed on 19 January, 2005:



Robert A Stevens, Principal

Austin Stevens & Co

75 Mount Street, Burnie, Tas, 7320

**CONSTRUCTION, FORESTRY, MINING & ENERGY UNION
FORESTRY & FURNISHING PRODUCTS DIVISION
PULP & PAPER WORKERS' (No. 7) BRANCH (Burnie-Sub Branch)**

OPERATING REPORT

This Operating Report covers the activities of the Pulp & Paper Workers' (No. 7) Branch (the Branch) (Burnie Sub-Branch) of the Forestry & Furnishing Products Division of the Construction, Forestry, Mining & Energy Union for the year ended 31 December 2004, the results of those activities and the significant changes in the nature of those activities during the year.

1. Principal Activities of the Burnie Sub-Branch

The principal activities of the Sub-Branch over the year were:-

- Implementation of the decisions of the Sub-Branch COM and Executive
- Conduct meetings of Members
- Representation of members in matters involving their employment
- Participation in dispute resolution processes, including referring matters to the Pulp & Paper
- Participation in negotiations for agreements pertaining to members' terms and conditions of employment
- Preparations for the application of the RAO schedule.

2. The (Burnie Sub-Branch) Financial Affairs

There were no significant changes to the financial affairs or structures of the Sub-Branch over the year.

3. Right of Members to Resign

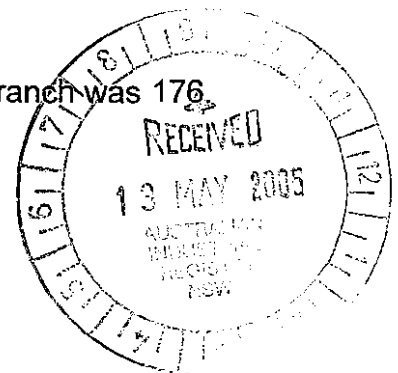
All members of the union have the right to resign from the union in accordance with the Union Rules (and Section 174 of the Workplace Relations Act) by providing written notice addressed and delivered to the Secretary of the Sub-Branch, including via email.

4. Superannuation Trustees

There are no officers or members of the Sub-Branch Committee of Management who are Trustees of any superannuation fund.

5. Membership of the Sub-Branch

At 31 December 2004, the membership of the sub-Branch was 176.



6. The Sub-Branch has no employees

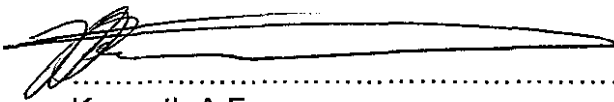
7. **Committee of Management and Executive**

The following persons were members of the Sub-Branch Committee of Management, during the year ended 31 December 2004.

Leslie Britton	18 McGrath Street, Burnie
Ken Fraser	60 Oonah Street, Burnie
Eric Edwards	8 Boland Avenue, Burnie
Martin Walsh	9 Warren Drive, Penguin
Richard Coulson	10 Bertha Street, Ulverstone
Roy Blight	63 Flinders Street, Burnie
Mark Clark	39 Stowport Road, Burnie
Steven Dawkins	Knights Road, Ulverstone

The following persons were members of the Sub-Branch Executive during the year ended 21 December 2004:

Leslie Britton	18 McGrath Street, Burnie
Kenneth A Fraser	60 Oonah Street, Burnie
Eric Edwards	8 Boland Avenue, Burnie
Richard John Coulson	10 Bertha Street, Ulverstone


.....
Kenneth A Fraser

Dated 19 11 2005



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 Ken Fraser
Secretary/Treasurer
CFMEU FFPD
Burnie Pulp & Paper Workers Sub-Branch
68 - 70 Marine Tce
BURNIE TAS 7320

Dear Mr Fraser

Financial Return - year ending 31 December 2004

I refer to the documents received in the Registry on 12 May 2005.

Before the documents can be filed I would appreciate your comments on the following matters:

As summarised in the Registry's letter of 19 January 2005 (copy attached), new financial reporting requirements applied to the sub-branch for its financial year ending 31 December 2004.

With the exception of the operating report, the documents lodged do not appear to meet these requirements for the following reasons (references are to page numbers of the letter of 19 January 2005):

General Purpose Financial Report (GPFR)

The documents lodged include a "special purpose financial report", Note 1 of which states it has been prepared to satisfy the requirements of the Associations Incorporation Act of Tasmania. As page 2 of the letter of 19 January 2005 indicates, the sub-branch must prepare a GPFR which complies with the RAO Schedule of the Workplace Relations Act 1996 and the Reporting Guidelines of the Industrial Registrar.

The Committee should now arrange for the preparation of a GPFR which meets these requirements.

Auditor's Report

In the absence of a GPFR, the auditor has provided an opinion on the special purpose financial report. The sub-branch should arrange for the GPFR to be audited and for the auditor to give an opinion as required by s257(5) of the RAO Schedule.

Further Action

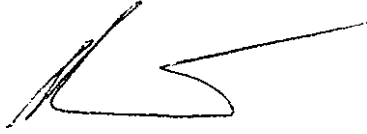
As outlined in the letter of 19 January, the GPFR and auditor's report should be provided to members and then presented either to a general meeting of members held not earlier than 21 days after provision, or to a committee of management meeting if the rules of the organisation contain the relevant provision (see "second meeting" on page 4). Although the operating report has been provided to members, the sub-branch may wish to ensure members are provided with the "full report" (see "informing your members" on page 3).

Following presentation of the full report to the "second meeting", you should complete the secretary's certificate and lodge copies of the full report in the Registry.

I have sent a copy of this letter to the sub-branch auditor enclosing copies of relevant legislation and other information for his assistance.

If you or the auditor have any queries about the reporting process or if you wish to submit any draft documents to the Registry for comment before finalising them, please contact me on (02) 8374 6666 or by email. Please advise as soon as practicable when the sub-branch expects to be able to lodge the full report.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Peter McKerrow', written over a horizontal line.

Peter McKerrow
for Deputy Industrial Registrar

20 May 2005

c.c. Austin Stevens & Co

Certificate of Secretary or other Authorised Officer

S268 of Schedule 1B *Workplace Relations Act 1996*

I, Norman Leslie Britton being the President of the Burnie Sub-Branch of the CFMEU Pulp & Paper Workers' Branch 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 30th May 2005; and
- that the full report was presented to ^{4 APPROVED BY} a meeting of the committee of management of the reporting unit on 20th June 2005 in accordance with section 266 of the RAO Schedule.

Signature:

N. L. Britton

Date:

27th Day of June 2005.



**CFMEU FOREST & FOREST
PRODUCTIONS DIVISION PULP & PAPER
WORKERS' BRANCH (BURNIE- SUB
BRANCH)**

Financial Statements
For the year ended 31 December, 2004

AUSTIN STEVENS & CO
75 Mount Street
BURNIE 7320

Phone: (03) 6431 3033 Fax: (03) 6431 8668
Email: maj@austinstevens.com.au



Committee of Management Statement

On the 19th day of January 2005 the Committee of Management of CFMEU Forest & Forest Productions Division Pulp & Paper Workers' Branch (Burnie-Sub Branch) (CFMEU) passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 31 December 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 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

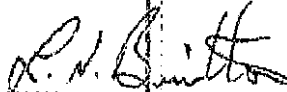
- (vi) there has been compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.

For Committee Management: Kenneth Adrian Fraser

Title of Office Held: Secretary

Signature: 

Date: 19/1/05


.....
Leslie Britton
President

**CFMEU FOREST & FOREST PRODUCTIONS DIVISION PULP & PAPER WORKERS'
BRANCH (BURNIE- SUB BRANCH)**
Statement of Financial Performance
For the year ended 31 December, 2004

	Note	2004 \$	2003 \$
Revenues from ordinary activities		57,351	57,564
Depreciation and amortisation expenses		(101)	(47)
Other expenses from ordinary activities		(50,766)	(46,118)
Profit from ordinary activities before income tax		<u>6,484</u>	<u>21,399</u>
Income tax revenue relating to ordinary activities			
Net profit attributable to members of the association		<u>6,484</u>	<u>21,399</u>
Total changes in equity of the association		<u>6,484</u>	<u>21,399</u>
Opening retained profits		136,482	115,083
Net profit attributable to members of the company		6,484	21,399
Closing retained profits		<u>142,966</u>	<u>136,482</u>

The accompanying notes form part of these financial statements.

**CFMEU FOREST & FOREST PRODUCTIONS DIVISION PULP & PAPER WORKERS'
BRANCH (BURNIE- SUB BRANCH)
Income and Expenditure Statement
For the year ended 31 December, 2004**

	2004 \$	2003 \$
Income		
Union Dues	51,386	56,260
Levies		7,150
Interest Received	5,965	4,154
Total income	<u>57,351</u>	<u>67,564</u>
Expenses		
Advertising	41	
Audit Fees	375	350
Bank Fees	44	66
Capitation	29,748	27,312
Depreciation	101	46
Election Donation	750	
Insurance	127	121
Litigation Trust	10,661	9,451
Meeting & Conference Expenses	2,049	1,929
Mortuary Levy	1,293	1,187
Postage	50	47
Repairs & Maintenance	81	
Secretary Expenses	4,150	4,150
Sundry Expenses		18
Telephone	1,397	1,487
Total expenses	<u>50,867</u>	<u>46,165</u>
Profit from ordinary activities before income tax	<u>6,484</u>	<u>21,399</u>
Income tax revenue relating to ordinary activities		
Net profit attributable to the association	<u>6,484</u>	<u>21,399</u>
Total changes in equity of the association	<u>6,484</u>	<u>21,399</u>
Opening retained profits	136,482	115,083
Net profit attributable to the association	6,484	21,399
Closing retained profits	<u>142,966</u>	<u>136,482</u>

The accompanying notes form part of these financial statements.

CFMEU FOREST & FOREST PRODUCTIONS DIVISION PULP & PAPER WORKERS' BRANCH (BURNIE- SUB BRANCH)

Statement of Financial Position As At 31 December, 2004

	Note	2004 \$	2003 \$
Current Assets			
Cash assets		144,218	138,457
Total Current Assets		144,218	138,457
Non-Current Assets			
Property, plant and equipment		235	108
Total Non-Current Assets		235	108
Total Assets		144,454	138,566
Current Liabilities			
Current tax liabilities		488	1,084
Total Current Liabilities		488	1,084
Non-Current Liabilities			
Interest-bearing liabilities		1,000	1,000
Total Non-Current Liabilities		1,000	1,000
Total Liabilities		1,488	2,084
Net Assets		142,966	136,482
Equity			
Retained profits		142,966	136,482
Total Members' Funds		142,966	136,482

The accompanying notes form part of these financial statements.

**CFMEU FOREST & FOREST PRODUCTIONS DIVISION PULP & PAPER WORKERS'
BRANCH (BURNIE- SUB BRANCH)**

Detailed Balance Sheet As At 31 December, 2004

	Note	2004	2003
Current Assets			
Cash Assets			
ISCU: Savings - Access Plus		59,386	57,263
ISCU: Investment - Cash Mgr		28,140	26,872
ISCU: Investment - Cash Mgr		13,836	13,203
ISCU: Investment - Cash Mgr		11,640	11,107
ISCU: Investment - Premium 3		11,761	11,307
ISCU: Investment - Premium 3		19,446	18,694
ISCU - Investment Shares		10	10
		<u>144,218</u>	<u>138,457</u>
Total Current Assets		<u>144,218</u>	<u>138,457</u>
Non-Current Assets			
Property, Plant and Equipment			
Office Furniture & Equipment		10,089	9,862
Less: Accumulated Depreciation		<u>(9,854)</u>	<u>(9,754)</u>
		<u>235</u>	<u>108</u>
Total Non-Current Assets		<u>235</u>	<u>108</u>
Total Assets		<u>144,454</u>	<u>138,566</u>
Current Liabilities			
Current Tax Liabilities			
BAS Clearing		488	325
GST Amendments			759
		<u>488</u>	<u>1,084</u>
Total Current Liabilities		<u>488</u>	<u>1,084</u>

The accompanying notes form part of these financial statements.

**CFMEU FOREST & FOREST PRODUCTIONS DIVISION PULP & PAPER WORKERS'
BRANCH (BURNIE- SUB BRANCH)**

Detailed Balance Sheet As At 31 December, 2004

	Note	2004	2003
Non-Current Liabilities			
Loans			
Loan - FEDFA Tas Branch		1,000	1,000
		<u>1,000</u>	<u>1,000</u>
Total Non-Current Liabilities		<u>1,000</u>	<u>1,000</u>
Total Liabilities		<u>1,488</u>	<u>2,084</u>
Net Assets		<u>142,966</u>	<u>136,482</u>
Members' Funds			
Accumulated surplus (deficit)		142,966	136,482
Total Members' Funds		<u>142,966</u>	<u>136,482</u>

The accompanying notes form part of these financial statements.

**CFMEU FOREST & FOREST PRODUCTIONS DIVISION PULP & PAPER WORKERS'
BRANCH (BURNIE- SUB BRANCH)**

Statement of Cash Flows

For the year ended 31 December, 2004

	2004	2003
	\$	\$
Cash Flow From Operating Activities		
Receipts from customers	51,386	63,410
Payments to Suppliers and employees	(51,362)	(45,746)
Interest received	5,965	4,154
Net cash provided by (used in) operating activities (note 2)	<u>5,989</u>	<u>21,818</u>
Cash Flow From Investing Activities		
Payment for:		
Payments for property, plant and equipment	<u>(227)</u>	
Net cash provided by (used in) investing activities	<u>(227)</u>	
Net increase (decrease) in cash held	5,761	21,818
Cash at the beginning of the year	<u>138,457</u>	<u>116,639</u>
Cash at the end of the year (note 1)	<u><u>144,218</u></u>	<u><u>138,457</u></u>

The accompanying notes form part of these financial statements.

**CFMEU FOREST & FOREST PRODUCTIONS DIVISION PULP & PAPER WORKERS'
BRANCH (BURNIE- SUB BRANCH)**

Statement of Cash Flows

For the year ended 31 December, 2004

	2004	2003
Note 1. Reconciliation Of Cash		
For the purposes of the statement of cash flows, cash includes cash on hand and in banks and investments in money market instruments, net of outstanding bank overdrafts.		
Cash at the end of the year as shown in the statement of cash flows is reconciled to the related items in the balance sheet as follows:		
ISCU: Savings - Access Plus	59,386	57,263
ISCU: Investment - Cash Mgr	28,140	26,872
ISCU: Investment - Cash Mgr	13,836	13,203
ISCU: Investment - Cash Mgr	11,640	11,107
ISCU: Investment - Premium 3	11,761	11,307
ISCU: Investment - Premium 3	19,446	18,694
ISCU - Investment Shares	10	10
	<u>144,218</u>	<u>138,457</u>

**Note 2. Reconciliation Of Net Cash
Provided By/Used In Operating
Activities To Net Profit**

Operating profit (loss) after tax	6,484	21,399
Depreciation	101	46
Changes in assets and liabilities net of effects of purchases and disposals of controlled entities:		
Increase (decrease) in sundry provisions	<u>(596)</u>	<u>373</u>
Net cash provided by operating activities	<u>5,989</u>	<u>21,818</u>

The accompanying notes form part of these financial statements.

**CFMEU FOREST & FOREST PRODUCTIONS DIVISION PULP & PAPER WORKERS' BRANCH
(BURNIE- SUB BRANCH)**

**Notes to the Financial Statements
For the year ended 31 December, 2004**

Note 1: Statement of Significant Accounting Policies

The financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards, Urgent Issues Group Consensus Views and other authoritative pronouncements of the Australian Accounting Standards Board and the Work Place Relations Act and RAO Schedule.

The financial report covers CFMEU FOREST & FOREST PRODUCTIONS DIVISION PULP & PAPER WORKERS' BRANCH (BURNIE- SUB BRANCH) as an individual entity. CFMEU FOREST & FOREST PRODUCTIONS DIVISION PULP & PAPER WORKERS' BRANCH (BURNIE- SUB BRANCH) is an association incorporated in Burnie under the Association Incorporations Act 1984.

Information to be Provided to Members or Registrar

- (1) 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.
- (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).

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

Income tax

The association adopts the liability method of tax-effect accounting whereby the income tax expense shown in the Statement of Financial Performance is based on the profit from ordinary activities before income tax adjusted for any permanent differences.

Non-member income of the association is only assessable for tax, as member income is excluded under the principle of mutuality.

Plant and Equipment

Each class of property, plant and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation.

a) Plant and equipment

The carrying amount of plant and equipment is reviewed annually to ensure it is not in excess of the recoverable amount from those assets. The recoverable amount is assessed on the basis of the expected net cash flows that will be received from the assets employment and subsequent disposal. The expected net cash flows have not been discounted to present values in determining the recoverable amounts.

c) Depreciation

The depreciable amount of all fixed assets including buildings and capitalised leased assets, but excluding freehold land, is depreciated on a straight line basis over their useful lives to CFMEU FOREST & FOREST PRODUCTIONS DIVISION PULP & PAPER WORKERS' BRANCH (BURNIE- SUB BRANCH) commencing from the time the asset is held ready for use. Properties held for investment purposes are not subject to a depreciation charge. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

The depreciation rates used for each class of depreciable asset are:

Class of Asset	Depreciation Rate %
Plant and equipment	30%

Investments

Shares in listed companies held as current assets are valued at those shares' market value at each balance date. The gains or losses, whether realised or unrealised, are included in profit from ordinary activities before income tax.

Non-current investments are measured on the cost basis. The carrying amount of non-current investments is reviewed annually to ensure it is not in excess of the recoverable amount of these investments. The recoverable amount is assessed from the quoted market value for listed investments or the underlying net assets for other non-listed investments.

CFMEU FOREST & FOREST PRODUCTIONS DIVISION PULP & PAPER WORKERS' BRANCH (BURNIE- SUB BRANCH)
Independent Audit Report to the Members

Scope

We have audited the financial statements of CFMEU FOREST & FOREST PRODUCTIONS DIVISION PULP & PAPER WORKERS' BRANCH (BURNIE- SUB BRANCH), being the Statement by Members of the Committee, Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows and Notes to Financial Statements for the financial year ended 31 December, 2004. The Committee 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 whether the financial report is free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with Accounting Standards and other mandatory professional reporting requirements so as to present a view which is consistent with our understanding of the association's 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

In our opinion, the financial report presents fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements the financial position of CFMEU FOREST & FOREST PRODUCTIONS DIVISION PULP & PAPER WORKERS' BRANCH (BURNIE- SUB BRANCH) as at 31 December, 2004, and the results of its operations and its cash flows for the year then ended.

Signed on 19 January, 2005:

Robert A Stevens, Principal
Austin Stevens & Co
75 Mount Street, Burnie, Tas, 7320

**CONSTRUCTION, FORESTRY, MINING & ENERGY UNION
FORESTRY & FURNISHING PRODUCTS DIVISION
PULP & PAPER WORKERS' (No. 7) BRANCH (Burnie-Sub Branch)**

OPERATING REPORT

This Operating Report covers the activities of the Pulp & Paper Workers' (No. 7) Branch (the Branch) (Burnie Sub-Branch) of the Forestry & Furnishing Products Division of the Construction, Forestry, Mining & Energy Union for the year ended 31 December 2004, the results of those activities and the significant changes in the nature of those activities during the year.

1. Principal Activities of the Burnie Sub-Branch

The principal activities of the Sub-Branch over the year were:-

- Implementation of the decisions of the Sub-Branch COM and Executive
- Conduct meetings of Members
- Representation of members in matters involving their employment
- Participation in dispute resolution processes, including referring matters to the Pulp & Paper
- Participation in negotiations for agreements pertaining to members' terms and conditions of employment
- Preparations for the application of the RAO schedule.

2. The (Burnie Sub-Branch) Financial Affairs

There were no significant changes to the financial affairs or structures of the Sub-Branch over the year.

3. Right of Members to Resign

All members of the union have the right to resign from the union in accordance with the Union Rules (and Section 174 of the Workplace Relations Act) by providing written notice addressed and delivered to the Secretary of the Sub-Branch, including via email.

4. Superannuation Trustees

There are no officers or members of the Sub-Branch Committee of Management who are Trustees of any superannuation fund.

5. Membership of the Sub-Branch

At 31 December 2004, the membership of the sub-Branch was 176.

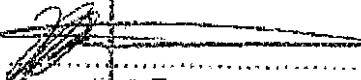
-2-

6. The Sub-Branch has no employees
7. **Committee of Management and Executive**
The following persons were members of the Sub-Branch Committee of Management, during the year ended 31 December 2004.

Leslie Britton	18 McGrath Street, Burnie
Ken Fraser	60 Oonah Street, Burnie
Eric Edwards	8 Boland Avenue, Burnie
Martin Walsh	9 Warren Drive, Penguin
Richard Coulson	10 Bertha Street, Ulverstone
Roy Blight	63 Flinders Street, Burnie
Mark Clark	39 Stowport Road, Burnie
Steven Dawkins	Knights Road, Ulverstone

The following persons were members of the Sub-Branch Executive during the year ended 21 December 2004:

Leslie Britton	18 McGrath Street, Burnie
Kenneth A Fraser	60 Oonah Street, Burnie
Eric Edwards	8 Boland Avenue, Burnie
Richard John Coulson	10 Bertha Street, Ulverstone


Kenneth A Fraser

Dated 19/1/2005

**CFMEU FOREST & FOREST PRODUCTIONS DIVISION PULP & PAPER WORKERS'
BRANCH (BURNIE- SUB BRANCH)
Independent Audit Report to the Members**

Scope

We have audited the financial statements of CFMEU FOREST & FOREST PRODUCTIONS DIVISION PULP & PAPER WORKERS' BRANCH (BURNIE- SUB BRANCH) , being the Statement by Members of the Committee, Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows and Notes to Financial Statements for the financial year ended 31 December, 2004. The Committee 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.

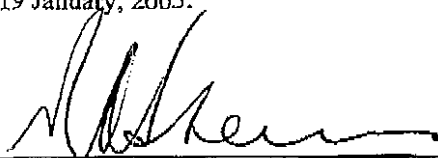
Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance whether the financial report is free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial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

In our opinion, the financial report presents fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements the financial position of CFMEU FOREST & FOREST PRODUCTIONS DIVISION PULP & PAPER WORKERS' BRANCH (BURNIE- SUB BRANCH) as at 31 December, 2004, and the results of its operations and its cash flows for the year then ended.

Signed on 19 January, 2005:



Robert A Stevens, Principal
Austin Stevens & Co
75 Mount Street, Burnie, Tas, 7320



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 Ken Fraser
Secretary/Treasurer
CFMEU FFPD
Burnie Pulp & Paper Workers' Sub-Branch
68-70 Marine Parade
BURNIE TAS 7320

Dear Mr Fraser

Re: Financial Statements and Accounts for the CFMEU FFPD Pulp & Paper Workers' Burnie Sub Branch for the year ending 31 December 2004 (FR2004/687)

I refer to the abovementioned financial statements and accounts. Thank you for lodging the amended documents, under cover of a Secretary's Certificate dated 27 June 2005, in response to the letter from Mr Peter McKerrow of this office dated 20 May 2005.

Audit Opinion

The audit opinion included in the amended lodged documents was not signed by the auditor. I have contacted the auditor, Austin Stevens & Co and obtained a signed copy of the audit opinion. Please ensure when lodging future returns that signed copies of all relevant documents are lodged in the Registry.

Presentation of Full Report to Committee of Management Meeting

I enclose a copy of a letter from the Deputy Industrial Registrar to the FFPD Divisional Secretary Mr Trevor Smith for your information.

Following the receipt of this additional information the documents have been filed, and may be viewed on the internet at www.e-airc.gov.au/105nppbu/financial.

I would like to take this opportunity to remind you that information about the financial reporting obligations under the Registration and Accountability of Organisations Schedule (Schedule 1B to the *Workplace Relations Act 1996*) which apply to your organisation can be found at www.airc.gov.au/fact_sheets/factsheets.html.

Yours sincerely,

A handwritten signature in black ink that reads 'Belinda Penna'.

Belinda Penna
for Deputy Industrial Registrar

12 July 2005

cc. Mr Tim Woods
Pulp & Paper Branch Secretary



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 Trevor Smith
Divisional Secretary
CFMEU - Forestry, Furnishing, Building Products & Manufacturing Division
Level 1, 125 Port Road
HINDMARSH SA 5007

Dear Mr Smith

Financial Return - year ending 31 December 2004 (FR2004/671)

I refer to the copies of the full report of the Division lodged in the Registry on 22 Jun 2005. The documents have been filed.

As foreshadowed in the recent phone discussion with an officer of the Registry, I note that the full report was presented to the Division's committee of management on 10 June 2005. As you know, s266(1) of the RAO Schedule provides that a reporting unit must present the full report to a general meeting of members within the time specified. If the rules of a reporting unit provide for the matters specified in s266(3), the reporting unit may instead, present the report to a meeting of its committee of management.

In assessing whether a reporting unit's rules provide for those matters the Registry has taken the view that the reference to "members" in s266(3) should not be confined only to "financial members" of a reporting unit. I note that sub-rule 40(c) of the Division's rules provides for a petition to call a meeting to consider the full report but requires that those signing the petition be "financial members".

In coming to this view, the Registry has taken into account the absence of any legislative definition of the term "member". We have also considered the general objects of the RAO Schedule in s5 which include encouraging members' participation in the affairs of their organisation and high standards of financial and other forms of accountability by organisations to members.

I note that the alteration which inserted sub-rule 40(c) in the Division's rules was certified in matter R2003/361 on 5 February 2004.

As there is no decision of any Court on this provision and in the circumstances I am prepared to accept that the Division has on this occasion satisfied its financial reporting obligations. The Division should however amend this provision when next considering alterations to its rules.

As other reporting units of the Division lodge their financial returns in the Registry, I will draw their attention to this matter if relevant and provide them with a copy of this letter for their information.

If you have any questions please contact Peter McKerrow or me on (02) 8374 6666.

Yours sincerely

A handwritten signature in black ink, appearing to read "Barry Jenkins".

Barry Jenkins
Deputy Industrial Registrar

5 July 2005