



Australian Government
Australian Industrial Registry

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Ref: FR2004/689-[105N-PPME]

Mr Alex Millar
Secretary/Treasurer
CFMEU FFPD
Melbourne Pulp & Paper Workers Sub-Branch
1st Floor, 500 Swanston Street
CARLTON SOUTH VIC 3053

Dear Mr Millar

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: **FR2004/689**.

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

Documents Checklist

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

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

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

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

Committee Of Management Statement

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

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

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

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

Title of Office held:

Signature:

Date:

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

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

Certificate of Secretary or other Authorised Officer¹

s268 of Schedule 1B *Workplace Relations Act 1996*

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

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

Signature

Date:

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

(a) the secretary; or

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

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

³*Insert whichever is applicable*

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

I Alex Millar being the Secretary of the Melbourne Sub-Branch certify:

that the documents lodged herewith are copies of the full report, and the concise report, referred to in s268 of the RAO Schedule; and

that the concise report, was provided to members on 27th April 2005; and

that the full report was presented to a meeting of the committee of management of the reporting unit on 22nd June 2005; in accordance with section 266 of the RAO Schedule.

Signature: Alex. Millar

Date: 27/6/2005



**CONSTRUCTION FORESTRY MINING
ENERGY UNION
PULP & PAPER WORKERS BRANCH
MELBOURNE SUB-BRANCH
FINANCIAL REPORT
FOR THE YEAR ENDED 31ST DECEMBER, 2004**



CONSTRUCTION FORESTRY MINING ENERGY UNION
PULP AND PAPER WORKERS' BRANCH
MELBOURNE SUB-BRANCH

FINANCIAL REPORT
FOR THE YEAR ENDED 31ST DECEMBER, 2004

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OPERATING REPORT

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

1. The principle activities of the Melbourne Sub Branch

The principal activities of the Pulp & Paper Workers' Branch -Melbourne Sub Branch over the year were:

- Implementation of the decisions of the Sub Branch COM and the Sub Branch Executive
- Participation in dispute resolution processes, including the contact of matters before tribunals including the Australian Industrial Relations Commission
- Participation in negotiations for agreements pertaining to member's terms and conditions of employment.
- Attending and conducting meetings of members at work sites
- Representing member's interests on company consultative committees and working groups.
- Management of information and technology to drive more effective outcomes for members
- Participation in Occupational Health, Safety & Environment and Training & Skills development programs of benefit to the industry and union members
- Development and distribution of publications of interest to union members

2. Right of Members to Resign

All members of the union have the right to resign from the union in accordance with Rule 11 of the union rules (and section 174 of the Workplace Relations Act) by providing written notice addressed and delivered to the Secretary of the Melbourne Sub Branch, including via email.

3. Superannuation Trustees

Alex Millar & Geoff Gasperotti are officials of the Sub Branch committee and are members of the Board of Directors and members of the Pulp & Paper Workers' Superannuation Fund.

4. Membership of the Melbourne Sub Branch

At 31st December 2004 the Melbourne Sub Branch membership was 760.

5. Employees of the Melbourne Sub Branch

At 31st December 2004, the Melbourne Sub Branch employed 1 full time employee.

OPERATING REPORT (cont.)

6. Committee of Management and Executive

The following persons were members of the Sub Branch committee of management during the year ended 31st December 2004

<u>Name</u>	<u>Period of Appointment</u>
Alex Millar	1.1.04 - 31.12.04
Geoff Gasperotti	1.1.04 - 31.12.04
Grant Keys	1.1.04 - 31.12.04
Kevin Riordan	1.1.04 - 31.12.04
Toni Toohey	1.1.04 - 31.12.04
Michael Obradovich	1.1.04 - 31.12.04
Stan Mazur	1.1.04 - 31.12.04
Malcolm Jeavons	1.1.04 - 31.12.04
Phillip Edwards	1.1.04 - 31.12.04
Richard Mendola	1.1.04 - 31.12.04
Ann Weldon	1.1.04 - 31.12.04
John Byrne	1.1.04 - 31.12.04
Alex Mestou	1.1.04 - 31.12.04

The following persons were members of the Sub Branch Executive, during the year ended 31st December 2004

<u>Name</u>	<u>Period of Appointment</u>
Alex Millar	1.1.04 - 31.12.04
Geoff Gasperotti	1.1.04 - 31.12.04
Michael Obradovich	1.1.04 - 31.12.04
Grant Keys	1.1.04 - 09.03.04



ALEX MILLAR
SUB BRANCH SECRETARY

Dated 8th March, 2005

STATEMENT OF FINANCIAL POSITION
AS AT 31ST DECEMBER, 2004

<u>2003</u>		<u>NOTE</u>	
	<u>CURRENT ASSETS</u>		
50,527	Cash Assets	3	501,208
4,642	Receivables	4	5,058
442,441	Investments	5	-
<u>497,610</u>	TOTAL CURRENT ASSETS		<u>506,266</u>
	<u>NON-CURRENT ASSETS</u>		
25,796	Property, Plant and Equipment	6	22,430
<u>25,796</u>	TOTAL NON-CURRENT ASSETS		<u>22,430</u>
<u>523,406</u>	TOTAL ASSETS		<u>528,696</u>
	<u>CURRENT LIABILITIES</u>		
29,105	Payables	7	11,767
27,544	Provisions	8	32,875
<u>56,649</u>	TOTAL CURRENT LIABILITIES		<u>44,642</u>
<u>56,649</u>	TOTAL LIABILITIES		<u>44,642</u>
<u>\$ 466,757</u>	NET ASSETS		<u>\$ 484,054</u>
	<u>MEMBERS FUNDS</u>		
466,757	Accumulated Funds	9	484,054
<u>\$ 466,757</u>	TOTAL MEMBERS FUNDS		<u>\$ 484,054</u>

STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 31ST DECEMBER, 2004

<u>2003</u>		<u>NOTE</u>	
	<u>INCOME</u>		
295,639	Contributions	10	286,811
602	Interest - Bank		10,771
15,751	Interest - Term Deposits		12,122
2,073	Profit on Sale of Motor Vehicle		-
<u>314,065</u>	TOTAL INCOME		<u>309,704</u>
	<u>EXPENSES</u>		
8,811	Allowances		5,675
2,661	Affiliations		3,595
7,924	Annual Leave Provided		1,743
5,700	Auditors Remuneration - Fees		7,160
772	Bank Charges		574
1,169	Computer Expenses		1,137
454	Conference Expenses		-
5,735	Depreciation		5,593
2,198	Donations - Darren Moon Trust		-
2,597	Entertainment		270
1,790	Fringe Benefits Tax		1,849
669	Insurance		196
685	Internet Expenses		338
1,736	Legal Expenses		76
370	Meeting Expenses		808
3,778	Motor Vehicle Expenses		5,535
5,516	Payroll Tax		4,583
578	Printing & Stationery		1,008
63,692	Salaries - Officials		73,678
1,137	Shirts & Vests		654
3,777	Sick Leave Provided		3,589
1,559	Staff Training		1,603
2,486	Sub-Branch Secretary Expenses		2,757
125	Sundry Expenses		87
9,773	Superannuation - Officials		6,414
4,638	Telephone		3,207
4,342	Travelling Expenses - Airfare ICEM Conference		-
178,498	Sustentation Fees		158,447
1,146	Work Cover		1,832
<u>324,316</u>	TOTAL EXPENSES		<u>292,408</u>
(10,251)	TOTAL SURPLUS/(DEFICIT)		17,296
477,008	Accumulated Funds at the Beginning of the Year		466,758
<u>\$ 466,757</u>	ACCUMULATED FUNDS AT THE END OF THE YEAR		<u>\$ 484,054</u>

CONSTRUCTION FORESTRY MINING ENERGY UNION
PULP AND PAPER WORKERS' BRANCH
MELBOURNE SUB-BRANCH

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STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31ST DECEMBER, 2004

<u>2003</u>		<u>NOTE</u>
<u>CASH FLOWS FROM OPERATING ACTIVITIES</u>		
325,203	Capitation Fees	315,492
16,353	Interest Received	22,893
(313,125)	Payments to Suppliers & Employees	(317,839)
(8,814)	Goods & Services Tax Remitted	(10,080)
<hr/>		<hr/>
\$ 19,617	Net Cash Flow Provided By Operating Activities	11(b) \$ 10,466
<hr/>		<hr/>
<u>CASH FLOWS FROM INVESTING ACTIVITIES</u>		
19,090	Proceeds From Sale of Property, Plant & Equipment	-
(29,600)	Payment for Property, Plant & Equipment	(2,227)
<hr/>		<hr/>
(10,510)	Net Cash (Used In) Investing Activities	(2,227)
<hr/>		<hr/>
9,107	Net Increase in Cash Held	8,239
483,861	Cash Held at Beginning of the Year	492,968
<hr/>		<hr/>
\$ 492,968	Cash Held At End Of The Year	11(a) \$ 501,207
<hr/>		<hr/>

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER, 2004

NOTE 1 - Statement of Significant Accounting Policies

The financial report is a general purpose financial report prepared in accordance with Accounting Standards, Urgent Issues Group Consensus Views, other authoritative pronouncements of the Australian Accounting Standards Board and the Workplace Relations Act 1996.

The financial report has been prepared on a modified accrual basis, income is recognised on a cash receipts basis and expenses on an accrual basis. The financial report 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 by the union in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

(a) **Property, Plant & Equipment**

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

Plant and equipment

Plant and equipment are measured on the cost basis.

The carrying amount of plant and equipment is reviewed annually by the union 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 which will be received from the assets employment and subsequent disposal. The expected net cash flows have not been discounted to present values in determining recoverable amounts.

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER, 2004

Depreciation

The depreciable amount of all fixed assets are depreciated on a straight line or diminishing value basis over their estimated useful lives to the union commencing from the time the asset is held ready for use. 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 assets are:

Class of Fixed Asset	Depreciation Rate
Plant and equipment	18.75 - 37.50%

(b) **Employee Benefits**

Provision is made for the unions liability for employee benefits arising from services rendered by employees to balance date. Employee benefits expected to be settled within one year together with benefits arising from wages and salaries, annual leave and sick leave which will be settled after one year, have been measured at their nominal amount including on-costs. The union recognises employee benefits at the time there is a legal entitlement of that benefit. Contributions are made by the union to an employee superannuation fund and are charged as expenses when incurred.

(c) **Income Tax**

No provision for income tax is required as the union is exempt from income tax under Section 50-15 (3.2) of the Income Tax Assessment Act 1997.

(d) **Cash**

For the purposes of the statement of cash flows, cash includes cash on hand and in at call deposits with banks or financial institutions, investments in money market instruments maturing within less than three months and net of bank overdrafts.

(e) **Revenue**

Membership contributions and interest received is recognised on a cash receipts basis.

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

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER, 2004

(f) **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 Taxation 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.

(g) **Comparatives**

Where necessary, comparative information has been reclassified to achieve consistency in disclosure with current financial year information and other disclosures.

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NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER, 2004

NOTE 2 - Information to be Provided to Members or Registrar

The Financial Accounts of the Construction Forestry Mining Energy Union Pulp & Paper Workers' Branch - Melbourne Sub-Branch have been audited in accordance with the provisions of the Workplace Relations Act, 1996, and a summary is provided for Members in accordance with Section 265 of the Act.

A copy of the audited Accounts will be supplied free of charge to Members upon request, and your attention is drawn to your Union's responsibility in this regard, as set out below.

INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the Workplace Relations Act 1996, the attention of members is drawn to the provisions of sub-sections (1), (2) and (3) of Section 272, which read as follows :-

- (1) A member of a reporting unit, or a Registrar, may apply in writing to the reporting unit for specified 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).

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER, 2004

2003

NOTE 3 - Cash Assets

	50,527	Cash at Bank	36,488
	-	Deposits at Call	464,720
	50,527		501,208
\$			\$

NOTE 4 - Receivables

	\$ 4,642	Other Debtors	\$ 5,058
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NOTE 5 - Investments

	\$ 442,441	Term Deposits	\$ -
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NOTE 6 - Property, Plant and Equipment

	2,454	Computer Equipment - At Cost	4,681
	1,826	Less Accumulated Depreciation	2,673
	628		2,008
	29,600	Motor Vehicles - At Cost	29,600
	4,583	Less Accumulated Depreciation	9,284
	25,017		20,316
	340	Office Equipment - At Cost	340
	189	Less Accumulated Depreciation	234
	151		106
\$	25,796		\$ 22,430

NOTE 7 - Payables

	\$ 29,105	Accrued Expenses	\$ 11,767
--	-----------	------------------	-----------

NOTE 8 - Provisions

	18,834	Provision for Annual Leave	20,577
	8,710	Provision for Sick Leave	12,298
	27,544		32,875
\$			\$

CONSTRUCTION FORESTRY MINING ENERGY UNION
PULP AND PAPER WORKERS' BRANCH
MELBOURNE SUB-BRANCH

PAGE 11

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER, 2004

2003

NOTE 9 – Accumulated Funds

	477,007	Opening Balance at the Beginning of the Year	466,757
	(10,250)	Surplus/(Deficit) for the Year	17,297
	<hr/>		<hr/>
\$	466,757	Closing Balance at the End of the Year	\$ 484,054
	<hr/>		<hr/>

NOTE 10 - Contributions

	45,888	Australian Paper Manufacturers	46,361
	135,376	Carter Holt Harvey	131,153
	23,410	Johnson Controls	22,916
	28,605	Van Leer	24,874
	42,611	Sancella	41,228
	13,288	Functional Coatings	11,693
	2,706	Pulp & Paper Workers' Branch	4,114
	1,686	PPW Superannuation Fund	1,239
	2,069	Encore Tissue	2,202
	-	IFBWW	414
	-	Temporary Staff	617
	<hr/>		<hr/>
\$	295,639		\$ 286,811
	<hr/>		<hr/>

CONSTRUCTION FORESTRY MINING ENERGY UNION
PULP AND PAPER WORKERS' BRANCH
MELBOURNE SUB-BRANCH

PAGE 12

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER, 2004

NOTE 11(a) - Reconciliation of Cash

Cash at the end of the financial year as shown in the statement of cash flow is reconciled to the related items in the statement of financial position as follows:

<u>2003</u>		
45,133	General Fund	31,080
5,394	Levy Account	5,407
442,441	Term Deposits	-
-	Deposits at Call	464,720
<hr/> \$ 492,968		<hr/> \$ 501,207

NOTE 11(b) - Reconciliation of Net Cash Flow Provided by Operating Activities to Surplus/(Deficit) for Year

(10,250)	Surplus/(Deficit) for Year	17,296
5,735	Depreciation	5,593
(2,074)	Profit on Sale of Fixed Assets	-
18,301	Increase/(Decrease) in Accrued Expenses	(17,338)
11,702	Increase in Provisions	5,331
(3,797)	(Increase) in Other Debtors	(416)
<hr/> \$ 19,617	Net Cash Flow From Operating Activities	<hr/> \$ 10,466

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER, 2004

NOTE 12 - Events Subsequent to Reporting Date

No event has arisen subsequent to balance date, the effect of which may be material in relation to the financial statements.

NOTE 13 - Economic Dependence

The Principal source of income for the union is member contributions. The union is economically dependent on the members to continue to service the needs of its members on industrial and workplace matters.

NOTE 14 - Segment Reporting

The union operates in predominantly one business and geographical segment, being to service the needs of members on industrial and workplace matters throughout Victoria.

NOTE 15 - Union Details

The registered office and the principal place of business of the union is Level 1, 500 Swanston Street Carlton, Victoria 3053.

NOTE 16 - Related Party Transactions

(a) Office-Holders

The following persons held office in the Sub-Branch Office for all or part of the financial year and, together with each branch of the organisation, are deemed to be a related party for financial reporting purposes:

Geoff Gasperotti, Michael Obradovic, John Byrne, , Phillip Edwards, Romeo Janevons, Mal Jeavons, Grantly Keys, Stan Mazur, Richard Mendola, Alex Mestou, Toni Toohey, Anne Weldon.

(b) Office-Holders Transactions

The aggregate amount of remuneration paid by the Sub-Branch Office during the year to elected officers entitled to be remunerated under the Rules of the organisation was the amount as set out in the Statement of Financial Performance.

NOTE 17 - Contingent Liabilities

The union is not aware of any contingent liabilities at balance date, the effect of which would be material in relation to these financial statements.

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

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER, 2004

NOTE 18- Financial Instruments

Interest Rate Risk

The union's exposure to interest rate risk, which is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates and the effective weighted average interest rate on those financial assets and financial liabilities, is as follows:

	Weighted Average Effective Interest Rate		Floating Interest Rate		Fixed Interest Rate Maturing			
	2004	2003	2004	2003	Within Year		1-5 Years	
	%	%	\$	\$	2004	2003	2004	2003
Financial Assets								
Cash	1.00	1.00	36,488	50,527	-	-	-	-
Deposits at Call	5.00	-	464,720	-	-	-	-	-
Investments	-	3.60	-	-	-	442,441	-	-
Total Financial Assets			\$ 501,208	\$ 50,527	-	\$ 442,441	-	-

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER, 2004

NOTE 18 - Financial Instruments (Cont.)

Credit Risk

The maximum exposure to credit risk, excluding the value of any collateral or other security, at balance date to recognised financial assets is the carrying amount of those assets, net of any provisions for doubtful debts, as disclosed in the statement of financial position and notes to and forming part of the financial statements.

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

Net Fair Values

The net fair values of listed investments have been valued at the quoted market bid price at balance date adjusted for transaction costs expected to be incurred. For other assets and other liabilities net fair value approximates their carrying value. No financial assets and financial liabilities are readily traded on organised markets in standardised form other than listed investments. Financial assets where the carrying amount exceeds net fair values have not been written down as the union intends to hold these assets to maturity.

The aggregate net fair values and carrying amounts of financial assets and financial liabilities are disclosed in the statement of financial position and in the notes to the financial statements.

COMMITTEE OF MANAGEMENT STATEMENT

On 8th March, 2005 the Committee of Management of Pulp & Paper Melbourne Sub-Branch passed the following resolution in relation to the general purpose financial report of the reporting unit for the financial year ended 31st December, 2004.

The Committee of Management declares in relation to the general purpose financial report that in its opinion:

- (a) the financial statements and notes comply with Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting requirements on the Industrial Registrar;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the general purpose financial report relates and since the end of that year:
 - (i) meetings of the committee of management were held in accordance with the rules of the organisation; and
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation; 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) the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner; and

CONSTRUCTION FORESTRY MINING ENERGY UNION PAGE 17
PULP & PAPER WORKERS' BRANCH - MELBOURNE SUB-BRANCH

COMMITTEE OF MANAGEMENT STATEMENT (CONT)

- (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) No orders have been made by the Commission under section 273 of the RAO Schedule during the period.

For the Committee of Management:

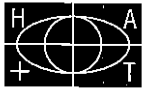


GEOFF GASPEROTTI



MICHAEL OBRADOVIC

Dated 8th March, 2005
Melbourne



Hack, Anderson & Thomas

CHARTERED ACCOUNTANTS

ABN 85 085 349 674

Sidney C. Hack, Rodney C. G. Anderson, Mark Anderson, David C. Adams,
Rowan A. Board

Level 18,
390 St. Kilda Road,
Melbourne, Victoria,
Australia, 3004.
Telephone: (03) 9867 3200
Fax: (03) 9867 3810
Email: Admin@hat.com.au

Our Ref.:

Your Ref.:

AUDITORS' REPORT TO THE MEMBERS OF THE
CONSTRUCTION FORESTRY MINING ENERGY UNION
PULP & PAPER WORKERS' BRANCH - MELBOURNE SUB-BRANCH

SCOPE

We have audited the financial report of the Construction Forestry Mining Energy Union Pulp and Paper Workers Branch - Melbourne Sub-Branch for the year ended 31st December, 2004 as set out on pages 3 to 17. The Committee of Management of the union 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 of the union.

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, other mandatory professional reporting requirements and the Workplace Relations Act 1996 so as to present a view of the organisation which is consistent with our understanding of their financial position, the results of its operations and its cash flows.

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



Hack, Anderson & Thomas

CHARTERED ACCOUNTANTS

ABN 85 085 349 674

Sidney C. Hack, Rodney C. G. Anderson, Mark Anderson, David C. Adams,
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AUDITORS' REPORT TO THE MEMBERS OF THE

CONSTRUCTION FORESTRY MINING ENERGY UNION PULP & PAPER WORKERS' BRANCH - MELBOURNE SUB-BRANCH (continued)

AUDIT OPINION

In our opinion the financial report of the Construction Forestry Mining Energy Union Pulp and Paper Workers Branch - Melbourne Sub-Branch presents a true and fair view in accordance with applicable Accounting Standards, the Workplace Relations Act 1996, and any other mandatory reporting requirements in Australia the financial position of the Construction Forestry Mining Energy Union Pulp and Paper Workers Branch - Melbourne Sub-Branch as at 31st December, 2004 and the results of its operations and cashflows for the year then ended.

Dated 7th April, 2005
Melbourne

Hack, Anderson & Thomas.

HACK, ANDERSON & THOMAS

Chartered Accountants

M. ANDERSON, PARTNER

Registered Company Auditor

**CONSTRUCTION FORESTRY MINING
ENERGY UNION
PULP & PAPER WORKERS BRANCH
MELBOURNE SUB-BRANCH
CONCISE FINANCIAL REPORT
FOR THE YEAR ENDED 31ST DECEMBER, 2004**



CONSTRUCTION FORESTRY MINING ENERGY UNION
PULP AND PAPER WORKERS' BRANCH
MELBOURNE SUB-BRANCH

CONCISE FINANCIAL REPORT
FOR THE YEAR ENDED 31ST DECEMBER, 2004

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CONSTRUCTION FORESTRY MINING ENERGY UNION PAGE 1
PULP & PAPER WORKERS' BRANCH - MELBOURNE SUB-BRANCH

DISCUSSION AND ANALYSIS OF THE FINANCIAL STATEMENTS

Information on Construction Forestry Mining Energy Union Pulp & Paper Workers' Branch - Melbourne Sub-Branch Concise Financial Report:

The financial statements and disclosure in the concise financial report have been derived from the 2004 financial report of Construction Forestry Mining Energy Union Pulp & Paper Workers' Branch - Melbourne Sub-Branch.

A copy of the full financial report and auditors report can be sent to any member, free of charge, upon request.

This discussion and analysis is provided to assist members in understanding the concise financial report. The discussion and analysis is based on Construction Forestry Mining Energy Union Pulp & Paper Workers' Branch - Melbourne Sub-Branch financial statements and the information contained in the concise financial report has been derived from the full 2004 Financial Report of Construction Forestry Mining Energy Union Pulp & Paper Workers' Branch - Melbourne Sub-Branch.

Statement of Financial Performance:

The surplus for the year is \$17,296 compared with a deficit of \$10,251 for the 2003 year. This result is mainly due to expenses decreasing by approximately 10% in 2004 while revenue remained fairly constant only decreasing by approximately 1%.

Statement of Financial Position:

Total assets remained fairly constant between 2003 and 2004 increasing only \$5,290 or approximately 1%. Total liabilities decreased by \$12,007 or approximately 21% mainly due to a decrease in payables. As a consequence members funds increased by \$17,297 from the 2003 year.

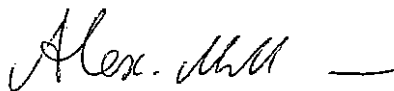
Apart from the above, there has been no significant change in the composition of the assets and liabilities from the 2003 year.

Statement of Cash Flows:

Cash assets increased from \$483,861 at 31 December 2003 to \$492,968 at 31 December 2004.

Cash flows provided by operations decreased by approximately 47% during the year from \$19,617 in 2003 to \$10,466 in 2004. This decrease was caused by the decrease in capitation fees and the increase in payments to suppliers and employees

The net increase in cash held during the year was only slightly higher than Year 2003. This is primarily due to the effect of the increased interest received.



ALEX MILLER
BRANCH SECRETARY

Dated 7th April, 2005

OPERATING REPORT

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

7. The principle activities of the Melbourne Sub Branch

The principal activities of the Pulp & Paper Workers' Branch -Melbourne Sub Branch over the year were:

- Implementation of the decisions of the Sub Branch COM and the Sub Branch Executive
- Participation in dispute resolution processes, including the contact of matters before tribunals including the Australian Industrial Relations Commission
- Participation in negotiations for agreements pertaining to member's terms and conditions of employment.
- Attending and conducting meetings of members at work sites
- Representing member's interests on company consultative committees and working groups.
- Management of information and technology to drive more effective outcomes for members
- Participation in Occupational Health, Safety & Environment and Training & Skills development programs of benefit to the industry and union members
- Development and distribution of publications of interest to union members

8. Right of Members to Resign

All members of the union have the right to resign from the union in accordance with Rule 11 of the union rules (and section 174 of the Workplace Relations Act) by providing written notice addressed and delivered to the Secretary of the Melbourne Sub Branch, including via email.

9. Superannuation Trustees

Alex Millar & Geoff Gasperotti are officials of the Sub Branch committee and are members of the Board of Directors and members of the Pulp & Paper Workers' Superannuation Fund.

10. Membership of the Melbourne Sub Branch

At 31st December 2004 the Melbourne Sub Branch membership was 760.

11. Employees of the Melbourne Sub Branch

At 31st December 2004, the Melbourne Sub Branch employed 1 full time employee.

OPERATING REPORT (cont.)

12. Committee of Management and Executive

The following persons were members of the Sub Branch committee of management during the year ended 31st December 2004

<u>Name</u>	<u>Period of Appointment</u>
Alex Millar	1.1.04 - 31.12.04
Geoff Gasperotti	1.1.04 - 31.12.04
Grant Keys	1.1.04 - 31.12.04
Kevin Riordan	1.1.04 - 31.12.04
Toni Toohey	1.1.04 - 31.12.04
Michael Obradovich	1.1.04 - 31.12.04
Stan Mazur	1.1.04 - 31.12.04
Malcolm Jeavons	1.1.04 - 31.12.04
Phillip Edwards	1.1.04 - 31.12.04
Richard Mendola	1.1.04 - 31.12.04
Ann Weldon	1.1.04 - 31.12.04
John Byrne	1.1.04 - 31.12.04
Alex Mestou	1.1.04 - 31.12.04

The following persons were members of the Sub Branch Executive, during the year ended 31st December 2004

<u>Name</u>	<u>Period of Appointment</u>
Alex Millar	1.1.04 - 31.12.04
Geoff Gasperotti	1.1.04 - 31.12.04
Michael Obradovich	1.1.04 - 31.12.04
Grant Keys	1.1.04 - 09.03.04



ALEX MILLAR
SUB BRANCH SECRETARY

Dated 8th March, 2005

STATEMENT OF FINANCIAL POSITION
AS AT 31ST DECEMBER, 2004

<u>2003</u>		<u>NOTE</u>
	<u>CURRENT ASSETS</u>	
50,527	Cash Assets	501,208
4,642	Receivables	5,058
442,441	Investments	-
<u>497,610</u>	TOTAL CURRENT ASSETS	<u>506,266</u>
	<u>NON-CURRENT ASSETS</u>	
<u>25,796</u>	Property, Plant and Equipment	<u>22,430</u>
<u>25,796</u>	TOTAL NON-CURRENT ASSETS	<u>22,430</u>
<u>523,406</u>	TOTAL ASSETS	<u>528,696</u>
	<u>CURRENT LIABILITIES</u>	
29,105	Payables	11,767
27,544	Provisions	32,875
<u>56,649</u>	TOTAL CURRENT LIABILITIES	<u>44,642</u>
<u>56,649</u>	TOTAL LIABILITIES	<u>44,642</u>
<u>\$ 466,757</u>	NET ASSETS	<u>\$ 484,054</u>
	<u>MEMBERS FUNDS</u>	
<u>466,757</u>	Accumulated Funds	<u>484,054</u>
<u>\$ 466,757</u>	TOTAL MEMBERS FUNDS	<u>\$ 484,054</u>

STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 31ST DECEMBER, 2004

<u>2003</u>		<u>NOTE</u>
	<u>INCOME</u>	
295,639	Contributions	286,811
602	Interest - Bank	10,771
15,751	Interest - Term Deposits	12,122
	Profit on Sale of Motor Vehicle	-
2,073		-
<u>314,065</u>	TOTAL INCOME	<u>309,704</u>
	<u>EXPENSES</u>	
8,811	Allowances	5,675
2,661	Affiliations	3,595
7,924	Annual Leave Provided	1,743
5,700	Auditors Remuneration - Fees	7,160
772	Bank Charges	574
1,169	Computer Expenses	1,137
454	Conference Expenses	-
5,735	Depreciation	5,593
2,198	Donations - Darren Moon Trust	-
2,597	Entertainment	270
1,790	Fringe Benefits Tax	1,849
669	Insurance	196
685	Internet Expenses	338
1,736	Legal Expenses	76
370	Meeting Expenses	808
3,778	Motor Vehicle Expenses	5,535
5,516	Payroll Tax	4,583
578	Printing & Stationery	1,008
63,692	Salaries - Officials	73,678
1,137	Shirts & Vests	654
3,777	Sick Leave Provided	3,589
1,559	Staff Training	1,603
2,486	Sub-Branch Secretary Expenses	2,757
125	Sundry Expenses	87
9,773	Superannuation - Officials	6,414
4,638	Telephone	3,207
	Travelling Expenses - Airfare	-
4,342	ICEM Conference	-
178,498	Sustentation Fees	158,447
1,146	Work Cover	1,832
<u>324,316</u>	TOTAL EXPENSES	<u>292,408</u>
(10,251)	TOTAL SURPLUS/(DEFICIT)	17,296
477,008	Accumulated Funds at the Beginning of the Year	466,758
<u>\$ 466,757</u>	ACCUMULATED FUNDS AT THE END OF THE YEAR	<u>\$ 484,054</u>

CONSTRUCTION FORESTRY MINING ENERGY UNION PAGE 6
PULP AND PAPER WORKERS' BRANCH - MELBOURNE SUB-BRANCH

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31ST DECEMBER, 2004

<u>2003</u>		<u>NOTE</u>
<u>CASH FLOWS FROM OPERATING ACTIVITIES</u>		
325,203	Capitation Fees	315,492
16,353	Interest Received	22,893
(313,125)	Payments to Suppliers & Employees	(317,839)
(8,814)	Goods & Services Tax Remitted	(10,080)
<hr/>		<hr/>
\$ 19,617	Net Cash Flow Provided By Operating Activities	\$ 10,466
<hr/>		<hr/>
<u>CASH FLOWS FROM INVESTING ACTIVITIES</u>		
19,090	Proceeds From Sale of Property, Plant & Equipment	-
(29,600)	Payment for Property, Plant & Equipment	(2,227)
<hr/>		<hr/>
(10,510)	Net Cash (Used In) Investing Activities	(2,227)
<hr/>		<hr/>
9,107	Net Increase in Cash Held	8,239
483,861	Cash Held at Beginning of the Year	492,968
<hr/>		<hr/>
\$ 492,968	Cash Held At End Of The Year	\$ 501,207
<hr/>		<hr/>

CONSTRUCTION FORESTRY MINING ENERGY UNION PAGE 7
PULP & PAPER WORKERS' BRANCH - MELBOURNE SUB-BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER, 2004

NOTE 1 - Basis of Preparation of the Concise Financial Report

The concise financial report has been prepared in accordance with Accounting Standard AASB 1039: Concise Financial Reports and the Workplace Relations Act 1996.

The financial statements, specific disclosures and other information included in the concise financial report are derived from and are consistent with the full report of Construction Forestry Mining Energy Union Pulp & Paper Workers' Branch - Melbourne Sub-Branch. The concise financial report cannot be expected to provide as detailed an understanding of the financial performance, financial position and financing and investing activities of Construction Forestry Mining Energy Union Pulp & Paper Workers' Branch - Melbourne Sub-Branch as the full financial report.

The accounting policies have been consistently applied by the union and are consistent with those of the previous financial year, unless otherwise stated.

Comparatives

Where necessary, comparative information has been reclassified to achieve consistency in disclosure with current financial year information and other disclosures.

NOTE 2 - Information to be provided to Members or Registrar

In accordance with the requirements of the Workplace Relations Act 1996, the attention of members is drawn to the provisions of sub-sections (1), (2) and (3) of Section 272, which read as follows :-

- (1) A member of a reporting unit, or a Registrar, may apply to the reporting unit for specified 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).

NOTE 3 - Segment Reporting

The union operates in predominately one business and geographical segment, being to service and support the needs of members on industrial and workplace matters

COMMITTEE OF MANAGEMENT STATEMENT

On 8th March, 2005 the Committee of Management of Pulp & Paper Melbourne Sub-Branch passed the following resolution in relation to the general purpose financial report of the reporting unit for the financial year ended 31st December, 2004.

The Committee of Management declares in relation to the general purpose financial report that in its opinion:

- (a) the financial statements and notes comply with Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting requirements on the Industrial Registrar;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the general purpose financial report relates and since the end of that year:
 - (i) meetings of the committee of management were held in accordance with the rules of the organisation; and
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation; 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) the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner; and

COMMITTEE OF MANAGEMENT STATEMENT (CONT)

- (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) No orders have been made by the Commission under section 273 of the RAO Schedule during the period.

For the Committee of Management:



GEOFF GASPEROTTI



MICHAEL OBRADOVIC

Dated 8th March, 2005
Melbourne



Hack, Anderson & Thomas

CHARTERED ACCOUNTANTS

ABN 85 085 349 674

Sidney C. Hack, Rodney C. G. Anderson, Mark Anderson, David C. Adams,
Rowan A. Board

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INDEPENDENT AUDIT REPORT TO THE MEMBERS OF
CONSTRUCTION FORESTRY MINING ENERGY UNION
PULP & PAPER WORKERS' BRANCH - MELBOURNE SUB-BRANCH

Scope

We have audited the concise financial report of the Construction Forestry Mining Energy Union Pulp & Paper Workers' Branch - Melbourne Sub-Branch for the year ended 31st December, 2004 as set out on pages 4 to 9 in order to express an opinion on it to the members of the union. The Committee of Management are responsible for the concise financial report.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the concise financial report is free of material misstatement. We have also performed an independent audit of the full financial report of the Construction Forestry Mining Energy Union Pulp & Paper Workers' Branch - Melbourne Sub-Branch for the year ended 31st December, 2004. Our audit report on the full financial report was signed on 7th April, 2005, and was not subject to any qualification.

Our procedures in respect of the audit of the concise financial report included testing that the information in the concise financial report is consistent with the full financial report, and the examination on a test basis, of evidence supporting the amounts, discussion and analysis, and other disclosures which were not directly derived from the full financial report. These procedures have been undertaken to form an opinion whether, in all material respects, the concise financial report is presented fairly in accordance with Accounting Standard AASB 1039: Concise Financial Reports and the Workplace Relations Act 1996..

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



Hack, Anderson & Thomas

CHARTERED ACCOUNTANTS

ABN 85 085 349 674

Sidney C. Hack, Rodney C. G. Anderson, Mark Anderson, David C. Adams,
Rowan A. Board

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INDEPENDENT AUDIT REPORT TO THE MEMBERS OF
CONSTRUCTION FORESTRY MINING ENERGY UNION
PULP & PAPER WORKERS' BRANCH - MELBOURNE SUB-BRANCH (Continued)

Audit Opinion

In our opinion the concise financial report of the Construction Forestry Mining Energy Union Pulp & Paper Workers' Branch - Melbourne Sub-Branch complies with Accounting Standard AASB 1039: Concise Financial Reports and the Workplace Relations Act 1996.

Dated 7th April, 2005
Melbourne

Hack, Anderson & Thomas.

HACK, ANDERSON & THOMAS

Chartered Accountants

M. ANDERSON, PARTNER

Registered Company Auditor



Australian Government
Australian Industrial Registry

Level 8, Terrace Towers
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Mr Alex Millar
Sub-Branch Secretary
CFMEU FFPD
Pulp & Paper Workers' Melbourne Sub-Branch
1st Floor, 500 Swanston Street
CARLTON SOUTH VIC 3053

Dear Mr Millar

**Re: Lodgement of Financial Statements and Accounts for the FFPD Pulp & Paper Workers'
Melbourne Sub-Branch for the year ending 31 December 2004 (FR2004/689)**

Receipt is acknowledged of the abovementioned financial statements and accounts, which were lodged in the Registry on 29 June 2005.

The financial statements and accounts have been filed, and may be viewed on the internet at www.e-airc.gov.au/105nppme/financial.

Thank you for your attention to this matter.

Yours sincerely,

A handwritten signature in cursive script that reads "Belinda Penna".

Belinda Penna
for Deputy Industrial Registrar

13 July 2005