



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

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

**Ref: FR2004/575-[129V]**

Mr Christopher Warren  
Federal Secretary  
Media, Entertainment and Arts Alliance  
PO Box 723  
STRAWBERRY HILLS NSW 2012

Dear Mr Warren

**Financial Return - year ending 30 June, 2004**

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

**New legislation**

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

The legislation has changed since your last return. In May 2003 the Industrial Registrar wrote to all organisations forwarding a number of facts sheets outlining the major changes made by Schedule 1B of the Workplace Relations Act 1996 ('RAO' <sup>1</sup>). 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.

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<sup>1</sup> 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](http://www.airc.gov.au)). When lodging the financial return please quote: **FR2004/575**.

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](mailto:Peter.McKerrow@air.gov.au) as early as possible if you believe preparation or lodgment of your return will be delayed or if you have any queries. We can offer you advice on procedure but we cannot give you legal or accounting advice.

## Information on AIRC Website

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

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

Yours sincerely

Deputy Industrial Registrar

9 August, 2004



## 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	✓
<b>1</b>	<b>General Purpose Financial Report</b>	
	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?	
<b>2</b>	<b>Committee of Management Statement</b>	
	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?	
<b>3</b>	<b>Auditor's Report</b>	
	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?	
<b>4</b>	<b>Operating Report</b>	
	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?	
<b>5</b>	<b>Concise report*</b>	
<b>6</b>	<b>Certificate of Secretary or other Authorised Officer</b>	
	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 Officer<sup>1</sup>**

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]<sup>2</sup>, referred to in s268 of the RAO Schedule; and
- that the [full report OR concise report]<sup>3</sup>, 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]<sup>3</sup> of the reporting unit on [insert date]; in accordance with section 266 of the RAO Schedule.

Signature

Date:

<sup>1</sup>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.

<sup>2</sup>Only applicable where a concise report is provided to members

<sup>3</sup>Insert whichever is applicable



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Telephone: (02) 8374 6666  
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Mr Christopher Warren  
Federal Secretary  
Media, Entertainment and Arts Alliance  
245 Chalmers Street  
REDFERN NSW 2016

Dear Mr Warren

**Financial Return - year ending 30 June 2004 Ref: FR2004/575**

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

Over the past 18 months you would have received from us information about the major changes made by Schedule 1B of the *Workplace Relations Act 1996* ('RAO'<sup>13</sup>).

**Financial Reports**

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

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

**Informing Your Members**

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

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

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

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

<sup>13</sup> Registration and Accountability of Organisations Schedule (RAO) (Schedule 1B to the *Workplace Relations Act 1996*)

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

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

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

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

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

### **Lodge full report within 14 days of meeting**

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

### **Contact the Registry**

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

### **Information on AIRC Website**

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

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

Yours sincerely



Peter McKerrow  
for Deputy Industrial Registrar

23 November 2004

22 December 2004



Industrial Registrar  
Australian Industrial Registry  
80 William Street  
East Sydney NSW

ABN: 84 054 775 598

FEDERAL OFFICE  
245 Chalmers Street  
Redfern NSW 2016  
P.O. Box 723  
Strawberry Hills NSW 2012  
Australia  
Tel: (61) 2 9333 0999  
Fax: (61) 2 9333 0933  
Email: federal@alliance.org.au  
Website: www.alliance.org.au

Dear Sir,

Alliance Inquiry Desk  
1300 65 65 12

**Re Lodgement of Audited Accounts for the period ending 30 June 2004.**

Alliance Membership Centre  
1300 65 65 13

FEDERAL PRESIDENT  
Patricia Amphlett

Enclosed are the audited financial documents of the Media, Entertainment & Arts Alliance for the period ending 30 June 2004 and a copy of the Alliance's Annual Report.

FEDERAL SECRETARY  
Christopher Warren

Yours sincerely  
Media, Entertainment & Arts Alliance

Carole Carney  
Director, Administration



## SECRETARYS CERTIFICATE

- (1) I am the Federal Secretary of the Media, Entertainment & Arts Alliance.
- (2) I am authorised under the Rules of the Media, Entertainment & Arts Alliance to make this statement.
- (3) The audited accounts for the period ending 30 June 2004 were published and circulated to members in the Unions annual report in November 2004.
- (4) The attached 2004 audited accounts are copies of the auditor's report, which was presented to a meeting of Federal Executive on 1 December 2004 in accordance with section 279 of the Workplace Relations Act.



Christopher John Warren  
Federal Secretary

Date: December 22, 2004

**Media, Entertainment & Arts Alliance**

**Financial Report  
For the Year Ended 30 June 2004**

**MEDIA, ENTERTAINMENT & ARTS ALLIANCE**

**COMMITTEE OF MANAGEMENT'S CERTIFICATE AND OPERATING REPORT**

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I, Christopher Warren, being a member of the Committee of Management of the Media, Entertainment & Arts Alliance ("the Alliance") state on behalf of the Committee and in accordance with the resolution passed by the Committee of Management that:

1. In the opinion of the Committee of Management the attached financial statements show a true and fair view of the financial performance, financial position and cashflow of the Alliance for the financial year ended 30 June 2004;

2. In the opinion of the Committee of Management, meetings of the Committee were held during the year ended 30 June 2004 in accordance with the rules of the Alliance;

3. To the knowledge and belief of the Committee, there have been no instances where records of the Alliance or other documents, or copies of the rules of the organisation, that should be made available have been withheld from Members in contravention of the requirements of the Workplace Relations Act, 1996, the regulations thereto, or the rules of the Alliance.

4. The Alliance has complied with sections 253 of the Workplace Relations Act 1996 as amended in relation to the financial statements for the year ended 30 June 2004 and the auditor's report thereon.

5. The financial statements and notes comply with the Australian Accounting Standards.

6. The financial statements and notes comply with the reporting guidelines of the Industrial Register.

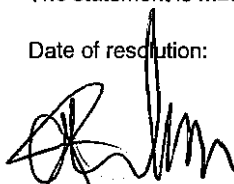
7. There are reasonable grounds to believe that the Alliance will be able to pay its debts as and when they become due and payable.

8. The financial affairs of the Alliance have been managed in accordance with the rules of the organisation.

9. The financial records of the Alliance have been kept and maintained in accordance with the Registration and Accountability of Organisations Schedule.

The statement is made in accordance with a resolution passed by the Committee of Management.

Date of resolution:



**C. WARREN**

Dated this 2nd day of December 2004.

**MEDIA, ENTERTAINMENT & ARTS ALLIANCE**

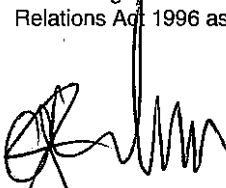
**ACCOUNTING OFFICER'S CERTIFICATE**

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I, Christopher Warren, being the Officer responsible for keeping the accounting records of the Media, Entertainment and Arts Alliance ("the Alliance"), certify that as at 30 June 2004, the number of members of the Media Entertainment & Arts Alliance was 20,409.

In my Opinion:

1. The attached financial statements show a true and fair view of the financial affairs of the Alliance for the year ended 30 June 2004
2. A record has been kept of all monies paid by, or collected from Members and all monies so paid or collected have been credited in accordance with the rules of the Alliance;
3. Before any expenditure was incurred by the organisation approval of the incurring of the expenditure was obtained in accordance with the rules of the Alliance
4. With regard to funds of the organisation raised by compulsory levies or voluntary contributions from Members, or funds other than the General Fund operated in accordance with the rules, no payments were made out of any such funds for purposes other than those for which the fund was
5. All loans or other financial benefits granted to persons holding office in the Alliance were authorised in accordance of the rules; and
6. The register of members of the Alliance was maintained in accordance with the Workplace Relations Act 1996 as amended.



**C. WARREN**

Dated at Sydney, *December 2* 2004



**MEDIA, ENTERTAINMENT & ARTS ALLIANCE**

**INDEPENDENT AUDIT REPORT TO THE MEMBERS OF THE MEDIA,  
ENTERTAINMENT & ARTS ALLIANCE**

**Scope**

We have audited the accompanying financial report comprising the statement of financial position, statements of financial performance, statement of cash flows, accompanying notes to the financial statements for the year ended 30 June 2004 being the aggregation of the federal office and all branches of the Media, Entertainment & Arts Alliance ("the Alliance").

The officers of the Alliance are responsible for the preparation and true and fair presentation of the financial report and the information contained therein. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

**Audit Approach**

We have conducted an independent audit of the financial report in order to express an opinion on the report to the members of the Alliance. Our audit has been conducted in accordance with the Australian Auditing Standards to provide reasonable assurance as to whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgement, selective testing, the inherent limitations of internal controls, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

We performed procedures to assess whether in all material respects, the financial report is presented fairly in accordance with Australian Accounting Standards and the Workplace Relations Registration and Accountability of Organisations Act 2002 ("the Act") so as to present a view which is consistent with our understanding of the Alliances financial position and performance as represented by the results of its operations and its cash flows.

We formed our audit opinion on the basis of these procedures, which included:

- examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report; and
- assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the directors.

While we considered the effectiveness of management's internal controls over financial reporting when determining the nature and extent of our procedures, our audit was not designed to provide assurance on internal controls.

**Independence**

In conducting our audit we followed applicable independence requirements of Australian professional ethical pronouncements and the Corporations Act 2001.

## Audit Opinion

In our opinion,

1. Satisfactory accounting records detailing the source and nature of the income of the Alliance (including income from members) and the nature and purposes of the expenditure, were kept by the Alliance in respect of the year ended 2004. All of the information and explanations that the officers or employees of the Alliance were required to provide have been provided; and
2. The general purpose financial report comprising the statement of financial position, statements of financial performance, statement of cash flows, accompanying notes to the financial statements, is properly drawn up so as to give a true and fair view of the Alliance's financial position as at 30 June 2004, and of its performance for the year ended 30 June 2004 in accordance with the Australian Accounting Standards and comply with any other requirements imposed by the Act as amended.

*WHK Greenwoods*

**WHK Greenwoods  
Chartered Accountants**



**DAVID SINCLAIR**

Dated at Sydney this date *2nd* of *December* 2004

MEDIA, ENTERTAINMENT & ARTS ALLIANCE

STATEMENT OF FINANCIAL PERFORMANCE  
FOR THE YEAR ENDED 30 JUNE 2004

	Note	2004 \$	2003 \$
<b>REVENUE</b>			
Revenue from Ordinary Activities	2	7,809,999	7,349,824
<b>Total Revenue</b>		<u>7,809,999</u>	<u>7,349,824</u>
<b>DIRECT COSTS</b>			
Depreciation and Amortisation	3	(296,425)	(519,324)
Borrowing Costs	3	(131,161)	(145,414)
Employee Benefits Expense	3	(3,581,790)	(3,159,146)
Carrying value of fixed assets disposed		-	(224,779)
Site Costs		(287,115)	(319,499)
Affiliation Fees		(155,643)	(171,589)
Printing & Postage		(362,455)	(358,956)
Telephone		(174,869)	(178,348)
Magazine		(423,122)	(326,076)
Repairs & Maintenance		(284,917)	(356,903)
Travel		(176,498)	(243,323)
Special events		(516,829)	(332,698)
Other Expenses From Ordinary Activities		(601,328)	(486,363)
<b>Total Direct Costs</b>		<u>(6,992,152)</u>	<u>(6,822,418)</u>
<b>Net Surplus</b>		817,847	527,406
<b>Total changes in equity other than those relating from internal transactions</b>		<u>817,847</u>	<u>527,406</u>

The accompanying notes form an integral part of these financial statements

**MEDIA, ENTERTAINMENT & ARTS ALLIANCE**

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

	<i>Note</i>	<i>2004</i> \$	<i>2003</i> \$
<b>CURRENT ASSETS</b>			
Cash Assets	4	758,196	539,377
Receivables	5	859,795	445,100
Other	6	134,183	93,207
<b>TOTAL CURRENT ASSETS</b>		<u>1,752,174</u>	<u>1,077,683</u>
<b>NON-CURRENT ASSETS</b>			
Other Financial Assets	7	43,833	43,833
Fixed Assets	8	3,490,596	3,623,078
<b>TOTAL NON-CURRENT ASSETS</b>		<u>3,534,429</u>	<u>3,666,911</u>
<b>TOTAL ASSETS</b>		<u>5,286,603</u>	<u>4,744,594</u>
<b>CURRENT LIABILITIES</b>			
Payables	9	830,610	963,470
Interest Bearing Liabilities	10	258,008	316,975
Provisions	11	620,695	489,400
Other	12	223,689	191,453
<b>TOTAL CURRENT LIABILITIES</b>		<u>1,933,002</u>	<u>1,961,297</u>
<b>NON-CURRENT LIABILITIES</b>			
Interest Bearing Liabilities	10	1,528,500	1,731,406
Provisions	11	134,064	178,700
<b>TOTAL NON-CURRENT LIABILITIES</b>		<u>1,662,564</u>	<u>1,910,106</u>
<b>TOTAL LIABILITIES</b>		<u>3,595,566</u>	<u>3,871,403</u>
<b>NET ASSETS</b>		<u>1,691,038</u>	<u>873,191</u>
<b>MEMBERS' FUNDS</b>			
Reserve Funds	13	1,165,906	437,380
Accumulated Surplus	14	525,132	435,811
<b>TOTAL MEMBERS' FUNDS</b>		<u>1,691,038</u>	<u>873,191</u>

The accompanying notes for an integral part of these financial statements

MEDIA, ENTERTAINMENT & ARTS ALLIANCE

STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30 JUNE 2004

	Note	2004 \$	2003 \$
<b>Cash Flows From Operating Activities</b>			
Receipts from members and other debtors		7,813,935	7,250,459
Payments to trade creditors, other suppliers and creditors, employees and the Federal Branch		(7,287,191)	(6,674,731)
Dividend received		6	4
Interest paid		(131,161)	(145,414)
Interest received		262,448	138,372
Net Cash provided by operating activities	20(b)	<u>658,037</u>	<u>568,690</u>
<b>Cash Flows From Investing Activities</b>			
Proceeds from sale of property plant and equipment		-	269,103
Payments for property plant and equipment		<u>(177,339)</u>	<u>(349,561)</u>
Net Cash (used in) investing activities		<u>(177,339)</u>	<u>(80,458)</u>
<b>Cash Flows From Financing Activities</b>			
Repayment of finance leases		(102,524)	(87,731)
Loans provided to related entities		-	-
Repayment of Borrowings		<u>(112,500)</u>	<u>(101,500)</u>
Net Cash (used in) financing activities		<u>(215,024)</u>	<u>(189,231)</u>
Net increase/(Decrease) in cash held		265,674	299,001
Cash at the beginning of the financial year	20(a)	384,101	85,100
Cash at the end of the financial year	20(a)	<u><u>649,775</u></u>	<u><u>384,101</u></u>

The accompanying notes form an integral part of these financial statements

**MEDIA, ENTERTAINMENT & ARTS ALLIANCE**

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

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**NOTE 1 - STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES**

**(a) Basis of Preparation of the Financial Statements**

The financial statements are a general purpose financial report which has been prepared in accordance with Australian Accounting Standards, and section 253 of the Workplace Relations Amendment (Registration and Accountability of Organisations) Act, 2002. They have been prepared on the basis of historical cost and do not take into account changing monetary values or current valuations of non-current assets. The accounting policies have been consistently applied, unless otherwise stated.

**(b) Membership Subscriptions**

Membership subscription income has been accounted for on an accruals basis. Membership subscriptions outstanding at balance date have been brought to account as receivables where subscriptions are paid by the members' employers through salary deductions. Membership income is deemed to be earned over the year to which it relates. Membership subscriptions relating to the unexpired part of the membership year are deferred and recognised as income in the next financial year.

**(c) Property Plant and Equipment**

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

**Property**

Freehold land and building are measured at cost.

In the opinion of the Committee of Management, the carrying value of land and buildings does not exceed recoverable amounts.

**Plant and equipment**

Plant and equipment is stated at cost less accumulated depreciation.

The carrying amount of plant and equipment is reviewed annually by the Committee of Management to ensure it is not in excess of the recoverable amount from these 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 their present values in determining recoverable amounts.

**Depreciation**

The depreciable amount of all fixed assets including building and capitalised leased assets, but excluding freehold land, is depreciated on a straight line basis over their useful lives to the economic entity 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 depreciable assets are:

Class of Fixed Asset	Depreciation Rate
Buildings	2.5%
Plant and equipment	10-30%

**MEDIA, ENTERTAINMENT & ARTS ALLIANCE**

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

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**(d) Leased Assets**

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 entities in the economic 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 depreciated either on a straight line basis over their estimated useful lives where it is likely that the economic 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.

Operating leases in which the risk exists and benefits of ownership remain with the lessor are charged as an expense in the financial statements as incurred.

Lease incentives under operating leases are recognised as a liability. Lease payments received reduce the liability.

**(e) Investments**

Non-current investments are measured on the cost basis. The carrying amount of non-current investments is reviewed annually by the Committee of Management 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. The expected net cash flows from investments have not been discounted to their present value in determining the recoverable amounts.

**(f) Income Tax**

No provision for income tax is necessary as trade unions are exempt from income tax under section 23 (f) of the Income Tax Assessment Act 1997.

**(g) Other Financial Assets**

Other financial assets are valued at cost.

**(h) Employee Entitlements**

Provision is made for employee benefits arising from services rendered by employees to balance date. Employee benefits expected to be settled within one year together with entitlements arising from wages and salaries, annual leave and sick leave which will be settled after one year, have been measured at the amounts expected to be paid when the liability is settled, plus related on costs. Other employee benefits payable later than one year have been measured at the present value of estimated future cash flows to be made for those benefits.

Contributions are made by the Alliance to employee superannuation funds and are charged as expenses when incurred.

**MEDIA, ENTERTAINMENT & ARTS ALLIANCE**

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

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**(l) Cash**

For the purpose of the statement of cash flows, cash includes:

- cash on hand and at call deposits with banks or financial institutions, net of bank overdrafts;
- investments in money market instruments with less than 14 days to maturity.

**(i) Revenue**

Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

Dividend revenue is recognised when the right to receive a dividend has been established.

Revenue from the rendering of a service is recognised upon the delivery of the service to the

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

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

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

**(l) Comparative Information**

Where necessary, comparative amounts have been re-classified to facilitate the review of the current year accounts.

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

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

The Alliance management along with its auditors are assessing the significance of these changes and preparing for the implementation. Management are of the opinion that there will be no key differences in the Alliance's accounting policies which will arise from the adoption of IFRS.



**MEDIA, ENTERTAINMENT & ARTS ALLIANCE**

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

	<b>2004</b>	<b>2003</b>
	<b>\$</b>	<b>\$</b>
<b>NOTE 2 - REVENUE</b>		
<b>Operating Activities</b>		
Annual Subscriptions	5,583,335	5,295,635
Entrance Fees	-	43,415
Imports	170,790	175,014
Grants and Sponsorships Received	667,035	654,677
Interest Received	262,448	138,372
Rental Income	184,528	155,906
Sundry Income	422,085	450,434
Proceeds on sale of fixed assets	-	269,103
Investment Income	-	4,768
SOMA transfer	41,100	-
Net proceeds from litigation	282,221	-
Fighting Fund levy	196,457	162,500
	<u>7,809,999</u>	<u>7,349,824</u>
 <b>NOTE 3 - SURPLUS FROM ORDINARY ACTIVITIES</b>		
Surplus from ordinary activities has been determined after charging the following:		
(a) Expenses		
Borrowing Costs - Other Persons	131,161	145,414
Depreciation and Amortisation of Non - Current Assets	296,425	519,324
Remuneration of Auditor		
- Audit	42,000	40,000
- Other services	12,714	5,517
	<u>54,714</u>	<u>45,517</u>
Legal Fees	226,106	31,245
Donations and Grants	21,047	26,328
International	49,968	
Other	105,675	
Total affiliation fees	<u>155,643</u>	
Honoraria	56,893	35,240
Employee Benefits		
Salaries - Elected Officials	879,690	638,864
Salaries - Staff	2,328,581	2,194,251
Annual Leave	38,905	718
Long Service Leave and severance pay	44,054	41,123
Redundancies	7,725	32,989
Superannuation	282,835	251,201
Total Employee Benefits	<u>3,581,790</u>	<u>3,159,146</u>
(b) Revenue and net gains		
Net gain/ (loss) on disposal of non-current assets	(5,190)	44,324
<b>NOTE 4 - CASH</b>		
Cash at Hand	-	-
Cash at Bank	758,196	539,377
	<u>758,196</u>	<u>539,377</u>

**MEDIA, ENTERTAINMENT & ARTS ALLIANCE**

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

	<b>2004</b>	<b>2003</b>
	\$	\$
<b>NOTE 5 - RECEIVABLES</b>		
Membership debtors	91,582	92,956
Other debtors	768,213	352,144
	<u>859,795</u>	<u>445,100</u>
<b>NOTE 6 - OTHER CURRENT ASSETS</b>		
Prepayments	110,639	60,755
Deposits Refundable	10,400	10,400
Payroll Clearing Account	13,144	22,052
	<u>134,183</u>	<u>93,207</u>
<b>NOTE 7 - OTHER FINANCIAL ASSETS</b>		
Shares - At Cost	1,031	1,031
Rothschild Trust	11,439	11,439
BT Bond Trust	31,363	31,363
	<u>43,833</u>	<u>43,833</u>
<b>NOTE 8 - PROPERTY, PLANT AND EQUIPMENT</b>		
<b>Land and Buildings</b>		
Federal		
-At Cost	4,248,776	4,190,893
-Accumulated Depreciation	(1,106,541)	(1,014,343)
	<u>3,142,235</u>	<u>3,176,550</u>
South Australia		
-At Cost	-	-
-Accumulated Depreciation	-	-
	<u>-</u>	<u>-</u>
<b>Written Down Value - Land and Buildings</b>	<u>3,227,073</u>	<u>3,264,873</u>
<b>Plant and Equipment</b>		
-At Cost	1,295,028	1,544,131
-Accumulated Depreciation	(1,031,505)	(1,185,927)
<b>Written Down Value - Plant and Equipment</b>	<u>263,523</u>	<u>358,204</u>
<b>Total Written Down Value</b>	<u>3,490,596</u>	<u>3,623,078</u>

MEDIA, ENTERTAINMENT & ARTS ALLIANCE

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

	2004	2003
	\$	\$
<b>NOTE 9 - PAYABLES</b>		
Creditors and Accruals	<u>821,424</u>	<u>860,959</u>
<b>Amount Payable to:</b>		
Benevolent Fund's	2,222	2,222
SOMA Special Projects	-	41,100
Other	<u>6,964</u>	<u>59,189</u>
	<u>9,186</u>	<u>102,511</u>
	<u>830,610</u>	<u>963,470</u>
Included in creditors and accruals are the following:		
Legal fees	145,395	-
Employee benefits	128,983	85,418
<b>NOTE 10 - INTEREST BEARING LIABILITIES</b>		
<b>Current</b>		
Bank Overdraft (Secured)	108,421	155,276
Bank Loan (Secured)	90,000	90,000
Hire Purchase Liabilities (Secured)	<u>59,587</u>	<u>71,699</u>
	<u>258,008</u>	<u>316,975</u>
<b>Non - Current</b>		
Bank Loan (Secured)	1,528,500	1,641,000
Hire Purchase (Secured)	<u>-</u>	<u>90,406</u>
	<u>1,528,500</u>	<u>1,731,406</u>

The bank loan and overdraft are secured by first registered mortgage over the land and buildings owned by the Alliance. The hire purchase liabilities are each secured over the respective fixed asset.

**NOTE 11 - PROVISIONS**

**Current**

Provision for annual leave		372,805	333,900
Provision for long service leave		<u>213,690</u>	<u>125,000</u>
	(A)	<u>586,495</u>	<u>458,900</u>
Provision for severance pay	(A)	<u>34,200</u>	<u>30,500</u>
		<u>620,695</u>	<u>489,400</u>

**Non-Current**

Provision for long service leave	(A)	<u>134,064</u>	<u>178,700</u>
(A) Aggregate employee entitlements liability		<u>754,759</u>	<u>668,100</u>

**MEDIA, ENTERTAINMENT & ARTS ALLIANCE**

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

	<i>2004</i>	<i>2003</i>
<b>NOTE 12 - OTHER CURRENT LIABILITIES</b>		
Other current liabilities	215,865	183,629
Rental deposit	7,824	7,824
	<u>223,689</u>	<u>191,453</u>

**NOTE 13 - RESERVE FUNDS**

Fighting fund	(A)	519,954	323,497
Equity foundation reserve	(B)	534,636	50,421
SOMA Reserve	(C)	41,100	-
Walkley Reserve	(D)	56,997	50,243
General reserve funds	(E)	13,219	13,219
		<u>1,165,906</u>	<u>437,380</u>

(A) Fighting fund			
Opening balance		323,497	160,997
Movement during the year		<u>196,457</u>	<u>162,500</u>
Closing balance		<u>519,954</u>	<u>323,497</u>

The fighting fund has been set up to increase the working capital of the Alliance. Each member is required to pay 3% in addition to the yearly subscription.

The fighting fund levy has been invested in bank accounts. The balance at year end is \$502,752. The levy for June has been transferred to the appropriate account since year end.

(B) Equity foundation reserve

Opening balance		50,421	50,421
Movement during the year		<u>484,215</u>	<u>-</u>
Closing balance		<u>534,636</u>	<u>50,421</u>

The equity foundation reserve has been set up to advance the interests of performance, implement education and training programs for performers and advance the interests of the Equity foundation section of the Alliance.

(C) SOMA Reserve

Opening balance		-	-
Movement during the year		<u>41,100</u>	<u>-</u>
Closing balance		<u>41,100</u>	<u>-</u>

The SOMA reserve was set up to advance the interests of performance, implement education and training programs for orchestral musicians.

(D) Walkley Reserve

Opening balance		50,243	50,243
Movement during the year		<u>6,754</u>	<u>-</u>
Closing Balance		<u>56,997</u>	<u>50,243</u>

The Walkley Reserve was set up to advance the interests of performance, implement education and training programs for journalists.

(E) General reserve

Opening balance		13,219	13,219
Movement during the year		<u>-</u>	<u>-</u>
Closing balance		<u>13,219</u>	<u>13,219</u>

**MEDIA, ENTERTAINMENT & ARTS ALLIANCE**

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

	<b>2004</b>	<b>2003</b>
	\$	\$
<b>NOTE 14 - ACCUMULATED SURPLUS</b>		
Accumulated surplus at the beginning of the year	435,811	141,084
Net surplus for the year	817,847	527,406
Retrospective adjustment to provisions upon application of Accounting Standard AASB 1028:		
Employee Benefits	-	(19,758)
Transfer to walkley reserve	(6,754)	-
Transfer to equity foundation reserve	(484,215)	(50,422)
Transfer to SOMA	(41,100)	-
Transfer to fighting fund reserve	<u>(196,457)</u>	<u>(162,500)</u>
Accumulated surplus at the end of the year	<u><u>525,132</u></u>	<u><u>435,811</u></u>

**NOTE 15 - INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR**

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

(1) A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation,

(2) An organisation shall, on application made under subsection (1) by a member of the organisation or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time, as prescribed,

(3) A Registrar may only make an application under subsection (1) at the request of a member of the organisation concerned, and the Registrar shall provide to a member information received because of an application made at the request of a member.

	<b>2004</b>	<b>2003</b>
	\$	\$
<b>NOTE 16 - CAPITAL AND LEASING REQUIREMENTS</b>		
(a) Hire Purchase Commitments Payable		
- Not later than 1 year	65,543	81,561
- Later than 1 year but no later than 2 years	-	99,988
	<u>65,543</u>	<u>181,549</u>
Less future finance charges	<u>(5,958)</u>	<u>(19,445)</u>
Total Hire Purchases Liability	<u><u>59,585</u></u>	<u><u>162,104</u></u>
(b) Non - cancellable operating leases payable		
- Not later than 1 year	110,803	86,508
- Later than 1 year but not later than 5 years	196,902	137,574
	<u>307,705</u>	<u>224,082</u>
(c) Capital Expenditure commitments		
- Contracted in relation to the Brisbane lease fit-out	<u>160,000</u>	<u>-</u>

**MEDIA, ENTERTAINMENT & ARTS ALLIANCE**

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

**NOTE 17 - FINANCIAL INSTRUMENTS**

(a) Interest Rate Risk

The Alliance's exposure to interest rate risk, which is the risk that financial instrument's value will fluctuate as a result of changes in market interest rates and the effective weighted average interest rates 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 one Year		1 to 5 years	
	%	%	\$	\$	2004	2003	2004	2003
<b>Financial Assets</b>								
Cash at Bank		2	758,196	539,377	-	-	-	-
<b>Total Financial Assets</b>			<b>758,196</b>	<b>539,377</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Financial Liabilities</b>								
Hire Purchase Liabilities	14.2	-	-	-	59,587	71,699	-	90,406
Bank Overdraft	11.1	108,421	155,276	-	-	-	-	-
Bank Loans Secured	11.1	-	-	-	90,000	90,000	1,528,500	1,641,000
<b>Total Financial Liabilities</b>			<b>108,421</b>	<b>155,276</b>	<b>149,587</b>	<b>161,699</b>	<b>1,528,500</b>	<b>1,731,406</b>

(b) 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 balance sheet and notes to and forming part of the financial statements.

(c) Net Fair Values

For all assets and liabilities, net fair value approximates their carrying value. No financial assets and financial liabilities are readily traded on organised markets in a standardised form other than listed investments.

**NOTE 18 - MONIES HELD IN TRUST**

At year end the Alliance was holding in trust an amount of \$4,689,701 (2003: \$3,876,970). This amount and the corresponding liability are not reflected in the Statement of Financial Position.

**MEDIA, ENTERTAINMENT & ARTS ALLIANCE**

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

**NOTE 19 - CONTINGENT LIABILITIES**

The Alliance is defending a litigation claim. The litigation claim is expected to be finalised during the next financial year. The potential costs to defend the claim, and any settlement to be paid, if any, is not known at present but it is not expected to be significant.

**NOTE 20 - CASH FLOW INFORMATION**

**2004**                      **2003**  
\$                                      \$

**a. Reconciliation of cash**

For the purposes of the statement of cash flows, cash includes cash on hand and at call deposits with banks net of bank overdraft. Cash held in trust is not included in total cash as it is directly owed to external parties and is not considered to form part of the Alliance's cash reserves.

Cash at the end of the year is shown in the balance sheet as:

Cash at Hand	-	-
Cash at Bank	758,196	539,377
Bank Overdraft	(108,421)	(155,276)
	<u>649,775</u>	<u>384,101</u>

**b. Reconciliation of cash flows from operations with**

Operating Surplus	817,847	527,406
Depreciation	296,425	519,324
Other	8,214	-
Loss on disposal of asset	5,190	-
Unrealised gain on investment	-	(4,768)
Profit on disposal of assets	-	(44,324)

**Changes in Assets and Liabilities:**

Increase in debtors	(462,188)	(9,444)
Decrease in trade creditors and accruals	(7,451)	(419,504)

**Net cash flows from operating activities**

658,037                      568,690

**Note 21 - RELATED PARTY INFORMATION**

**Remuneration of Elected Officials**

Persons holding the position of salaried elected officials at any time during the year of the

C Warren, S Whipp, M Ryan, M Hyrc P O'Donnell, B Pound, D Waters, D Wortley, M Sinclair - Jones, A Muthy, M White

Aggregate remuneration received by salaried elected officials of the Alliance during 2004 was \$531,108 (2003: \$529,407).

**NOTE 22 -EVENTS SUBSEQUENT TO REPORTING DATE**

There have been no material events subsequent to balance date.

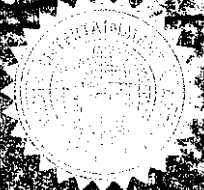




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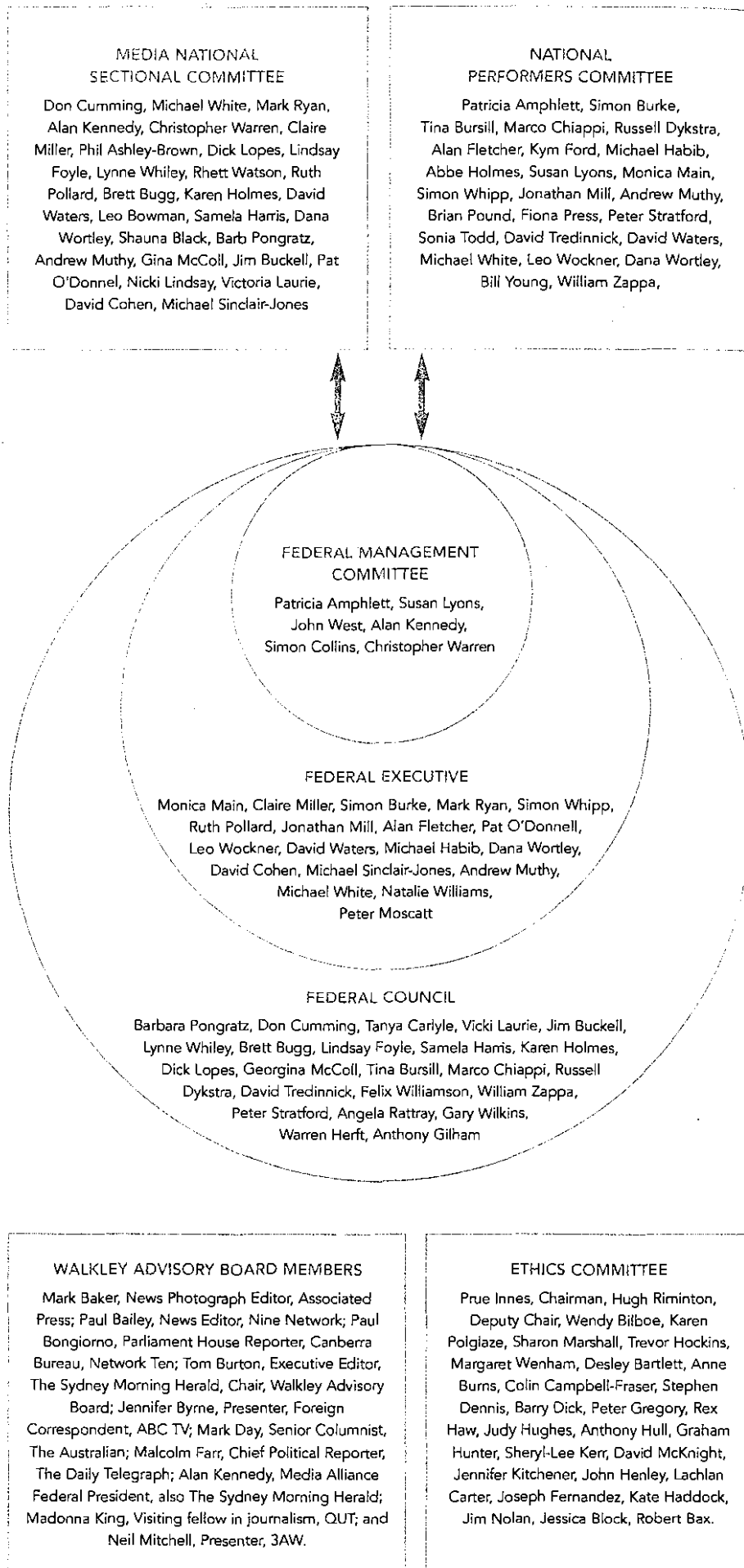
Power at Work



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# HOW THE ALLIANCE WORKS



## letter from federal secretary the power within

Why does the Media, Entertainment & Arts Alliance exist?

That's the big question the union is grappling with right now.

Our answer: It exists to provide power at work. That's what our union has been doing in Australia since 1910.

All across our industry work is changing: work is splitting into a diminishing core of people with full-time work who find themselves working harder, and a growing ring of casual, contract and freelance work.

At the same time, some employers are trying to walk away from the collective agreements through the use of sub-standard individual contracts or Australian Workplace Agreements.

In this changing world we have to ask ourselves:

- How do we shape this new environment to deliver power at work?
- What are the things that we bring as

a union to deliver power at work?

- How do we get the resources to deliver power at work?

In this year's annual report we try to test the answer to these questions against our activities in the past 12 months.

All of them depend on members being active in our union.

The Federal Council of the Alliance has set a target to have one in every ten members actively involved and to help people become active through training. A more diverse membership means we need to expand our communications.

That's one of the reasons that we've launched the weekly e-bulletin: to keep you in touch with what's happening in our industry and our union.

Our union is as strong as its members. What we all put in is what we all get out.

Christopher Warren  
Alliance Federal Secretary



COVER PHOTO: Media try to photograph heavily protected witness Joanne Lees as she arrives at the Darwin Supreme Court building for another day of the committal hearing of Bradley John Murdoch who is accused of murdering her boyfriend Peter Falconio, 9 May 2004. SMH News picture by Jon Reid. Thanks to Fairfax Photo Library.

## federal president's message



The past twelve months have been a bit of a rollercoaster. We've all been called upon to fight hard for what we believe in, but we've also been able to celebrate some achievements. The battle to exclude culture from the Australia United States Free Trade Agreement (AUSFTA) was an enormous campaign for the Alliance. We were tireless. We walked the corridors of Parliament House lobbying politicians, we cooked sausages until we dropped, we letterboxed, emailed and told our story to countless audiences of Australians. And it made a difference. I am so proud of all those members who helped us wage a campaign that made everyone, including Australia's politicians, sit up and take notice. We seemed to be fighting on so many fronts. Due to the efforts of Alliance members the senate held up the federal government's attempts to amend media cross-ownership and foreign ownership

laws. It was a major victory for all those who fought hard to maintain some degree of diversity of opinion and voice within the Australian media.

The Actor's Feature Film Agreement dragged on and involved so many performers in tough campaigning and industrial action. What a cause for celebration, that after all efforts to stand together for what we believed in we achieved an historic win! This new deal will for the first time provide performers with an entitlement to share in a film's financial success.

These and other campaigns were successful and acknowledged as such because of contributions by individual members from all sections of our industry. When you see what we can achieve together it makes me feel privileged to be a part of the Alliance.

Patricia Amphlett  
Federal President



## the alliance

The Alliance exists to empower the people who inform and entertain Australia.

Formed in 1992, we have built on the proud history of the unions who joined together to make the Alliance.

We are the trade union registered under the Workplace Relations Act as the organisation for people working in the media and entertainment industries. As a union we have punched above our weight: winning decent pay and conditions in strong independent media and entertainment industries.

We continue to help build a strong and professional workforce.

*"What we do today will determine positive outcomes for actors in the future. Being involved makes you more aware of your position in and your rights within the arts community. The more we put in, the stronger the union will be and the industry will be better for it."* Jacinta Stapleton, Actor, Federal Councillor VIC

### What do we stand for?

Throughout the year the Alliance has been developing a values statement – a statement outlining what we as an organisation stand for. We have defined a number of parameters for the sort of values statement we seek to adopt.

- First, why do we exist? We exist to empower the people who inform and entertain Australia.
- Second, what are the principles we believe are important? Things like

membership activity, collective action, Australian identity, and independence in work.

- Third, deeper than that are things that should characterise all unions like respect, honesty and integrity.
- And fourth, are things that we would like to think characterise our union like innovation, communication and consensus.

In 2004 – 2005 we aim to develop an Alliance values statement that has the endorsement of our members.

What do you think?

Go to [www.poweratwork.org.au](http://www.poweratwork.org.au) and make your comments.

What's changing?

Changes to the way we work and increased hostility from employers and governments are increasing the demand for our collective power, yet making it harder to deliver. Opportunities for traditional continuous full-time employment are declining, replaced with growing so-called atypical work – casual, freelance, fixed term contracts – which provide less security and fewer benefits.

We have to meet these challenges head on by answering three questions:

- How can we shape our environment so that it better suits our goals?
- What are the things that we bring as an organisation to deliver power at work, and how can we build our union to best reflect our industry?
- How can we do the best we can with the resources that we have?

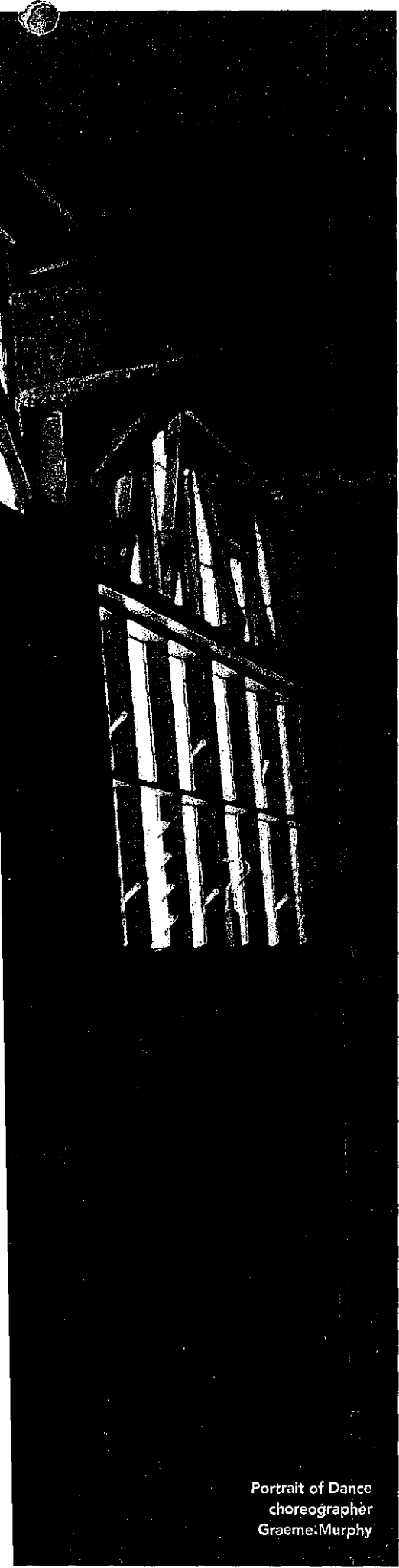


Policemen gather near a church where New Zealand Prime Minister Helen Clark meets with Maori elders to discuss proposed changes to legislation relating to Maori rights regarding the coastline and seabed in New Zealand. Protesters later heckled the Prime Minister for turning her back on the Maori people and the original Treaty of Waitangi.

Photo: Tamara Voninski/Oculi from the series: "Coastal Divide: New Zealand"



Eight men on board Black Hawk 216 managed to survive after it crashed at Mt Walker, 20km's south of Ipswich on February 12, 2004. The officer in the photograph was another Black Hawk pilot flying in formation with Black Hawk 216 when the tragedy occurred.



Portrait of Dance choreographer Graeme Murphy

## shaping the environment

Free to be Australian

Our goal: To shape our industry so it is strong, independent and diverse.

*We fought to have culture excluded from free trade agreements*

In late January, the Federal Government announced it had reached an agreement with the United States for a bilateral free trade agreement (AUSFTA). Contrary to undertakings given to the industry, it failed to adequately protect the media and entertainment industries. As a result Alliance members ran a campaign opposing the proposed agreement.

Alliance members:

- Wrote, met and emailed federal and state politicians
- Distributed posters, postcards, badges and booklets
- Spoke to audiences as part of theatre performances
- Wrote letters to newspapers, spoke to journalists, community, film festival and school groups
- Organised a green and gold ribbon campaign for the Logies
- Held a children's fun day, Under the Gums, at Parramatta Park on May 16 to highlight the impact the AUSFTA would have on children's television
- Rallied in Melbourne, Sydney and Brisbane
- Made submissions and gave evidence to the Joint Standing Committee on Treaties and the Senate Select Committee.

The campaign had a huge impact. The ALP's insistence on amending the enabling legislation to ensure Australian content levels on local free-to-air television would not drop further was one positive result. But the main achievement is that our industry and Australia's cultural future is centre stage on the political landscape. At the end of the 2003 – 2004 financial year both political parties had pledged to support and develop the Australian film and television industry as part of their policy platform in the run up to the October 2004 election. The battle continues to ensure Australia's entertainment industries have a viable and vibrant future.

*"I'd had the intricacies of the free trade agreement and its effect on Australian cultural industries explained to me at least a dozen times, but Under the Gums and its celebration of the unique relationship that Australian audiences have with Australian performers really brought it home to me –home being the operative word" Simon Burke, Performer, Federal Vice-President*

*We campaigned on media ownership and media freedom*

As a result of campaigning by Alliance members, the Federal Government during 2003-2004 did not proceed with its Media Ownership Bill.

The major domestic media freedom issue is the proposal by the Federal Attorney-General Philip Ruddock to introduce uniform national defamation laws and, if necessary, to use the corporations power to over-ride state laws. While the Alliance supports uniform national laws, there are significant problems with the draft provided by the Attorney.

The Walkley Foundation organised the second annual Orwell Awards to coincide with World Press Freedom Day on May 3. The satirical awards recognise particularly egregious attacks on press freedom.

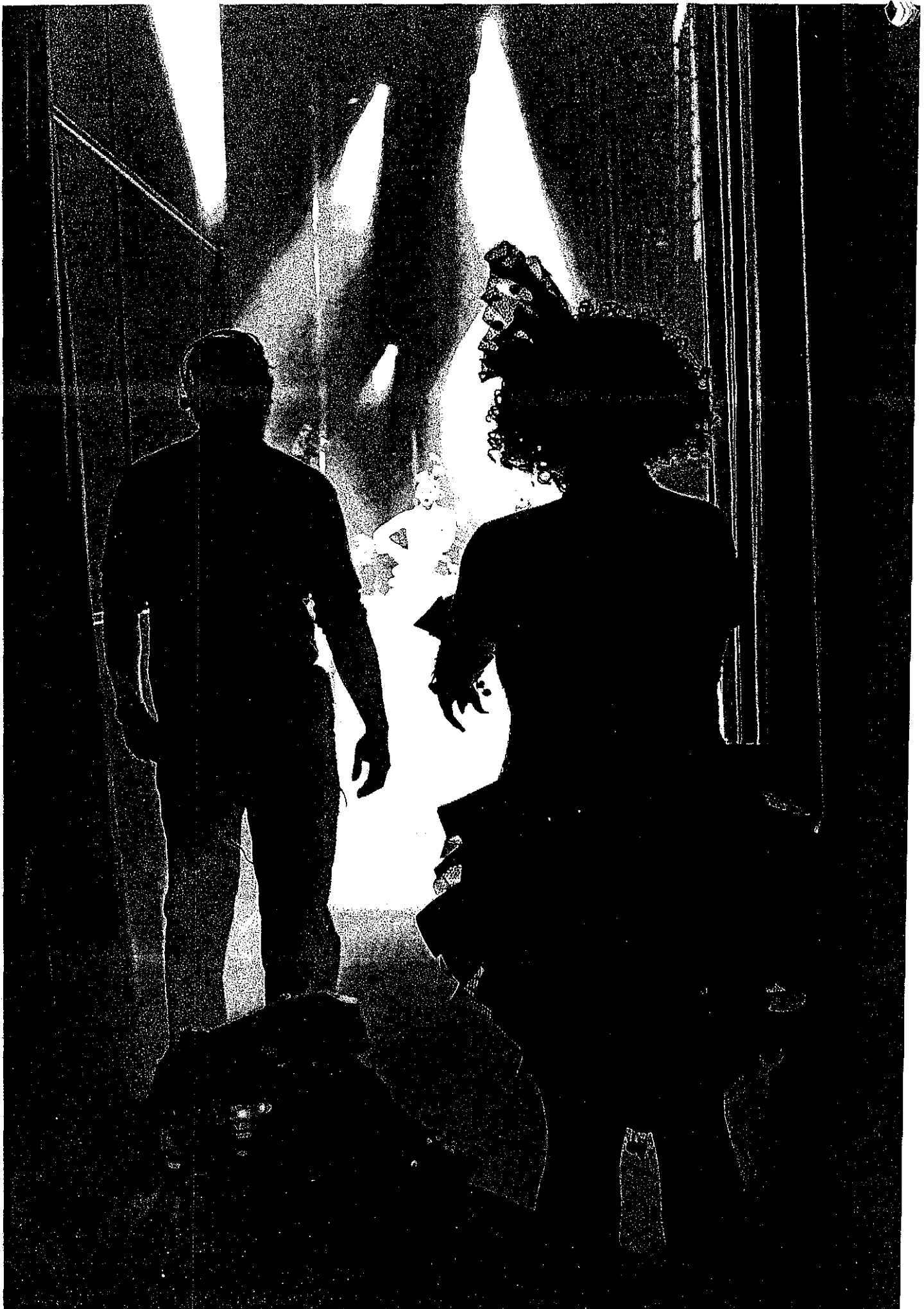
Former communications minister Richard Alton was the worthy recipient of the 2004 Australian Orwell. The judges recognised his record on and extraordinary approach to media policy throughout his eight years as communications minister.

*We campaigned for a strong ABC and public broadcasting*

The Alliance has been attempting to use the cuts in ABC funding to build support among members and within the community for public broadcasting. In March, a major campaign over the introduction of a national sports wrap in the 7.00 pm news resulted in a 24 hour strike by members in Melbourne and Adelaide. Despite the intensive opposition from staff and the community, the ABC pushed ahead with the wrap.

The Australian Industrial Relations Commission ruled in a related case that ABC management could not continue to use "editorial decisions" as an excuse to avoid staff consultation.

The community got behind our members this year when ABC management established a one-size-fits-all national sports wrap broadcast from Sydney. From Monday March 15 to Thursday the ABC Victorian switch was flooded with 1070 negative calls from a disappointed public. Many calls came from people struggling to comprehend why management were sidelining local sports reporters and a local sports perspective for a bulletin they perceived to be Sydney-centric.





## contingent work

**Goal:** To improve the security and reward for contingent workers

About two thirds of Alliance members work in what is known as contingent work, that is, as casuals, freelancers, contractors without the sort of benefits and security that traditional full time continuing employees enjoy. Some are in contingent work because they want to be and others because they have no choice. The Alliance needs to do two things.

*"If there is something I have discovered it is just too easy for companies to use casuals without giving anything back. They don't want the responsibility that goes with hiring permanently. We all have the right to fair working conditions and the union informs casuals about their entitlements. Casuals have a better chance by being in the union."* Warren Herft, Theatre Worker, Federal Councillor WA

First, we want to improve opportunities for casuals to transfer to permanent work on either a full-time or part-time basis. Second, we want to improve the power of contingent workers through standard form contracts, training and job networks.

*"This year casual workers had a major victory when the Victorian Magistrates court decided that casuals employed at the MCG were entitled to long service leave after 15 years service. With Alliance support, the union's delegates decided to take a case to the Magistrates court. Frank Clohesy, who has worked for 20 years for the Melbourne Cricket Club, was chosen as the case in point. Our employer was arguing that our employment was not 'continuous', so none of us were eligible for the leave. The court, however, rejected this and said it was reasonable for people like Frank to make long service claims. The MCC alone employs more than 800 casual staff so the win has tremendous implications for the future entitlements of casuals. And it's important in our changing work force where more and more workers are doing, effectively, permanent casual work."* Chris Avedissian, MCG casual and VIC Branch Vice-President.

*The MCC has since appealed the decision, but it is a battle the Alliance will continue to fight.*

### *We surveyed freelance journalists*

In late 2003, the Alliance conducted a survey of wages and conditions of freelance journalists. We mailed a survey to about 1,000 freelancers and got a 25 per cent response. More detailed phone surveys were then conducted with 25 respondents. The report on the survey was discussed at the Media National Sectional Committee in November and presented to the Freelance Convention. It was published on-line and in the Waikley Magazine in April. Findings included:

- Working freelance is not a choice, for many it is the only option
- Pay rates are low and rarely increased,

and freelancers are often paid less than the initial word count agreed upon

- Employers rarely, if ever, pay the recommended Alliance rates and in most cases are not prepared to consider it
- Freelancers have no negotiating power
- Verbal agreements can cause problems
- Freelancers are unsure about copyright
- Majority of freelancers are not paid on time, and
- Many freelancers feel they are not acknowledged as part of the industry.

Responding to these issues will be a challenge for 2004 - 2005. To move forward it will be imperative that freelancers get active and stand together to negotiate as a collective. *Journalists won the right to transfer to permanent part-time.*

At some major employers like the Fairfax group, casual journalists won the right to transfer to permanent part-time employment after six months working on the same or similar pattern of shifts.

*Performers working in television drama were compensated for uncertainty.*

The Actors' Television Programs Agreement, covering performers working in television drama productions such as *McLeod's Daughters* and *All Saints*, was finalised. Producers agreed to include a new 'major role' category. Performers had been concerned with contracts, which required them to remain available for a week but only guaranteed one day's pay. The new agreement increases the minimum pay for 'major roles' by more than 100 percent as compensation for the uncertainty of the work. *We are committed to implementing the casuals test case*

The Alliance is seeking to implement the casuals' test case either through enterprise bargaining or through award variation. The four key components of this are:

- Increase casual loading to 25 per cent
- Minimum call of four hours
- Rights to transfer to permanent part-time employment after six months
- Rights to access parental leave

We seek to have all awards or agreements amended by the end of 2004 - 2005 where practical. We face challenges with cinema and outdoor workers and acting extras.

To help organise among outdoors workers in Sydney and Melbourne we have engaged part-time organisers in each state to focus on those areas. This involves a one-day a week organiser in Sydney and two-days a week in Melbourne.

The challenge for organising in this area is to break out of the older demographic to become more reflective of the variety of casual staff in the industry.

In cinemas, the Alliance is launching a significant campaign around the agreement renewal process, which involves surveying members and non-members, launching a cinemas newsletter and seeking to vary cinema awards for the casuals' test case.

## submissions

Goal: To actively intervene in hearings and inquiries relevant to our industries.

During the year, we continued to intervene in areas important to us. These included:

- Productivity Commission - Inquiry into National Workers' Compensation and Occupational Health and Safety Frameworks, July 2003 - Supplementary Submission
- Department of Foreign Affairs and Trade - Developments in the World Trade Organisation Doha Round, August 2003
- Australian Broadcasting Authority - Trading Regulatory Obligations for Broadcasters, January 2004
- Australian Film Commission - Bilateral Film Co-operation Agreement between Australia and Japan, March 2004
- Australian Broadcasting Authority - Proposed Changes to the Australian Content Standard 2004, April 2004
- Joint Standing Committee on Treaties Inquiry - Australia United States Free Trade Agreement, April 2004
- Senate Select Committee - Proposed Australia United States Free Trade Agreement, April 2004
- Senate Select Committee - Australia United States Free Trade Agreement, May 2004 - Supplementary Submission
- Senate Select Committee - Australia United States Free Trade Agreement, May 2004 - Second Supplementary Submission
- Department of Foreign Affairs and Trade - China Free Trade Agreement Feasibility Study, June 2004

## individual non-union contracts

Goal: To ensure that members have a genuine choice about individual contracts

The use of Australian Workplace Agreements (AWAs) continues in both the media and entertainment industries as a means of undermining the union. Individual contracts like Australian Workplace Agreements remove members from the protection of the award, often failing to meet the minimum conditions required under enterprise agreements.

*"People on contracts are treated differently from their colleagues employed on a similar level. Initially many of my young colleagues thought they would be better off on a contract because of the bottom line dollars. However, when they factored in some of the hidden pitfalls like unpaid overtime and the penalty rates they weren't receiving, they began to realise it was not such a good deal. Even if you are on a contract it is important to be part of the union, to be involved in meetings and to keep yourself informed about the union's work so enterprise agreements are always open to you when the contract expires."* Jim Buckell Freelance Journalist, Federal Councillor VIC

The Alliance aimed to provide negotiating

advice to people likely to be offered AWAs in universities, overseas and in regional and suburban papers.

*"After initially being offered individual contracts, members at Brisbane News magazine this year successfully negotiated the first Brisbane News Award, achieved with the invaluable help of the Alliance Queensland Secretary Dave Waters. This has given us parity with our metro colleagues' award, and we are now working on negotiating a certified agreement to hopefully bring us further in line with our metro colleagues' pay and conditions. This experience has shown that members at small publications can work together to achieve real gains."* Fiona Franzmann, Chief Sub-Editor, Brisbane News, QLD

We argued for better freelance contracts We met with the Australian Consumer and Competition Council about the standard form contracts being used for freelancers by the major newspaper companies, arguing that some of the provisions may be in breach of competition law. Specifically, we argue that they require the freelancer to:

- Surrender all rights in the work provided and, in some case, rights in any other work provided
- Prevent the freelance from working for other publishers without prior permission
- Require the freelance to accept the employer interpretation of the application of the superannuation levy

AWAs get into News Ltd and APN

The certified agreements covering both News Ltd and APN regional dailies expired during the year. Both these groups have made extensive use of AWAs and our renegotiation campaign continues to focus on eradicating this practice.

*"Starting a new job is always a bit challenging, especially when it is not only a new job, but a first job in a new profession. When I received a copy of my contract, my editor's comment that 'this (the pages in my hand) is only a starting point for discussion' gave me heart. As someone who had worked mainly under award conditions in the past, I felt nervous about signing this document that effectively took the safety net of the union away from me. I rang the MEAA for assistance. Lists of conditions included in the award gave me a benchmark from which to assess my contract. It was quickly apparent that for a small increase in pay, there was a much greater loss of conditions - holidays and sick leave were the most obvious. When it came to the final negotiations, I entered with a list of points and a feeling of curiosity. How much really was negotiable? The answer was not a lot really, but I did gain ground on one of my points."* Ute Schlenberg, Coffs Coast Advocate NSW

Xavier Moir with his father during a city storm chase



Photo: Nick Moir/The Sydney Morning Herald



Team Brazil blocks a spike from Italy during the men's indoor volleyball gold medal match, 2004 Athens Olympics



Big Day Out 2004, during Metallica's performance on the main stage at Homebush

## filling the gap

Goal: To fill the gap left when employers abandon traditional responsibilities

*"Shaping our environment also means filling the gap left by changing work patterns and by the abandonment of employers of traditional benefits and industry support. Much of my work involves creating and performing interactive theatre and multimedia projects for cultural institutions in the ACT. Many of these institutions are in the early stages of developing performance programs and are not always aware of what is involved in creating work of a professional standard, not to mention suitable pay rates and work conditions. The advice and empowerment I have received from Equity members and the ACT branch office have played a huge part in my work being appreciated and respected in a way deserving of all arts professionals."* Stephen Barker, Actor, writer, and Branch Council member ACT.

We supported our industry superannuation funds

Like most industry superannuation funds, JUST SUPER and STA continue to produce a higher than average rate of return with lower management expenses.

In the financial year, JUST paid 13.6 per cent after all taxes and costs had been met. It is continuing to work to reduce the management expense ratio to less than one per cent. JUST has recently reduced the size of the board to seven – three Alliance representatives, three employer representatives and one independent. The Alliance is represented by Gerard Noonan [chair of the fund], Shauna Black and Christopher Warren.

JUST has and continues to rely on Alliance support in its campaigns to improve membership numbers in core areas of journalism. This follows the decision by all major employers to farm their corporate funds out to master trusts.

Equity ran a campaign around superannuation to increase the employer superannuation contribution rate above nine per cent and to ensure that the employer pays a contribution even when the performer earns less than \$450 in the course of a month, or more than \$30,000 in the course of a yearly quarter. These measures go some way to recognising the irregular nature of work within the industry. The television and feature film agreements currently include an employer contribution of 10 per cent. This will be an issue in the upcoming renewal of the theatre agreement. We filled the gap with professional training and recognition.

Both the Walkley and Equity Foundations run a series of professional development programs.

## the walkley foundation

The activities of the Walkley Foundation were organised around the centrepiece of the Walkley program - the annual Walkley Awards for Excellence in Journalism. In 2003, we marked the 48th Walkley Awards. Richard Moran from National Nine News won the 2003 Gold Walkley, recognising the powerful footage captured in the heart of the Canberra firestorms in January 2003. Paul McGeough, reporter for *The Sydney Morning Herald*, received the prize for Journalism Leadership, and Most Outstanding Contribution to Journalism was awarded to Julie Duncan for her dedication over the last 20 years in educating Australian journalists. Jason South at *The Age* won Nikon-Walkley Australian Press Photographer of the Year. Other events coordinated by the Walkley Foundation included:

- The second annual Orwell Awards – a satirical award bestowed on supreme violators of press freedom
- Freelance Convention held in Melbourne on the weekend of April 2-4 2004
- Media Pass student days held in Melbourne, Sydney, Canberra, Perth, Brisbane, and Adelaide
- Regional Journalism Convention in Newcastle in July 2003
- Public Impact Days for public affairs members were launched
- The Public Affairs Convention
- Media forums held around the country
- Walkley Award finalists' announcements
- The Nikon-Walkley Press Photo Exhibition, Blender Gallery, showcasing the Nikon-Walkley Photographic Awards finalists

*"The WA branch decided to elevate the important work of our photographic members, and to show the public how they document our history in daily assignments. We also introduced a second category, feature photography, into our annual awards (which previously had only a news photo category), and started a new tradition of displaying the news industry's images. The 2003 inaugural AJA Awards Photographic Exhibition was held at the Perth Institute of Contemporary Art. In November 2004, we will stage 'News Image: Western Australian Photojournalism' at The Photography Gallery of WA."* Victoria Laurie, AJA Committee WA

## the equity foundation

The 2003 – 2004 professional program included a series of:

- Graduate student days across the country
- Dollars and Sense, a series of seminars on tax advice and financial planning
- The Casting Couch series in Perth and Melbourne with directors from television, film and theatre
- The Get Smart actor agent series in Queensland and Sydney
- Launch of the In Conversation With Series, with Robyn Nevin and Cate Blanchett.

### *Performers built a strong foundation*

The Equity Foundation was launched with a part-time director, Suzanne Culph, and activities to promote the rights of performers, including:

- The Free to be Australian campaign
- The Equity 65th anniversary celebrations
- The Equity magazine & calendar
- The Equity professional program

As 2004 marked the 65th anniversary of Equity, celebrations kicked off in Adelaide with the launch of a 2004 Calendar in December 2003. The Equity Foundation commissioned an archival project coordinated by Genevieve Picot and Tony Watts, which will result in a DVD to be distributed to members with the Summer edition of Equity 2004. The 65th project also includes a series of presentations to be made to Equity parties in Queensland, Melbourne Sydney and Perth in the later half of 2004.

*"Equity are the quietly obstinate heroes that gave Australia's performing arts their golden age." SA Premier Mike Rann spoke at the SA Equity 65th Birthday Celebrations and 2004 Calendar Launch*

## we made workplaces safer

The Alliance had no major injuries reported by its employees, contractors or volunteers during the 2003-2004. Workplace Safety Training continued for staff and members and we launched the Alliance's OHS "Get Safe Now" web site <http://ohs.alliance.org.au>. During the year, eight OHS projects were undertaken by the Alliance. They aimed to make workers, employers and others with responsibilities that may affect Alliance members more aware and involved in making workplaces safer. Theatre workers produced a standard Risk Management Form, which provides a standard format to identify, prioritise and manage risks. Designed primarily for television commercial sets, it can also be adapted to most entertainment workplaces.

Active members from the performers, theatre, film and media sections have participated in a poster campaign to promote the importance of reporting all workplace injuries and incidents.

Work is continuing on a code of safety for journalists, trauma counseling and an anti-bullying poster. The Alliance is also working with the *Lion King* to reduce injuries, and with circus performers to review risk management procedures in the physical circus industry.

## we helped people get paid

The Alliance continues to chase money for members through the Copyright Agency Limited, through claims and via the residuals process.

The Alliance works with the Copyright Agency Limited to deliver copyright royalties to journalists for photocopying. Anne Davies, the Alliance representative on the CAL board, is facing re-election in Spring 2004.

The residual payment process, whereby performers receive payments for repeat use of their work, continues to be improved. A range of changes have been made:

- Change to quarterly reporting period to ensure each quarter is timed better to the membership billing cycle
- Checking of information provided to the Alliance by producers and distributors to ensure that it is accurate and accords with the obligations in the cast contract.

Claims officer Claire Montgomery coordinates claims for non-payment or under-payment on a national level. In the past year she recovered about \$483,000 for members. Key claims included unpaid invoices for theatrical and STAA workers, unfair dismissals, negotiated redundancies, copyright infringements and various small claims.

*It has been an extraordinary privilege to meet with so many Equity activists in the past year; to record their stories and to witness their passion for their Union, for the Performing Arts in which they work, and for the development of a uniquely Australian culture... (We) searched through sixty five years of Equity activism in Variety, Theatre, Radio, Ballet, Opera, Musical Theatre, Television, Film, Dance, Circus, Community and Self-devised work. We discovered that Passion and Principles have always been the lifeblood of Equity; these are the recurring themes of the fifty-five extended interviews we've filmed over the past year placing on record stories of our members' involvement in the decades of work to secure and sustain fair pay and conditions, safe and healthy workplaces, security of work, justice for Australian performers in the global marketplace, all the while working to convince Government of the utterly essential value to all Australians in having vibrant and thriving cultural industries. The they remind us that Member Activism together with the extraordinary work of our union organisers over the years has given Equity the power, the unity, the respect, and the clout that benefits all performers in Australia.*

*Genevieve Picot and Tony Watts put together Talking Equity, Being Equity, an oral history project for Equity's 65th birthday celebration commissioned by the Equity Foundation*



Tim Jardine is a sixth generation sheep farmer, very affected by the drought. He is now in serious financial trouble due to poor sheep prices coupled with the added burden of buying fodder and water. "As we walked along the road to his flock of sheep and the dust was kicking up around us I felt this would show the helplessness of the situation. The golden light from the almost set sun lit the dirt and Tim's face to create a simple yet different image that shows the bone dry land that farmers are forced to work with and earn a living from." Jodie Richter, The Canberra Times, ACT



Pauline Hanson talks to the media on her property, Queensland.





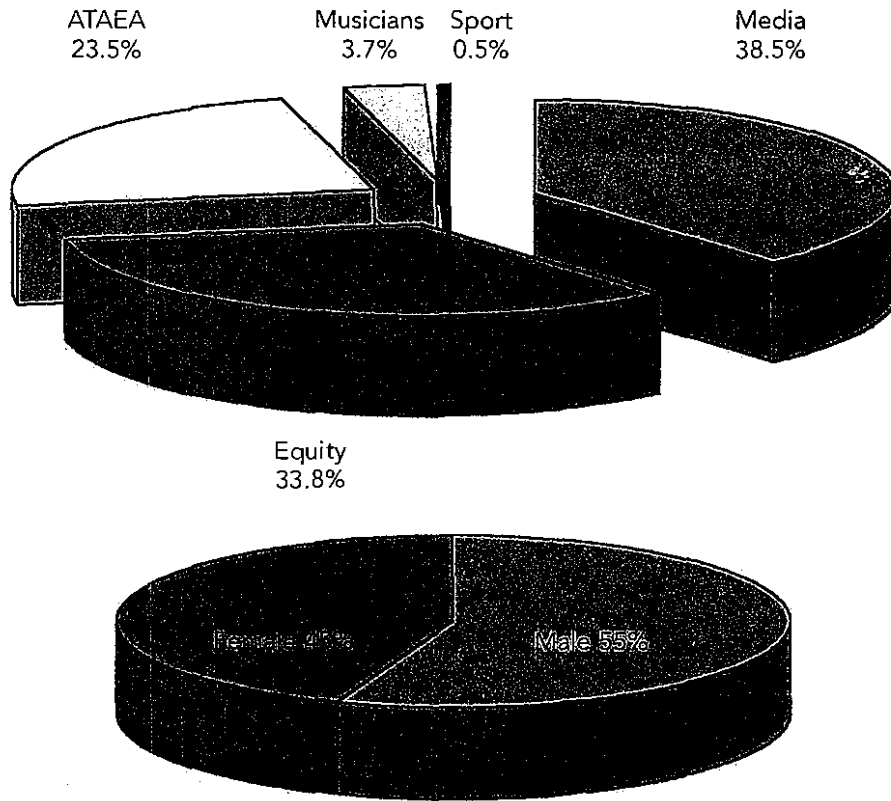


Audience at the launch of the  
Equity Foundation's In Conversation  
With Series, with Robyn Nevin  
interviewing Cate Blanchett





### alliance financial membership



### organising and recruiting

**Goal:** To increase membership in the core areas including journalists, performers and live theatre.

Our success is reflected in overall membership growth.

In 2004 target areas for growth in membership included commercial television and screen technicians.

This year, we have continued to target the Seven Network as part of the campaign for an enterprise agreement. Union membership has increased at the network to about 30 per cent of the workforce, although growth is constrained by redundancies among older, more unionised workers.

#### *We targeted students*

In both the AJA and Equity sections we are working to reach out to final year students who are making the transition from study to work. The Equity and AJA student days

held across the country have become an industry institution and have resulted in final year students joining the union far more quickly than would otherwise have been the case.

#### *Good news for freelance crews*

To help organise freelance TV technicians, we have created a new sub-section of the ATAEA section called the Australian Television Freelances Association.

While screen technician membership numbers generally stagnated in the past 12 months, the Alliance successfully organised freelance crews working for Global Television. We now have about 200 members, out of a regular freelance pool of about 350. We have negotiated a new standard contract with Global, which involved an increase in rates and improvements in calls.

	2002	2003	2004
Media	7,480	7,558	7,971
Equity	7,633	6,848	6,999
ATAEA	4,991	4,851	4,855
Musicians	717	777	772
Sport	68	117	103
TOTAL	20,889	20,151	20,700

Photo: David Kelly

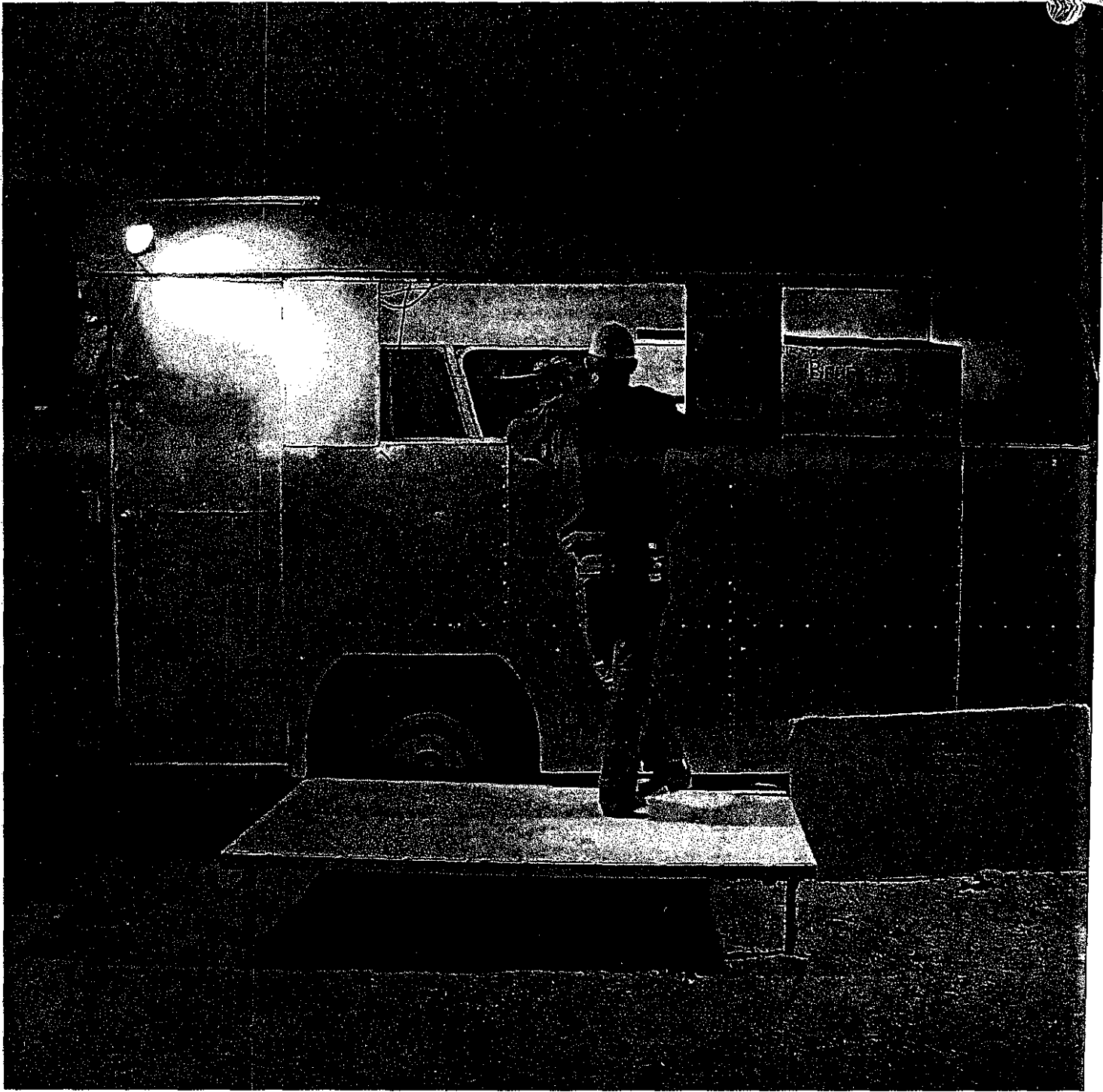


Photo: Steven Siewert





Beef Curry food van at Birdsville Races, QLD.

## reaching out to new zealand

**Goal:** To reflect the trans-Tasman industry. In our industries, the past decade has seen the creation of a single trans-Tasman market. Both full-timers and contractors regularly move between Australia and New Zealand to seek work. To ensure that hard-earned rights are not limited by national boundaries, the Alliance began discussions to establish a presence in New Zealand

## enterprise bargaining

**Goal:** To ensure all significant workplaces and work groups of members are covered by a collective agreement

The shift from national awards of the Industrial Relations Commission to enterprise-based bargaining has impacted the way the industry and the union work. For example, the days of journalists working under one national award are giving way to separately negotiated company agreements and all workers within the media and entertainment industry are tackling more diverse and complex issues. Although we have continued to work hard this year on building a professional dimension to the union's work, the reality remains that most people join and become active in a union through industrial disputes and for industrial strength and representation. They join because they see it as making a difference. The campaigns and negotiations conducted this year have been deliberately structured to put members in control.

*"Our organisation has just completed its certified agreement negotiations for the next three years. With our Alliance organiser Michael White at the negotiating table, consulting regularly with members, the conditions and pay levels for Public Affairs Officers have been maintained. A few years ago, the Public Affairs classification was under threat, as moves were afoot to mainstream all public servants into the same classification. A cultural shift has meant that now our professional training and expertise is recognised within the organisation, and retaining the classification is rightly seen as the best way to attract the highest quality candidates for public affairs work. The Alliance presence in workplace negotiations continues to support and lift our profile in the organisation."*

*Alex Bellis, Public Affairs Officer, ACT*

Among the major agreements won by members during the year were:  
*We had a breakthrough with the Feature Film Agreement.*

The negotiation was drawn out over two years of tough campaigning and included

industrial action by performers. This new deal, which goes to a ballot in September/October 2004 provides, if endorsed by members, that for the first time performers will be able to share in a film's financial success. The agreement also provides for residuals for free-to-air television runs and for sales to US Network. Other features include minimum rates of pay rise by in excess of 30 % over the life of the Agreement, superannuation contributions to increase from 9% to 10% from 1 January 2006, improved performer rights in relation to editing and segmentations, and a new meal break provision.

*"We were negotiating in the worst possible climate. Our film industry was on its knees, financing options were limited, and here we were asking for more! The many meetings, sitting across the table from the producers, were enlightening, exciting and empowering and I was comfortable in the validity of our argument. It was easy to acknowledge our worth and recognise the vital importance of our unified strength. Getting the deal was an unexpected but exhilarating victory. It is essential to recognise that we, the performers and the producers both, are joint players in this industry and we depend greatly on one another. It is imperative that we recognise each other's needs and work together closely to produce great Australian stories for a world market."* Bill Young, Performer

*Fairfax journalists, artists and photographers won a new deal*  
Alliance members at the Fairfax group approached the renewal of their enterprise agreement by surveying staff on health and safety concerns related to work intensification and analysing staff numbers and output. Rather than raising specific claims, they discussed forms of employment such as casualisation and contracts, work intensification, family friendly policies and career development.

Some significant gains were made, including eight weeks paid maternity leave, bought leave arrangements, improved access to sabbaticals and long service leave. Automatic progression was extended to grade four. Many long term casuals were finally transferred to permanent employment, and remaining casuals had their loading increased to 20 per cent. The company agreed to make managers undertake anti-bullying training and for selection panels including at least one woman to review merit payments and recruitment.

## promoting ethics

Goal: To encourage ethical practices in journalism

We talked to the Australian Press Council. The Alliance renewed discussions with the Press Council about the possibility of the Alliance rejoining the Council.

A founding member of the Council, the then AJA left the Council in 1987 over its failure to address the challenge of concentration of ownership.

Journalists considered complaints of ethical breaches

The National Ethics Panel's aim this year was to continue providing a prompt and cost-free response to complaints made against AJA members for breaching the Code of Ethics. The overall level of complaints received this year was low. During 2003-2004 eight complaints were made against Alliance members. Of those, five were dismissed, two were withdrawn and one remains active. The complaints were heard by committees, appointed from the National Ethics Panel, in NSW, Victoria and Queensland. Fourteen complaints were made against non-members and these were referred to the relevant regulatory body.

## joining with others

Goal: To affiliate with other organisations that advance Alliance goals.

Over the past 12 months, the Alliance has been adjusting its affiliations to ensure we affiliate on accurate numbers. This has resulted in increases in most affiliation costs. The Alliance has continued its affiliations with all state and territory Labor Councils and with the ACTU. International affiliations to the International Federation of Journalist (IFJ), International Federation of Actors (FIA) and UNI-MEI also continued and in June we affiliated to the International Freedom of Expression of Exchange [IFEX].

The Federal Secretary represents the Alliance on the ACTU Executive. He also represented the Alliance at meetings of the IFJ Executive Committee held in New Delhi [December] and Berlin [March]. These were funded externally. The IFJ Congress met in Athens in May. The Alliance was represented by Ruth Pollard, Alan Kennedy, Jane Worthington and Christopher Warren.

The FIA Executive met in June 2003 in Paris and the English Speaking Group of FIA met again in a combined meeting with FIA-North America in November 2003. The Alliance is represented on the Executive by Simon Whipp and Susan Lyons.

## campaigning internationally

Goal: To work with colleagues around the world

We supported the IFJ Asia-Pacific Project office

The Alliance hosts the IFJ Asia-Pacific Project office in its Sydney office. This is funded through a grant from the IFJ and individual projects.

The office has been working with journalists organisations in the region to develop programs to strengthen journalists' associations in Indonesia, Sri Lanka, Nepal, the Philippines and Malaysia. These include safety training, child rights and the media, gender equity, anti corruption campaigning and tolerance in media.

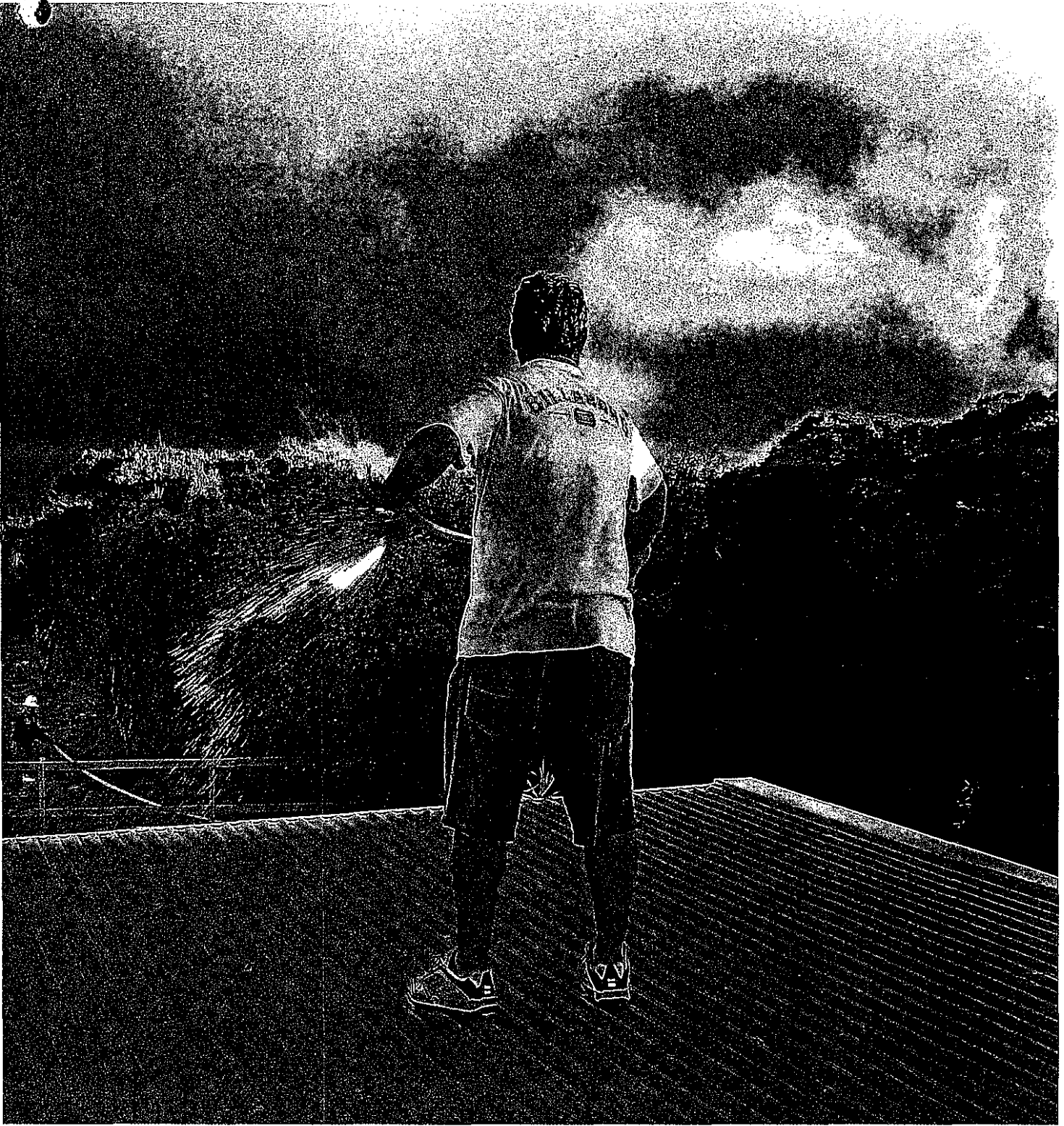
Working closely with affiliates the IFJ has also exerted enormous energy in the fight for press freedom. Recently attention has been directed to Thailand and Indonesia where criminal defamation trials are threatening journalists' ability to do their job on a daily basis. A full report on the work of the office can be found at [www.ifj-asia.org](http://www.ifj-asia.org). We worked with actors globally for intellectual property and cultural diversity. The FIA continues to argue through the World Intellectual Property Organisation for performers copyright for audiovisual production. This would give performers both economic and moral rights.

*"The joys of freelancing are many, but the lows, such as clients not paying on time or even within an unreasonable period are hideous. Thanks heavens for the Alliance! Because they employ competent, professional and dedicated people like Claire Montgomery who will cheerfully tackle the most sloth-like of despotically late-paying psycho clients; checks my contracts and chases up my overdue payments owed, providing sage advice for a successful freelancing life, rather than the shambles that it so easily could be. Before the Alliance, I did not have a high opinion of unions; now I wouldn't approach my keyboard, camera or a client without one."*

Alison Aphrys Freelance Journalist NSW

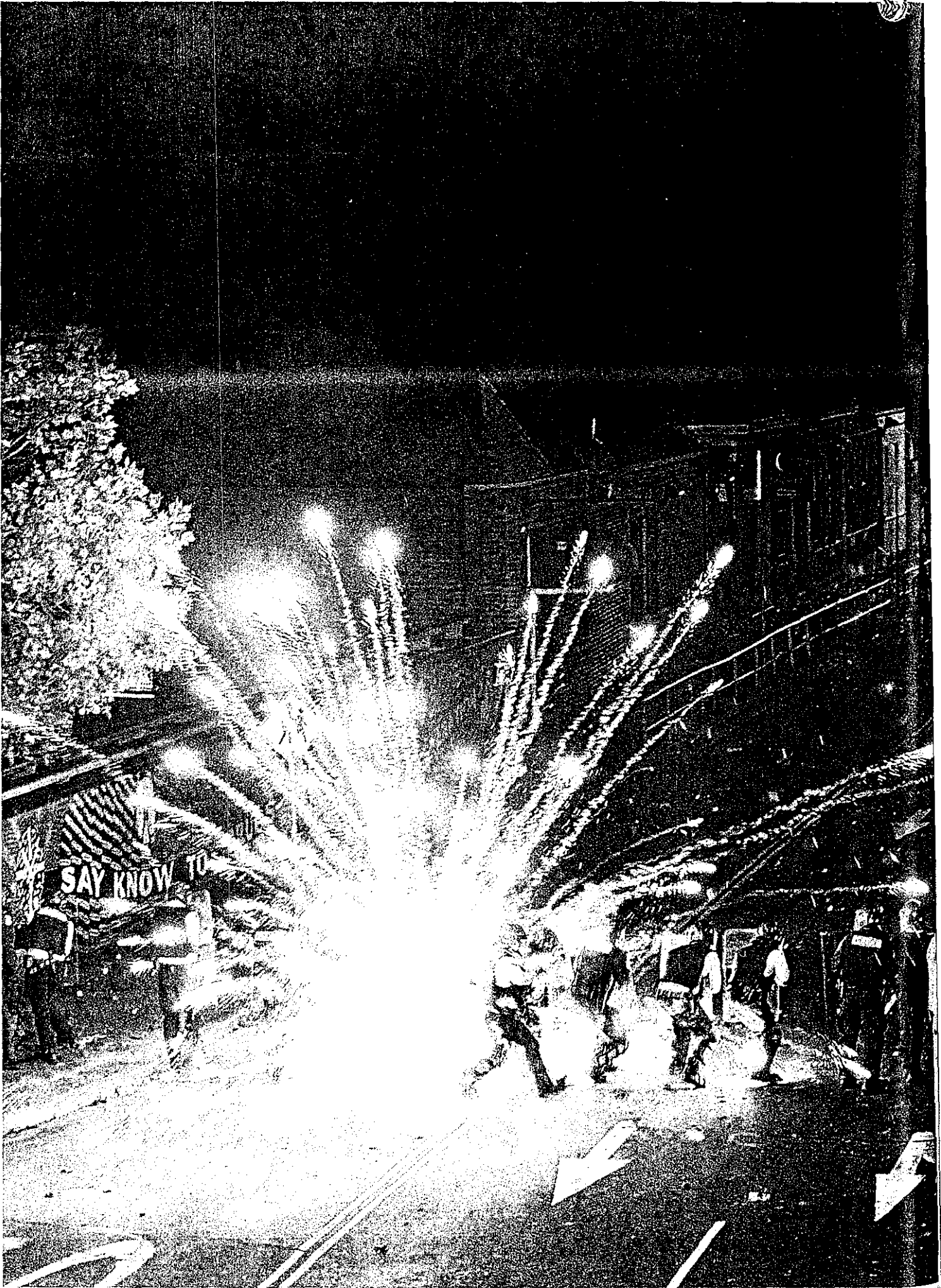


Residents of Wamberral, NSW  
forced to use garden hoses  
to protect their homes

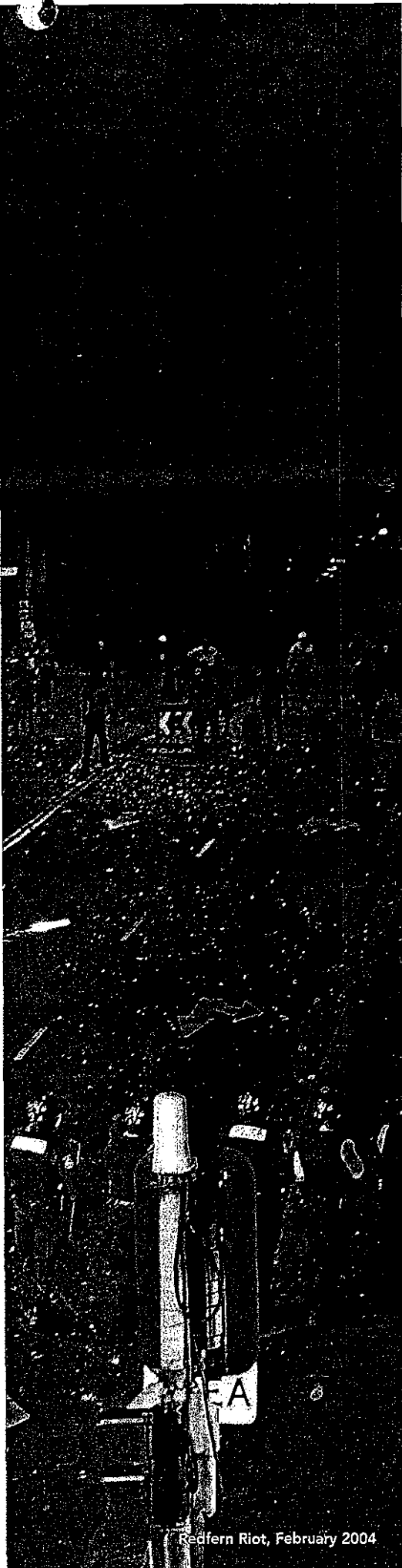


Alison Aphrys waiting for a wave at Manly Beach









Redfern Riot, February 2004



Photo: Jason South/The Age

A woman is welcomed to Australia at Melbourne Airport by the Department of Immigration.

## doing better with what we have

Shaping our industry means we have to wring every last drop out of what we have. The Alliance is not a rich union. We spend what we get and we have to work hard to make sure that it's used as efficiently as possible to empower our members.

This means our internal processes have to be cost effective and efficient. It means we rely on selecting and training capable and creative staff. However we cannot simply rely on staff and the union officers to get things done. But we are rich in two things: active members and skill.

### activists

*"Twenty-Seven years of activism has taught me that what makes performers powerful within themselves and in their workplace is not winning every battle but having the strength and self belief to stand up for their rights. The recent FTA campaign is a case in point. No one would pretend that the outcome was a win for performers; however, the battle to protect Australian culture mobilised and empowered hundreds of performers. It is those performers who, having learnt the value of standing up for what they believe in, will be there again to wage the next campaign."*

*Performers will continue to flourish if they see themselves as powerful through their common bond that is Equity and maintain the faith in collective bargaining." Alan Fletcher, Performer, Branch President VIC*

Goal: One identified activist for every 10 members.

Following our philosophy that the Alliance is only as strong as its members, we set ourselves the target of developing and mapping one activist for every 10 financial members and to have at least half of these activists undergo some form of training. As an initial step in improving active membership, we trained almost all industrial and professional staff in training techniques. Arising from that training, staff continue to develop training plans as part of broader organising plans in their sections. Development began on an activist database with the future intention of distributing an activist e-bulletin full of information activists will find helpful for campaigns. We also intend to improve initial contact with new members and identify any issues or potential activists. We intend to trial a new members welcome seminar in NSW in the new year.

## communications

**Goal:** To communicate regularly with members

The Alliance membership is rich in the skills we bring as communicators. As work becomes more fragmented, it's increasingly important that we use those skills to ensure that people both in and outside the union know what's going on.

*Resources for members – Magazines, e-bulletins, annual report and the web*

The *Equity* magazine has been revamped and relaunched. It will continue as a quarterly publication. The additional costs of the new publication are being borne by increased advertising revenue and the Equity Foundation.

The *Walkley Magazine* moved to six issues a year. We are seeking to increase advertising and external subscriptions with the medium term goal of making the magazine self-supporting.

The weekly e-bulletins are continuing.

The membership audit we launched in the second week of May increased the amount of accurate email addresses we hold and so improved the reach of our communication to members.

Campaign web sites have been developed to help members and activists access information, which helps them understand their working rights and consider their professional development. See

[www.free2baustralian.org.au](http://www.free2baustralian.org.au), [www.x-media.org.au](http://www.x-media.org.au) and [www.poweratwork.org.au](http://www.poweratwork.org.au)

*We asked people what they thought*

The Alliance conducted a survey on attitudes of freelance members.

We began planning two annual surveys – one on salaries and working conditions in May and one on union satisfaction around November. To reduce costs, these would be done through the e-bulletins, although this may marginally reduce return and accuracy.

## staff organisation & development

**Goal:** To train and develop staff

The Alliance is developing performance plans for all industrial staff focusing on organising, recruitment and activist development. The Alliance is reviewing selection procedures to ensure we identify potential candidates at the training or introductory stage and reduce staff turnover.

*Training*

Staff are being trained in training skills, Alliance procedures and Microsoft Office skills [WP, Excel, Outlook].

Assistance is being given to some staff to pursue further relevant tertiary training.

*Procedures and information*

An intranet site was launched for efficient communication among staff across the country and the inquiry desk will maintain it.

Apart from its day-to-day use the intranet will also act as a test site for a forthcoming launch of the new [www.alliance.org.au](http://www.alliance.org.au) site.

The staff procedures manual was updated and re-issued.

*Staffing*

The Alliance negotiated the new Staff Agreement. This will run for three years from April 16 2004 to April 15 2007. The Alliance is reviewing selection procedures to ensure we identify potential candidates at the training or introductory stage and reduce staff turnover.



Men's 45 Finals, 2004 Athens Olympics





## alliance membership centre

A key resource for the organisation is the data that we manage through the membership data base which continues to operate over a wide area network.

**Goal:** To upgrade the integrity of the data held in the system

In May, the centre began coordinating a census of members to improve the data being held. As a result of this process, about 28 per cent of members had data corrected.

**Goal:** To have at least half of all financial members paying their fees through periodic deductions.

This goal was reached in May and at June 30, 2004 we had 5,414 financial members paying fees through periodic deductions.

**Goal:** To halve the number of unfinancial members

We aim to reduce the number of unfinancial members from over 7,000 in December last year to 3,500 in December 2004. At the end of the financial year, we had 4,083 unfinancial members.

**Goal:** To continuously improve services to members.

A number of formerly outsourced tasks were brought back to the union including some mail outs and call campaigns. We improved the procedures for Honorary membership records and introduced honorary certificates for new members. We made greater use of email to improve communication with members, and completed an audit of employers on the membership system.

Other areas of work in progress include improving procedures for contact and feedback from members leaving the union, improving the quality of the data on the membership system and expanding the accounts receivable area to report on all income.

To simplify the handling of applications for imported artists and crew, the processing of the paper work has been taken on by the membership centre in Queensland. This has enabled the processes to be streamlined to the extent that we can consider providing 24 hour turnaround.

## frequently asked questions

Some questions about your fees

Your fees are the lifeblood of the Alliance.

When you pay your fees, you make your financial contribution to all the work the Alliance does for people like you who inform and entertain Australia.

**How much are they?**

Your fees are set by the Federal Council of the Alliance. They are generally linked to how much you earn, so the less you earn the less you pay. Your Alliance membership fees are 100% tax deductible.

**What if I change my job?**

Your fees are set at the beginning of the year and do not change unless you are unemployed or unable to find work. If that occurs you can apply to have your fees reduced.

**What if I change my address?**

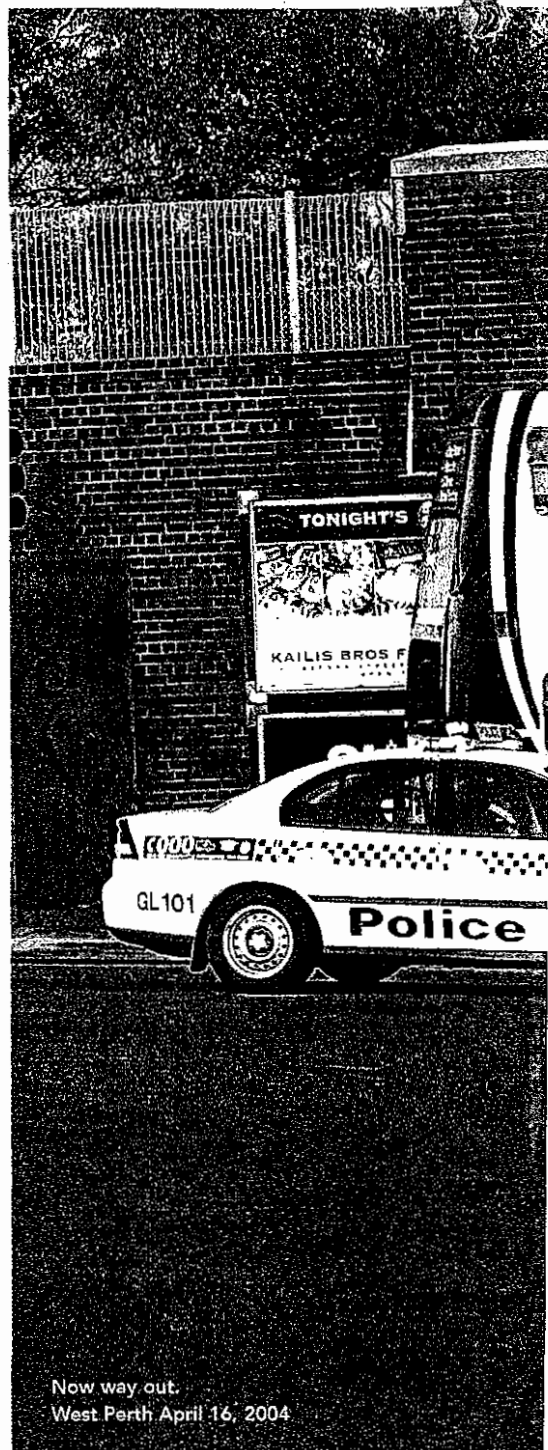
If the Alliance office doesn't know where you are, it can't keep you informed of what's going on. It also means the union wastes scarce resources in sending material you don't need or to your wrong address.

- Notify the Alliance as soon as you change your job or address.
- If you are going interstate, notify the Alliance immediately to transfer your membership.
- If you are going overseas or leaving the industry for six months or more, you can apply to have your membership suspended.

**How do I suspend my membership?**

If your membership is suspended, you do not pay any fees but you may return to active membership as soon as you return to work. You are not entitled to any benefits of membership while your membership is suspended.

- It is your responsibility to advise the Alliance as soon as you get to work again.
- If you leave the industry permanently, you must notify the Alliance and pay all outstanding dues.
- If you are still working in the industry and wish to resign you must notify in writing giving two weeks notice of your intention to resign.
- Ceasing payroll deductions does not, of itself, constitute resignation from the Alliance.



Now way out.  
West Perth April 16, 2004



Cyclonic weather in Brisbane City



**Workplace Relations Act 1996**

The Industrial Registrar has made arrangements with the Australian Electoral Commission for elections to be conducted for the offices set out in this notice. All positions are honorary except those identified with an asterisk (\*) next to the position title.

**NOMINATIONS**

Nominations, which must be in writing and comply with the registered rules of the Organisation, can be lodged any time from today and must reach the appropriate Returning Officer at his / her office or postal address not later than 10:00am on Tuesday, 1 February 2005.

Nominations cannot be withdrawn after this time. Please note that rule 79(c)(2) states: "A member cannot stand for more than one of each of the positions specified in sub-rule (c), excepting that a member nominating for a Branch Council position other than Branch President or Branch Secretary or where relevant Assistant Branch Secretary, may also nominate for the position of Section Delegate to Federal Council."

Rule 79(c)(4) states that where a section is entitled to two or more delegates to Federal Council, they shall be elected according to the formula indicated in the Rules.

**NOMINATION FORMS**

Nomination forms are available from the appropriate returning officer or the Branch offices of the Organisation. The use of these forms is not compulsory provided that nominations comply with the Rules.

**CANDIDATES' STATEMENTS**

Candidates may submit with their nomination a statement containing his / her Association and employment / professional history and place of employment to a maximum of 150 words and a photograph. Statements and photographs will not be accepted after 10:00am on Tuesday, 1 February 2005.

**BALLOT**

If a ballot is necessary, it will open on 28 February 2005 and voting material will be posted to eligible members at the address shown in the Organisation's records. Members should notify the Organisation of any change of address. The ballot will close at 10:00am on Friday, 18 March 2005.

Note: A copy of the AEC's Election Report can be obtained from the Organisation or from the Returning Officer, after the completion of the election.

Marilyn Kerr, Returning Officer



**FEDERAL OFFICES**

- Federal President .....(1)
- Federal President (Actors Equity) .....(1)
- Federal President (AJA) .....(1)
- Federal President (Theatrical) .....(1)
- Federal President (Musicians) .....(1)
- Federal Vice Presidents .....(3)  
[at least one must be a woman]
- Assistant Federal Secretary \* .....(2)
- Sectional Delegates to Federal Council
- AJA Section .....(12)  
[at least four must be women]
- Equity Section .....(8)  
[at least two must be women]
- Theatrical Section .....(4)  
[at least one must be a woman]
- Musicians Section .....(1)
- Professional Sports Section .....(1)
- National Stunt Committee (Equity Section) Committee Members .....(12)
- Four who are graded as stunt performers [at least one must be a woman]
- Four who are graded as stunt coordinators [at least one must be a woman]
- Four who are graded as safety supervisors [at least one must be a woman]
- Ethics Panel .....(21)  
[at least seven must be women]

**ADDRESS FOR LODGING NOMINATIONS**

Marilyn Kerr, Returning Officer  
Australian Electoral Commission  
Level 1 Roden Cutler House, 24 Campbell Street,  
Sydney NSW (Postal Address: PO Box 529  
HAYMARKET NSW 1239) Telephone: (02) 9375 6346  
Facsimile: (02) 9212 7336

**NEW SOUTH WALES BRANCH OFFICES**

- Branch President ..... (1)
- Branch Vice Presidents .....(3)  
[at least one must be a woman]
- Sectional Delegates to Branch Council
- AJA Section .....(12)  
[at least four must be women]
- Equity Section .....(9)  
[at least three must be women]
- Theatrical Section .....(4)  
[at least one must be a woman]
- Musicians Section .....(1)

**ADDRESS FOR LODGING NOMINATIONS**

Marilyn Kerr, Returning Officer  
Australian Electoral Commission  
Level 1 Roden Cutler House, 24 Campbell Street,  
Sydney NSW (Postal Address: PO Box 529  
HAYMARKET NSW 1239) Telephone: (02) 9375 6346  
Facsimile: (02) 9212 7336

**VICTORIA BRANCH OFFICES**

- Branch President ..... (1)
- Branch Vice Presidents .....(3)  
[at least one must be a woman]
- Branch Secretary\* ..... (1)
- Sectional Delegates to Branch Council
- AJA Section .....(9)  
[at least three must be women]
- Equity Section .....(10)  
[at least three must be women]
- Theatrical Section .....(5)  
[at least one must be a woman]
- Musicians Section .....(1)

**ADDRESS FOR LODGING NOMINATIONS**

Michael Pryor, Returning Officer  
Australian Electoral Commission  
Level 22 Casselden Pl, 2 Lonsdale Street,  
Melbourne VIC (Postal Address: GPO Box 4382  
MELBOURNE VIC 3001) Telephone: (03) 9285 7139  
Facsimile: (03) 9285 7149

**QUEENSLAND BRANCH OFFICES**

- Branch President ..... (1)
- Branch Vice Presidents .....(3)  
[at least one must be a woman]
- Branch Secretary \* ..... (1)
- Sectional Delegates to Branch Council
- AJA Section .....(14)  
[at least four must be women]
- Equity Section .....(6)  
[at least two must be women]
- Theatrical Section .....(4)  
[at least one must be a woman]
- Musicians Section ..... (1)

**ADDRESS FOR LODGING NOMINATIONS**

Brendan Carroll, Returning Officer  
Australian Electoral Commission  
6th Fl, 488 Queen Street, Brisbane QLD  
(Postal Address: GPO Box 2590 BRISBANE QLD 4001)  
Telephone: (07) 3834 3406 Facsimile: (07) 3832 4727

**SOUTH AUSTRALIA BRANCH OFFICES**

- Branch President ..... (1)
- Branch Vice Presidents ..... (3)  
[at least one must be a woman]
- Branch Secretary\* ..... (1)
- Sectional Delegates to Branch Council
- AJA Section .....(14)  
[at least four must be women]
- Equity Section ..... (4)  
[at least one must be a woman]
- Theatrical Section ..... (5)  
[at least one must be a woman]
- Musicians Section .....(2)

**ADDRESS FOR LODGING NOMINATIONS**

Phil Roberts, Returning Officer  
Australian Electoral Commission

9th Fl Origin Energy House, 1 King William Street,  
Adelaide SA (Postal Address: GPO 344 ADELAIDE  
SA 5001) Telephone: (08) 8237 6549  
Facsimile: (08) 8237 6553

**WESTERN AUSTRALIA BRANCH OFFICES**

- Branch President ..... (1)
- Branch Vice Presidents .....(3)  
[at least one must be a woman]
- Branch Secretary\* ..... (1)
- Sectional Delegates to Branch Council
- AJA Section .....(15)  
[at least five must be women]
- Equity Section .....(4)  
[at least one must be a woman]
- Theatrical Section ..... (2)
- Musicians Section .....(4)  
[at least one must be a woman]

**ADDRESS FOR LODGING NOMINATIONS**

E M Panegyres, Returning Officer  
Australian Electoral Commission  
Level 3, 111 St Georges Terrace, Perth WA  
(Postal Address: GPO Box A16 PERTH WA 6001)  
Telephone: (08) 6363 8011 Facsimile: (08) 6363 8052

**TASMANIA BRANCH OFFICES**

- Branch President ..... (1)
- Branch Vice Presidents ..... (3)  
[at least one must be a woman]
- Branch Secretary ..... (1)

**ADDRESS FOR LODGING NOMINATIONS**

Ron Mann, Returning Officer  
Australian Electoral Commission  
2nd Floor AMP Building, 86 Collins Street,  
Hobart TAS (Postal Address: GPO Box 1098  
HOBART TAS 7001) Telephone: (03) 6235 0521  
Facsimile: (03) 6234 9538

**AUSTRALIAN CAPITAL TERRITORY BRANCH OFFICES**

- Branch President ..... (1)
- Branch Vice Presidents .....(3)  
[at least one must be a woman]
- Branch Secretary ..... (1)
- Sectional Delegates to Branch Council
- AJA Section .....(6)  
[at least two must be women]
- Equity Section ..... (1)
- Theatrical Section ..... (1)

**ADDRESS FOR LODGING NOMINATIONS**

Jeff Howarth, Returning Officer  
Australian Electoral Commission  
1st Floor, 8-10 Hobart Place, Canberra City ACT  
(Postal Address: GPO Box 1824 CANBERRA CITY  
ACT 2601) Telephone: (02) 6249 7908 Facsimile:  
(02) 6248 7559

**NORTHERN NEW SOUTH WALES BRANCH OFFICES**

- Branch President ..... (1)
- Branch Vice Presidents .....(3)  
[at least one must be a woman]
- Branch Secretary ..... (1)
- Sectional Delegates to Branch Council
- AJA Section ..... (3)  
[at least one must be a woman]
- Equity Section ..... (1)
- Theatrical Section .....(1)

**ADDRESS FOR LODGING NOMINATIONS**

Marilyn Kerr, Returning Officer  
Australian Electoral Commission  
Level 1 Roden Cutler House, 24 Campbell Street,  
Sydney NSW (Postal Address: PO Box 529  
HAYMARKET NSW 1239) Telephone:  
(02) 9375 6346 Facsimile: (02) 9212 7336

**PROFESSIONAL SPORTS BRANCH OFFICES**

- Branch President ..... (1)
- Branch Vice Presidents ..... (3)

**ADDRESS FOR LODGING NOMINATIONS**

Marilyn Kerr, Returning Officer  
Australian Electoral Commission  
Level 1 Roden Cutler House, 24 Campbell Street,  
Sydney NSW (Postal Address: PO Box 529  
HAYMARKET NSW 1239) Telephone: (02) 9375 6346  
Facsimile: (02) 9212 7336

**FINANCE REPORT**

The financial position of the Alliance continued to strengthen with strong income growth resulting in the core operations of the Alliance achieving a surplus of about \$100,000. This was further strengthened by surpluses in related operations of the Walkley Foundation, Equity Foundation and the Equity Trust and the growth of the fighting fund reserve. All this saw the union at the end of the financial year with net funds of about \$1.7 million – about \$1.17 of that in reserves. Income grew more strongly than expected in the media section, up 10 per cent on the previous year, and in the theatrical section, where it grew by 6 per cent. Expenditure: The Alliance goal is to spend the money necessary to maintain viable union operations in all states and the ACT and to provide adequate resources to inform and communicate with members. Costs this year were generally within budget. However, we saw increased campaign costs and increased employer attacks on the union through the courts which meant that legal costs saw the most significant cost over-run. As a result the union has begun building an annual campaigning fund through a level as part of union fees in the 2004-2005 financial year. Staff costs: Staff costs remain the major component of the union's costs. To maintain stability, the union's goal is to keep staff costs to no more than 50 per cent of income. This was achieved this financial year. All staff are employed under a staff agreement that determines wages and conditions based on the particular need of the organisation. During the year, this agreement was renegotiated with staff and the performance of staff was reviewed. As a result, salaries and all other remuneration of employees of the Alliance fell into the following bands:

	2003	2004	2002-2003
	Officers	Staff	
Under \$20,000	1	5	6
\$20,000-\$30,000		3	8
\$30,000-\$40,000		6	10
\$40,000-\$50,000	1	12	7
\$50,000-\$60,000	1	10	9
\$60,000-\$70,000		6	11
\$70,000-\$80,000	3	7	6
\$80,000-\$90,000	1	3	1
\$90,000-\$100,000			3
\$100,000-\$110,000	1	1	
\$110,000-\$120,000		1	

Site costs and capital expenditure: Site costs were down marginally reflecting the full-year impact of accommodation changes made in the previous financial year. During the year, planning was also begun for the final phase of the national program of office refurbishment begun the previous year. This phase – to complete the renovation of the Sydney office and the Brisbane office – is to be completed in the 2004-2005 year. Reserve funds and real provision: The Alliance continued to build up its reserve funds in pursuit of its goal of having a staff provisions reserve equivalent to long service leave and severance entitlements and fighting fund reserve of \$1 million. As a result of setting aside \$40,000 a year, the real provision for staff entitlements has now been built up to about \$127,000 and the fighting fund reserve is halfway to target at \$520,000.

**COMMITTEE OF MANAGEMENT'S CERTIFICATE AND OPERATING REPORT**

I, Christopher Warren, being a member of the Committee of Management of the Media, Entertainment & Arts Alliance ("the Alliance") state on behalf of the Committee and in accordance with the resolution passed by the Committee of Management that:

1. In the opinion of the Committee of Management the attached financial statements show a true and fair view of the financial performance, financial position and cashflow of the Alliance for the financial year ended 30 June 2004;
2. In the opinion of the Committee of Management, meetings of the Committee were held during the year ended 30 June 2004 in accordance with the rules of the Alliance;
3. To the knowledge and belief of the Committee, there have been no instances where records of the Alliance or other documents, or copies of the rules of the organisation, that should be made available have been withheld from Members in contravention of the requirements of the Workplace Relations Act, 1996, the regulations thereto, or the rules of the Alliance.
4. The Alliance has complied with sections 253 of the Workplace Relations Act 1996 as amended in relation to the financial statements for the year ended 30 June 2004 and the auditor's report thereon.
5. The financial statements and notes comply with the Australian Accounting Standards.
6. The financial statements and notes comply with the reporting guidelines of the Industrial Register.
7. There are reasonable grounds to believe that the Alliance will be able to pay its debts as and when they become due and payable.
8. The financial affairs of the Alliance have been managed in accordance with the rules of the organisation.
9. The financial records of the Alliance have been kept and maintained in accordance with the Registration and Accountability of Organisations Schedule.

The statement is made in accordance with a resolution passed by the Committee of Management. Date of resolution: C.WARREN Dated at Sydney, 2004

**ACCOUNTING OFFICER'S CERTIFICATE**

I, Christopher Warren, being the Officer responsible for keeping the accounting records of the Media, Entertainment and Arts Alliance ("the Alliance"), certify that as at 30 June 2004, the number of members of the Media Entertainment & Arts Alliance was 20,409.

In my Opinion:

1. The attached financial statements show a true and fair view of the financial affairs of the Alliance for the year ended 30 June 2004
2. A record has been kept of all monies paid by, or collected from Members and all monies so paid or collected have been credited in accordance with the rules of the Alliance;
3. Before any expenditure was incurred by the organisation approval of the incurring of the expenditure was obtained in accordance with the rules of the Alliance
4. With regard to funds of the organisation raised by compulsory levies or voluntary contributions from Members, or funds other than the General Fund operated in accordance with the rules, no payments were made out of any such funds for purposes other than those for which the fund was operated.
5. All loans or other financial benefits granted to persons holding office in the Alliance were authorised in accordance of the rules; and
6. The register of members of the Alliance was maintained in accordance with the Workplace Relations Act 1996 as amended.

C. WARREN Dated at Sydney, 2004

**INDEPENDENT AUDIT REPORT TO THE MEMBERS OF THE MEDIA, ENTERTAINMENT & ARTS ALLIANCE**

**Scope**  
We have audited the accompanying financial report comprising the statement of financial position, statement of financial performance, statement of cash flows, accompanying notes to the financial statements for the year ended 30 June 2004 being the aggregation of the federal office and all branches of the Media, Entertainment & Arts Alliance ("the Alliance"). The officers of the Alliance are responsible for the preparation and true and fair presentation of the financial report and the information contained therein. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

**Audit Approach**

We have conducted an independent audit of the financial report in order to express an opinion on the report to the members of the Alliance. Our audit has been conducted in accordance with the Australian Auditing Standards to provide reasonable assurance as to whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgement, selective testing, the inherent limitations of internal controls, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

We performed procedures to assess whether in all material respects, the financial report is presented fairly in accordance with Australian Accounting Standards and the Workplace Relations (Registration and Accountability of Organisations) Act 2002 ("the Act") so as to present a view which is consistent with our understanding of the Alliance's financial position and performance as represented by the results of its operations and its cash flows. We formed our audit opinion on the basis of these procedures, which included:

- examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report; and
- assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the directors.

While we considered the effectiveness of management's internal controls over financial reporting when determining the nature and extent of our procedures, our audit was not designed to provide assurance on internal controls.

**Independence**

In conducting our audit we followed applicable independence requirements of Australian professional ethical pronouncements and the Corporations Act 2001.

**Audit Opinion**

In our opinion,

1. Satisfactory accounting records detailing the source and nature of the income of the Alliance (including income from members) and the nature and purposes of the expenditure, were kept by the Alliance in respect of the year ended 2004. All of the information and explanations that the officers or employees of the Alliance were required to provide have been provided; and
2. The general purpose financial report comprising the statement of financial position, statements of financial performance, statement of cash flows, accompanying notes to the financial statements, is properly drawn up so as to give a true and fair view of the Alliance's financial position as at 30 June 2004, and of its performance for the year ended 30 June 2004 in accordance with the Australian Accounting Standards and comply with any other requirements imposed by the Act as amended.

WHK Greenwoods Chartered Accountants D SINCLAIR Dated at Sydney, 2004

	2004-2005 budget	2003-2004	2002-2003	2001-2002	2000-2001	2000 (six months)	1999	1998
	\$	\$	\$	\$	\$	\$	\$	\$
Total income	7,388,031	7,809,999	7,113,710	6,471,782	6,091,724	3,091,344	6,312,684	6,590,795
Total costs	(7,074,290)	(6,992,152)	(6,822,418)	(6,133,951)	(6,055,340)	(3,062,406)	(6,292,453)	(6,558,424)
Net operating surplus	313,741	817,847	291,292	337,831	36,384	28,938	20,231	32,371
Abnormal items	0	0	236,114	(93,042)	(30,213)	(20,091)	3,341	(14,727)
Net surplus	313,741	817,847	527,406	244,789	6,171	8,847	23,572	17,644
Fighting Fund Reserve	692,154	519,954	323,497	160,997				





STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 30 JUNE 2004

	Note	2004 \$	2003 \$
<b>REVENUE</b>			
Revenue from Ordinary Activities	2	7,809,999	7,349,824
<b>Total Revenue</b>		<b>7,809,999</b>	<b>7,349,824</b>
<b>DIRECT COSTS</b>			
Depreciation and Amortisation	3	(296,425)	(519,324)
Borrowing Costs	3	(131,161)	(145,414)
Employee Benefits Expense	3	(3,581,790)	(3,159,146)
Carrying value of fixed assets disposed		-	(224,779)
Site Costs		(287,115)	(319,499)
Affiliation Fees		(155,643)	(171,589)
Printing & Postage		(362,455)	(358,956)
Telephone		(174,869)	(178,348)
Magazine		(423,122)	(326,076)
Repairs & Maintenance		(284,917)	(356,903)
Travel		(176,498)	(243,323)
Special events		(516,829)	(332,698)
Other Expenses From Ordinary Activities		(601,328)	(486,363)
<b>Total Direct Costs</b>		<b>(6,992,152)</b>	<b>(6,822,418)</b>
<b>Net Surplus</b>		<b>817,847</b>	<b>527,406</b>
Total changes in equity other than those relating from internal transactions		817,847	527,406

The accompanying notes form an integral part of these financial statements

STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2004

	Note	2004 \$	2003 \$
<b>CURRENT ASSETS</b>			
Cash Assets	4	758,196	539,377
Receivables	5	859,795	445,100
Other	6	134,183	93,207
<b>TOTAL CURRENT ASSETS</b>		<b>1,752,174</b>	<b>1,077,683</b>
<b>NON-CURRENT ASSETS</b>			
Other Financial Assets	7	43,833	43,833
Fixed Assets	8	3,490,596	3,623,078
<b>TOTAL NON-CURRENT ASSETS</b>		<b>3,534,429</b>	<b>3,666,911</b>
<b>TOTAL ASSETS</b>		<b>5,286,603</b>	<b>4,744,594</b>
<b>CURRENT LIABILITIES</b>			
Payables	9	830,610	963,470
Interest Bearing Liabilities	10	258,008	316,975
Provisions	11	620,695	489,400
Other	12	223,689	191,453
<b>TOTAL CURRENT LIABILITIES</b>		<b>1,933,002</b>	<b>1,961,297</b>
<b>NON-CURRENT LIABILITIES</b>			
Interest Bearing Liabilities	10	1,528,500	1,731,406
Provisions	11	134,064	178,700
		1,662,564	1,910,106
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>1,662,564</b>	<b>1,910,106</b>
<b>TOTAL LIABILITIES</b>		<b>3,595,566</b>	<b>3,871,403</b>
<b>NET ASSETS</b>		<b>1,691,038</b>	<b>873,191</b>
<b>MEMBERS' FUNDS</b>			
Reserve Funds	13	1,165,906	437,380
Accumulated Surplus	14	525,132	435,811
<b>TOTAL MEMBERS' FUNDS</b>		<b>1,691,038</b>	<b>873,191</b>

The accompanying notes form an integral part of these financial statements

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2004

	Note	2004 \$	2003 \$
<b>Cash Flows From Operating Activities</b>			
Receipts from members and other debtors		7,813,935	7,250,459
Payments to trade creditors, other suppliers and creditors, employees and the Federal Branch		(7,287,191)	(6,674,731)
Dividend received		6	4
Interest paid		(131,161)	(145,414)
Interest received		262,448	138,372
<b>Net Cash provided by operating activities</b>	20(b)	<b>658,037</b>	<b>568,690</b>
<b>Cash Flows From Investing Activities</b>			
Proceeds from sale of property plant and equipment		-	269,103
Payments for property plant and equipment		(177,339)	(349,561)
<b>Net Cash (used in) investing activities</b>		<b>(177,339)</b>	<b>(80,458)</b>
<b>Cash Flows From Financing Activities</b>			
Repayment of finance leases		(102,524)	(87,731)
Loans provided to related entities		-	-
Repayment of Borrowings		(112,500)	(101,500)
<b>Net Cash (used in) financing activities</b>		<b>(215,024)</b>	<b>(189,231)</b>
<b>Net increase/(Decrease) in cash held</b>		<b>265,674</b>	<b>299,001</b>
Cash at the beginning of the financial year	20(a)	384,101	85,100
Cash at the end of the financial year	20(a)	649,775	384,101

The accompanying notes form an integral part of these financial statements

NOTE 1 - STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Preparation of the Financial Statements

The financial statements are a general purpose financial report which has been prepared in accordance with Australian Accounting Standards, and section 253 of the Workplace Relations Amendment (Registration and Accountability of Organisations) Act, 2002. They have been prepared on the basis of historical cost and do not take into account changing monetary values or current valuations of non-current assets. The accounting policies have been consistently applied, unless otherwise stated.

(b) Membership Subscriptions

Membership subscription income has been accounted for on an accruals basis. Membership subscriptions outstanding at balance date have been brought to account as receivables where subscriptions are paid by the members' employers through salary deductions. Membership income is deemed to be earned over the year to which it relates. Membership subscriptions relating to the unexpired part of the membership year are deferred and recognised as income in the next financial year.

(c) Property Plant and Equipment

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

Property

Freehold land and building are measured at cost. In the opinion of the Committee of Management, the carrying value of land and buildings does not exceed recoverable amounts.

Plant and equipment

Plant and equipment is stated at cost less accumulated depreciation. The carrying amount of plant and equipment is reviewed annually by the Committee of Management to ensure it is not in excess of the recoverable amount from these 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 their present values in determining recoverable amounts.

Depreciation

The depreciable amount of all fixed assets including building and capitalised leased assets, but excluding freehold land, is depreciated on a straight line basis over their useful lives to the economic entity 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 depreciable assets are:

Class of Fixed Asset	Depreciation Rate
Buildings	2.5%
Plant and equipment	10-30%

**(d) Leased Assets**

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 entities in the economic 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 depreciated either on a straight line basis over their estimated useful lives where it is likely that the economic 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.

Operating leases in which the risk exists and benefits of ownership remain with the lessor are charged as an expense in the financial statements as incurred.

Lease incentives under operating leases are recognised as a liability. Lease payments received reduce the liability.

**(e) Investments**

Non-current investments are measured on the cost basis. The carrying amount of non-current investments is reviewed annually by the Committee of Management 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. The expected net cash flows from investments have not been discounted to their present value in determining the recoverable amounts.

**(f) Income Tax**

No provision for income tax is necessary as trade unions are exempt from income tax under section 23 (f) of the Income Tax Assessment Act 1997.

**(g) Other Financial Assets**

Other financial assets are valued at cost.

**(h) Employee Entitlements**

Provision is made for employee benefits arising from services rendered by employees to balance date. Employee benefits expected to be settled within one year together with entitlements arising from wages and salaries, annual leave and sick leave which will be settled after one year, have been measured at the amounts expected to be paid when the liability is settled, plus related on costs. Other employee benefits payable later than one year have been measured at the present value of estimated future cash flows to be made for those benefits. Contributions are made by the Alliance to employee superannuation funds and are charged as expenses when incurred.

**(i) Cash**

For the purpose of the statement of cash flows, cash includes:

- cash on hand and at call deposits with banks or financial institutions, net of bank overdrafts; and
- investments in money market instruments with less than 14 days to maturity.

**(j) Revenue**

Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

Dividend revenue is recognised when the right to receive a dividend has been established.

Revenue from the rendering of a service is recognised upon the delivery of the service to the customers.

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

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

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

**(l) Comparative Information**

Where necessary, comparative amounts have been re-classified to facilitate the review of the current year accounts.

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

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

The Alliance management along with its auditors are assessing the significance of these changes and preparing for the implementation. Management are of the opinion that there will be no key differences in the Alliance's accounting policies which will arise from the adoption of IFRS.

**NOTE 2 - REVENUE**

	2004	2003
	\$	\$
<b>Operating Activities</b>		
Annual Subscriptions	5,583,335	5,295,635
Entrance Fees	-	43,415
Imports	170,790	175,014
Grants and Sponsorships Received	667,035	654,677
Interest Received	262,448	138,372
Rental Income	184,528	155,906
Sundry Income	422,085	450,434
Proceeds on sale of fixed assets	-	269,103
Investment Income	-	4,768
SOMA transfer	41,100	-
Net proceeds from litigation	282,221	-
Fighting Fund levy	196,457	162,500
	<u>7,809,999</u>	<u>7,349,824</u>

**NOTE 3 - SURPLUS FROM ORDINARY ACTIVITIES**

Surplus from ordinary activities has been determined after charging the following:

**(a) Expenses**

Borrowing Costs - Other Persons	131,161	145,414
Depreciation and Amortisation of Non - Current Assets	296,425	519,324
Remuneration of Auditor		
- Audit	42,000	40,000
- Other services	12,714	5,517
	<u>54,714</u>	<u>45,517</u>

Legal Fees	226,106	31,245
Donations and Grants	21,047	26,328

International	49,968	
Other	105,675	
Total affiliation fees	<u>155,643</u>	

Honoraria	56,893	35,240
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Employee Benefits		
Salaries - Elected Officials	879,690	638,864
Salaries - Staff	2,328,581	2,194,251
Annual Leave	38,905	718
Long Service Leave and severance pay	44,054	41,123
Redundancies	7,725	32,989
Superannuation	282,835	251,201
Total Employee Benefits	<u>3,581,790</u>	<u>3,159,146</u>

**(b) Revenue and net gains**

Net gain/ (loss) on disposal of non-current assets	(5,190)	44,324
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**NOTE 4 - CASH**

Cash at Hand	-	-
Cash at Bank	758,196	539,377
	<u>758,196</u>	<u>539,377</u>

**NOTE 5 - RECEIVABLES**

Membership debtors	91,582	92,956
Other debtors	768,213	352,144
	<u>859,795</u>	<u>445,100</u>

**NOTE 6 - OTHER CURRENT ASSETS**

Prepayments	110,639	60,755
Deposits Refundable	10,400	10,400
Payroll Clearing Account	13,144	22,052
	<u>134,183</u>	<u>93,207</u>

**NOTE 7 - OTHER FINANCIAL ASSETS**

Shares - At Cost	1,031	1,031
Rothschild Trust	11,439	11,439
BT Bond Trust	31,363	31,363
	<u>43,833</u>	<u>43,833</u>

**NOTE 8 - PROPERTY, PLANT AND EQUIPMENT**

<b>Land and Buildings</b>		
Federal		
-At Cost	4,248,776	4,190,893
-Accumulated Depreciation	(1,106,541)	(1,014,343)
	<u>3,142,235</u>	<u>3,176,550</u>
South Australia		
-At Cost	-	-
-Accumulated Depreciation	-	-
<b>Written Down Value - Land and Buildings</b>	<u>3,227,073</u>	<u>3,264,873</u>
<b>Plant and Equipment</b>		
-At Cost	1,295,028	1,544,131
-Accumulated Depreciation	(1,031,505)	(1,185,927)
<b>Written Down Value - Plant and Equipment</b>	<u>263,523</u>	<u>358,204</u>
<b>Total Written Down Value</b>	<u>3,490,596</u>	<u>3,623,078</u>

**NOTE 9 - PAYABLES**

Creditors and Accruals	821,424	860,959
Amount Payable to:		
Benevolent Fund's	2,222	2,222
SOMA Special Projects	-	41,100
Other	6,964	59,189
	<u>9,186</u>	<u>102,511</u>
	<u>830,610</u>	<u>963,470</u>
Included in creditors and accruals are the following:		
Legal fees	145,395	-
Employee benefits	128,983	85,418

**NOTE 10 - INTEREST BEARING LIABILITIES**

<b>Current</b>		
Bank Overdraft (Secured)	108,421	155,276
Bank Loan (Secured)	90,000	90,000
Hire Purchase Liabilities (Secured)	59,587	71,699
	<u>258,008</u>	<u>316,975</u>
<b>Non - Current</b>		
Bank Loan (Secured)	1,528,500	1,641,000
Hire Purchase (Secured)	-	90,406
	<u>1,528,500</u>	<u>1,731,406</u>

The bank loan and overdraft are secured by first registered mortgage over the land and buildings owned by the Alliance. The hire purchase liabilities are each secured over the respective fixed asset.

**NOTE 11 - PROVISIONS**

<b>Current</b>		
Provision for annual leave	372,805	333,900
Provision for long service leave	213,690	125,000
	<u>586,495</u>	<u>458,900</u>
Provision for severance pay	34,200	30,500
	<u>620,695</u>	<u>489,400</u>
<b>Non-Current</b>		
Provision for long service leave	134,064	178,700
(A) Aggregate employee entitlements liability	754,759	668,100

**NOTE 12 - OTHER CURRENT LIABILITIES**

Other current liabilities	215,865	183,629
Rental deposit	7,824	7,824
	<u>223,689</u>	<u>191,453</u>

**NOTE 13 - RESERVE FUNDS**

Fighting fund	(A)	519,954	323,497
Equity foundation reserve	(B)	534,636	50,421
SOMA Reserve	(C)	41,100	-
Walkley Reserve	(D)	56,997	50,243
General reserve funds	(E)	13,219	13,219
		<u>1,165,906</u>	<u>437,380</u>
(A) Fighting fund			
Opening balance		323,497	160,997
Movement during the year		196,457	162,500
Closing balance		<u>519,954</u>	<u>323,497</u>

The fighting fund has been set up to increase the working capital of the Alliance. Each member is required to pay 3% in addition to the yearly subscription. The fighting fund levy has been invested in bank accounts. The balance at year end is \$502,752. The levy for June has been transferred to the appropriate account since year end.

<b>(B) Equity foundation reserve</b>		
Opening balance	50,421	50,421
Movement during the year	484,215	-
Closing balance	<u>534,636</u>	<u>50,421</u>

The equity foundation reserve has been set up to advance the interests of performance, implement education and training programs for performers and advance the interests of the Equity foundation section of the Alliance.

<b>(C) SOMA Reserve</b>		
Opening balance	-	-
Movement during the year	41,100	-
Closing balance	<u>41,100</u>	<u>-</u>

The SOMA reserve was set up to advance the interests of performance, implement education and training programs for orchestral musicians.

<b>(D) Walkley Reserve</b>		
Opening balance	50,243	50,243
Movement during the year	6,754	-
Closing Balance	<u>56,997</u>	<u>50,243</u>

The Walkley Reserve was set up to advance the interests of performance, implement education and training programs for journalists.

<b>(D) General reserve</b>		
Opening balance	13,219	13,219
Movement during the year	-	-
Closing balance	<u>13,219</u>	<u>13,219</u>

**NOTE 14 - ACCUMULATED SURPLUS**

Accumulated surplus at the beginning of the year	435,811	141,084
Net surplus for the year	817,847	527,406
Retrospective adjustment to provisions upon application of Accounting Standard AASB 1028:		
Employee Benefits	-	(19,758)
Transfer to walkley reserve	(6,754)	-
Transfer to equity foundation reserve	(484,215)	(50,422)
Transfer to SOMA	(41,100)	-
Transfer to fighting fund reserve	(196,457)	(162,500)
Accumulated surplus at the end of the year	<u>525,132</u>	<u>435,811</u>

**NOTE 15 - INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR**

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

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

**NOTE 16 - CAPITAL AND LEASING REQUIREMENTS**

<b>(a) Hire Purchase Commitments Payable</b>		
- Not later than 1 year	65,543	81,561
- Later than 1 year but no later than 2 years	-	99,988
	<u>65,543</u>	<u>181,549</u>
Less future finance charges	(5,958)	(19,445)
<b>Total Hire Purchases Liability</b>	<u>59,585</u>	<u>162,104</u>
<b>(b) Non - cancellable operating leases payable</b>		
- Not later than 1 year	110,803	86,508
- Later than 1 year but not later than 5 years	196,902	137,574
	<u>307,705</u>	<u>224,082</u>
<b>(c) Capital Expenditure commitments</b>		
- Contracted in relation to the Brisbane lease fit-out	160,000	-



**NOTE 17 - FINANCIAL INSTRUMENTS**

**(a) Interest Rate Risk**

The Alliance's exposure to interest rate risk, which is the risk that financial instrument's value will fluctuate as a result of changes in market interest rates and the effective weighted average interest rates 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 1 Year		1 to 5 years	
	%	%	\$	\$	2004	2003	2004	2003
<b>Financial Assets</b>								
Cash at bank		2	758,196	539,377	-	-	-	-
Total financial assets			758,196	539,377	-	-	-	-
<b>Financial Liabilities</b>								
Hire purchase liabilities	14.2	-	-	-	59,587	71,699	-	90,406
Bank overdraft	11.1	108,421	155,276	-	-	-	-	-
Bank loans secured	11.1	-	-	90,000	90,000	1,528,500	1,641,000	-
Total Financial Liabilities			108,421	155,276	149,587	161,699	1,528,500	1,731,406

**(b) 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 balance sheet and notes to and forming part of the financial statements.

**(c) Net Fair Values**

For all assets and liabilities, net fair value approximates their carrying value. No financial assets and financial liabilities are readily traded on organised markets in a standardised form other than listed investments.

**NOTE 18 - MONIES HELD IN TRUST**

At year end the Alliance was holding in trust an amount of \$4,689,701 (2003: \$3,876,970). This amount and the corresponding liability are not reflected in the Statement of Financial Position.

**NOTE 19 - CONTINGENT LIABILITIES**

The Alliance is defending a litigation claim. The litigation claim is expected to be finalised during the next financial year. The potential costs to defend the claim, and any settlement to be paid, if any, is not known at present but it is not expected to be significant.

**NOTE 20 - CASH FLOW INFORMATION**

**a. Reconciliation of cash**

For the purposes of the statement of cash flows, cash includes cash on hand and at call deposits with banks net of bank overdraft. Cash held in trust is not included in total cash as it is directly owed to external parties and is not considered to form part of the Alliance's cash reserves.

Cash at the end of the year is shown in the balance sheet as:

Cash at Hand	-	-
Cash at Bank	758,196	539,377
Bank Overdraft	(108,421)	(155,276)
	<u>649,775</u>	<u>384,101</u>

**b. Reconciliation of cash flows from operations with operating surplus**

Operating Surplus	817,847	527,406
Depreciation	296,425	519,324
Other	8,214	-
Loss on disposal of asset	5,190	-
Unrealised gain on investment	-	(4,768)
Profit on disposal of assets	-	(44,324)

**Changes in Assets and Liabilities:**

Increase in debtors	(462,188)	(9,444)
Decrease in trade creditors and accruals	(7,451)	(419,504)
<b>Net cash flows from operating activities</b>	<b>658,037</b>	<b>568,690</b>

**NOTE 21 - RELATED PARTY INFORMATION**

**Remuneration of Elected Officials**

Persons holding the position of salaried elected officials at any time during the year of the Alliance were: C Warren, S Whipp, M Ryan, M Hyrcy P O'Donnell, B Pound, D Waters, D Wortley, M Sinclair - Jones, A Muthy, M White  
Aggregate remuneration received by salaried elected officials of the Alliance during 2004 was \$531,108 (2003: \$529,407).

**NOTE 22 - EVENTS SUBSEQUENT TO REPORTING DATE**

There were no material events subsequent to balance date.

**AUDITOR'S DISCLAIMER**

The additional financial data presented on the following pages is in accordance with the books and records of the Alliance which have been subjected to the auditing procedures applied in our statutory audit of the Alliance for the year ended 30 June 2004. It will be appreciated statutory audit did not cover all the details of the additional financial data. Accordingly, we do not express an opinion on such financial data and no warranty of accuracy or reliability is given. In accordance with our firm policy, we advise that neither the firm nor any member or employee of the firm undertakes responsibility in any way whatsoever to any person (other than the Media, Entertainment & Arts Alliance) in respect of such data, including any errors or omissions therein however caused.  
WHK Greenwoods  
Chartered Accountants  
D. SINCLAIR  
Dated at Sydney, 2004

**MEDIA, ENTERTAINMENT AND ARTS ALLIANCE OF WESTERN AUSTRALIA (UNION OF EMPLOYEES)**

Election of Officers pursuant to section 69(4) of the Industrial Relations Act 1979

**ELECTION NOTICE**

Nominations are called from eligible candidates for the election of:

- President (1)
- Vice-Presidents (3) At least one must be a woman
- Secretary (1)
- AJA Section (15) At least five must be women
- Equity Section (4) At least one must be a woman
- ATAEA Section (2)
- Musician Section (4) At least one must be a woman

The Secretary position is a four year term, all other positions are a two year term. Members cannot stand for more than one position. Candidates may submit with their nominations a photograph and a statement containing Association and employment/professional history and place of employment details to a maximum of 150 words. Nominations will be accepted from Wednesday 1 December 2004. Nomination forms are to be completed in accordance with the rules of the Media, Entertainment and Arts Alliance of Western Australia (Union of Employees) and must reach me no later than 10.00 am on Tuesday 1 February 2005. Should an election be necessary, voting will close at 10.00 am on Friday 18 March 2005.

**HOW TO LODGE NOMINATIONS**

By Hand: Western Australian Electoral Commission  
Level 2, 111 St Georges Terrace PERTH WA 6000  
By Post: GPO Box F316 PERTH WA 6841  
By Fax: 9226 0577

Nomination forms are available either from the Media, Entertainment and Arts Alliance of Western Australia (Union of Employees) office or from me at the Western Australian Electoral Commission. Originals of faxed nominations must be mailed or hand-delivered to the Returning Officer. **ALL MEMBERS! Have you changed your address?** If so, please advise the Media, Entertainment and Arts Alliance of Western Australia (Union of Employees) of your new address.

Samuel Dinnison  
RETURNING OFFICER  
Phone: 13 63 06  
Email: waec@waec.wa.gov.au



WESTERN AUSTRALIAN  
Electoral Commission

DETAILED INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED 30 JUNE 2004

	Federal	NSW	Victoria	Queensland	SA	WA	Tasmania	ACT	Nt/n NSW	Professional Sports	SOMA	Membership	Equity desk	Finance/Administrator	CORE INDUSTRIAL	Equity Trust	Equity Foundatn	Walkley Awards	01.07.03 to 30.06.04 TOTAL	Previous year 30.06.03 TOTAL	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
<b>MEMBER INCOME</b>																					
EQUITY	0	834,779	712,050	152,817	46,502	66,594	2,849	11,599	6,288	0	0	0	0	0	1,833,478	0	0	0	1,833,478	1,862,164	
JOURNALISTS	0	1,120,509	608,631	355,438	170,742	268,020	70,181	165,692	91,984	0	0	0	0	0	2,851,197	0	0	0	2,851,197	2,601,139	
THEATRICAL	0	376,430	333,990	93,457	64,551	36,822	11,162	6,348	10,185	0	0	0	0	0	932,945	0	0	0	932,945	894,698	
SOMA	0	0	0	0	0	0	0	0	0	181,346	0	0	0	0	181,346	0	0	0	181,346	166,369	
MUSICIANS	0	3,618	0	0	0	43,525	0	0	0	0	0	0	0	0	47,143	0	0	0	47,143	51,611	
PROFESSIONAL SPORT	0	0	0	0	0	0	0	0	0	16,643	0	0	0	0	16,643	0	0	0	16,643	14,966	
COLLECTION COSTS	0	(22,831)	(16,567)	(5,286)	(4,228)	(4,931)	(759)	(1,952)	(586)	(465)	(439)	(48,373)		(11)	(106,428)			(2,200)	(108,628)	(120,301)	
NET MEMBER INCOME	0	2,312,505	1,638,104	596,426	277,567	410,030	83,433	181,687	107,871	16,178	180,907	(48,373)	0	(11)	5,756,324	0	0	(2,200)	5,754,124	5,470,646	
<b>OTHER INCOME</b>	(2,428)	36,717	(2,131)	(2,439)	0	2,299	0	0	0	0	0	0	0	223,232	255,250	374,690	58,772	552,330	1,241,042	945,289	
<b>TOTAL INCOME</b>	(2,428)	2,349,222	1,635,973	593,987	277,567	412,329	83,433	181,687	107,871	16,178	180,907	(48,373)	0	223,221	6,011,574	374,690	58,772	550,130	6,995,166	6,415,935	
Share of:																					
Membership		(263,705)	(181,155)	(70,449)	(33,787)	(48,164)	(11,023)	(22,165)	(12,341)	(1,677)	(13,033)	657,499			0	0	0	0	0	0	
Enquiry Desk		(123,489)	(84,832)	(32,990)	(15,822)	(5,162)	(10,380)	(5,779)	(785)				279,239		0	0	0	0	0	0	
Finance/Admin		(483,621)	(332,229)	(129,200)	(61,963)	(88,331)	(20,215)	(40,650)	(22,632)	(3,076)	(13,033)		1,194,950		0	0	0	0	0	0	
Contribution to:																					
National office	1,025,288	(613,551)	(189,692)	(73,769)	(35,379)	(50,434)	(11,542)	(23,210)	(12,922)	(1,756)	(13,033)				0	0	0	0	0	0	
	1,025,288	(1,484,366)	(787,908)	(306,408)	(146,951)	(186,929)	(47,942)	(96,405)	(53,674)	(7,294)	(39,099)	657,499	279,239	1,194,950	0	0	0	0	0	0	
<b>FUNDS AVAILABLE</b>	1,022,860	864,856	848,065	287,579	130,616	225,400	35,491	85,282	54,197	8,884	141,808	609,126	279,239	1,418,171	6,011,574	374,690	58,772	550,130	6,995,166	6,415,935	
Less COSTS																					
Staff	(586,874)	(442,919)	(435,931)	(163,576)	(174,823)	(195,971)	(43,435)	(65,232)	(2,550)	0	(73,939)	(344,269)	(257,369)	(479,670)	(3,266,558)	(82,678)	(44,034)	(236,145)	(3,629,415)	(3,179,950)	
Site	(64,688)	(61,947)	(43,083)	(23,431)	(12,068)	(32,460)	(4,219)	(6,326)	0	0	(6,068)	(23,455)	(31,538)	(189,485)	(498,768)	0	0	(10,000)	(508,768)	(557,431)	
Admin	(811,504)	(107,648)	(111,511)	(80,445)	(27,644)	(44,304)	(6,721)	(9,525)	(2,131)	(1,128)	(36,221)	(283,378)	(8,623)	(618,418)	(2,149,201)	(33,479)	(166,721)	(297,231)	(2,646,632)	(2,563,963)	
	(1,463,066)	(612,514)	(590,525)	(267,452)	(214,535)	(272,735)	(54,375)	(81,083)	(4,681)	(1,128)	(116,228)	(651,102)	(297,530)	(1,287,573)	(5,914,527)	(116,157)	(210,755)	(543,376)	(6,784,815)	(6,301,344)	
<b>SURPLUS/(DEFICIT)</b>	(440,206)	252,342	257,540	20,127	(83,919)	(47,335)	(18,884)	4,199	49,516	7,756	25,580	(41,976)	(18,291)	130,598	97,047	258,533	(151,983)	6,754	210,351	114,591	
Less ABNORMALS																					
Redundancies:		(7,725)													(7,725)				(7,725)	(32,969)	
Profit on sale of property															0				0	44,324	
Revaluation of investments															0				0	4,768	
Other															0				0	164,033	
<b>OPERATING SURPLUS/(DEFICIT)</b>	(440,206)	244,617	257,540	20,127	(83,919)	(47,335)	(18,884)	4,199	49,516	7,756	25,580	(41,976)	(18,291)	130,598	89,322	258,533	(151,983)	6,754	202,626	294,727	
Add NON-OPERATING INCOME																					
Fighting fund levy																				196,457	162,500
Equity Foundation																				377,664	50,421
SOMA																				41,100	0
Accounting Standard adjustment																				0	19,758
<b>FINAL SURPLUS: per audited accounts</b>																				817,847	527,466



## alliance offices/contact details

Alliance Membership Centre 1300 656 513 Alliance Inquiry Desk 1300 656 512

### FEDERAL OFFICE

245 Chalmers Street  
REDFERN NSW 2016  
P.O. BOX 723  
STRAWBERRY HILLS NSW 2012  
Ph: (02) 9333 0999  
Fax: (02) 9333 0933  
E-mail: federal@alliance.org.au

### NEW SOUTH WALES

245 Chalmers Street  
REDFERN NSW 2016  
P.O. BOX 723  
STRAWBERRY HILLS NSW 2012  
Ph: (02) 9333 0999  
Fax: (02) 9333 0933  
E-mail: nsw@alliance.org.au

### VICTORIA

Level 4, 221 Queen Street  
MELBOURNE VIC 3000  
Ph: (03) 9691 7100  
Fax: (03) 9691 7155  
E-mail: vic@alliance.org.au

### QUEENSLAND

Level 4, TLC Building  
16 Peel Street  
SOUTH BRISBANE QLD 4101  
LOCKED BAG 526  
SPRING HILL QLD 4004  
Ph: 1300 656 513  
Fax: (07) 3846 0055  
E-mail: qld@alliance.org.au  
Imports (07) 3846 0153

### SOUTH AUSTRALIA

241 Pirie Street  
ADELAIDE SA 5000  
Ph: (08) 8223 6055  
Fax: (08) 8223 7176  
E-mail: sa@alliance.org.au

### WESTERN AUSTRALIA

123 Claisebrook St  
Perth WA 6000  
Ph: (08) 9227 7924  
Fax: (08) 9227 9016  
E-mail: wa@alliance.org.au

### TASMANIA

379 Elizabeth Street  
NORTH HOBART TAS 7000  
PO Box 128  
North Hobart TAS 7002  
Ph: (03) 6234 1622  
Fax: (03) 6234 1720  
E-mail: andrew.muthy@alliance.org.au

### CANBERRA

P.O. Box 6065  
KINGSTON ACT 2604  
Ph: (02) 6273 2528  
Fax: (02) 6273 2512  
E-mail: act@alliance.org.au

### NORTHERN NSW

245 Chalmers Street  
REDFERN NSW 2016  
P.O. BOX 723  
STRAWBERRY HILLS NSW 2012  
Ph: (02) 9333 0999  
Fax: (02) 9333 0933  
E-mail: nns@alliance.org.au

### PROFESSIONAL SPORTS BRANCH

245 Chalmers Street  
REDFERN NSW 2016  
P.O. BOX 723  
STRAWBERRY HILLS NSW 2012  
Ph: (02) 9340 7572  
Fax: (02) 9333 0933  
E-mail: sports@alliance.org.au

### JUST SUPERANNUATION

Level 7, 414 Lonsdale Street  
MELBOURNE VIC 3000  
GPO Box 493H  
MELBOURNE VIC 3001  
Phone: (03) 9642 0588  
Toll free: 1300 362 672  
Fax: (03)9642 0577  
E-mail: justsupa@ozemail.com.au

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Mr Christopher Warren  
Federal Secretary  
The Media, Entertainment and Arts Alliance  
PO Box 723  
STRAWBERRY HILLS NSW 2012

Dear Mr Warren

**Financial Return - year ending 30 June 2004 (FR2004/575)**

I refer to the financial documents lodged in the Registry on 23 December 2004. The documents include:

- Committee of Management's Certificate and Operating Report dated 2 December 2004
- Accounting Officer's Certificate dated 2 December 2004
- Audit report of WHK Greenwood dated 2 December 2004
- Auditor's Disclaimer (p.19 of auditor's report) - undated
- Copy of MEAA Annual Report 2003 - 2004 (relevant pages 29 - 34) which includes:
  - each of the documents above but without a date
  - a "Finance Report" (p.29) not included in the documents above
  - "Detailed Income and Expenditure Statement for the Year Ended 30 June 2004" - this appears to follow the "Auditor's Disclaimer" document on page 33

Unfortunately, the contents of some of these documents and the reporting process the organisation has adopted do not appear to meet the financial reporting provisions of the RAO Schedule. Therefore, subject to any comments the organisation may wish to make, it appears it has not yet met all its reporting obligations for the financial year ending 30 June 2004.

I have summarised below the main issues which arise; references are to provisions of the RAO Schedule unless otherwise indicated.

Statements and Reports

An organisation must prepare a general purpose financial report ("GPFR") which includes the financial statements and "any other reports or statements required by the reporting guidelines"(s253). In addition to the GPFR, the committee of management must prepare an "operating report" (s254).

*Committee of Management Statement*

The documents lodged do not appear to include the Committee of Management Statement required by s253(2)(c), the form and contents of which are set out in the reporting guidelines of the Industrial Registrar made under s255(2)(d). I enclose a copy of the relevant Guidelines.

The document dated 2 December 2004 headed "Committee of Management's Certificate and Operating Report" does not contain all the statements and declarations the committee is required to make in its statement.

This document appears to be an amalgam of the certificate the committee was required to make under regulation 109(1)(b) of the former Workplace Relations Regulations 1996 and includes some but not all of the matters the committee is required to address under the Guidelines.

In particular, the document appears not to address the matters required under paragraphs 17(e)(v) or (vi) of the Guidelines. No date for the passage of the resolution is specified as required by paragraph 18(b).

### *Operating Report*

Section 254 requires the Committee of Management to prepare an operating report, the contents of which are set out in s254(2)(a) to (e) and include the "prescribed information" referred to in s254(2)(f) which is detailed in regulation 159 of the RAO Regulations.

There appears to be no operating report among the documents lodged. The "finance report" on page 29 of the Annual Report appears to address some of the operational "overview" issues which the operating report should address but omits to give details of:

- the right of members to resign (s254(2)(c))
- officers or members in relation to superannuation (if applicable) (s254(2)(d))
- the prescribed information including:
  - the number of persons in the register of members (regulation 159(a))
  - the number of employees measured on a full-time equivalent basis (159(b))
  - the name of each person who has been a member of the committee of management at any time during the reporting period and the period for which he or she held that position (159(c))

### Auditor's Report

Section 265(1) requires that a reporting unit must provide free of charge to its members various reports including "a copy of the report of the auditor".

The signed copy of the report as lodged is dated 2 December 2004. The certificate of the secretary dated 22 December 2004 indicates that the "audited accounts" were "circulated to members in the Union's annual report in November 2004". If so, it would appear that the report of the auditor included in the Annual Report had, at the time of its provision to members not been signed by the auditor. There is no date on the auditor's report in the Annual Report.

Until the auditor signs and gives the report to the organisation, there is no report for provision to members. It is undesirable that an unsigned and undated report be circulated. Members are entitled to the assurance that the document provided to them is in fact complete and to know the date on which the auditor has signed off on the report.

It also appears that the auditor's report (made 2 December 2004) was not presented to the committee of management meeting held on 1 December 2004.

### Disclaimer - additional financial data

The auditor's disclaimer in the Annual Report appears to relate to the table of financial information on page 34. The table or "additional financial data" referred to in the auditors' disclaimer on page 19 of the documents lodged does not appear to be attached.

### Presentation of "Full Report" to meetings

Following provision to members of the GPFR, operating report and auditor's report (these reports comprise the "full report" referred to in s266) an organisation must present the full report to a general meeting of its members. Section 266(3) however permits an organisation to present the full report to a committee of management but only if its rules make provision for a specified percentage of its members to call a general meeting to discuss the full report.

An examination of the organisation's rules does not indicate that there is a rule providing for members to call such a meeting. Rule 55 does permit "financial members" to call for a general

meeting; however, the limitation of the power to call a meeting to "financial members" only is inconsistent with the absence of any reference to "financial members" in s266(3). This limitation was discussed in the Registry's correspondence of 2 September and 14 October 2004 concerning the organisation's proposed rule alterations.

Therefore, in the absence of a rule consistent with s266(3) the organisation must present the full report to a general meeting of members. I note that your office has advised that alterations to the rules of the organisation to provide for presentation of the full report to a committee of management meeting will be lodged shortly.

Subject to these alterations being certified, it will be open to the organisation to present the reports to the committee of management.

### Other Matters

#### Accounting Officer's Certificate

This document is not required under the RAO financial reporting provisions.

#### References to Legislation

The audit report includes a reference to "the Workplace Relations Registration and Accountability of Organisations Act 2002". Note 15 to the financial statements refers to the "section 272" of the Workplace Relations Act 1996 when it appears the reference should be to s272 of the RAO Schedule.

If intending to refer to the Act, its correct title is the Workplace Relations Act 1996. If intending to refer to Schedule 1B of the Act (in which most provisions regulating registered organisations are now found) the correct description is the Registration and Accountability of Organisations Schedule (Schedule 1B to the Workplace Relations Act 1996) or "the RAO Schedule" for short.

### Further Action

Subject to any comments you may wish to provide, it appear the organisation has not met its financial reporting obligations under the RAO Schedule because it has not yet provided its members with the auditor's report and operating report and has not presented the full report to a general meeting of members or to its committee of management.

I would be happy to discuss with you how these requirements could be addressed however you may wish to consider the following course of action:

- Preparation of an *operating report* by the committee of management
- Provision of the operating report, GPFR and auditor's report to members at least 21 days before a general meeting of members (the 21 day interval does not apply if the reports are to be presented to a committee of management meeting) - as outlined in the Registry's letter of 9 August 2004, these reports can be provided to members by publication in a journal or on a website dependent on:
  - the extent of the accessibility of members of the reporting unit to the Internet; and
  - 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
- presentation of the full report to the general meeting or to the committee of management meeting
- after the meeting, lodging in the Registry a copy of the full report and a certificate by the secretary that the documents lodged are copies of the documents provided to members and presented to the meeting

I would appreciate your indication of how the organisation intends to address these matters. As you know, the RAO reporting provisions require organisations to adhere to specified timelines to satisfy the reporting process. As those timelines have now passed, it is important the organisation ensure its financial reporting obligations are now met.

If it would be of assistance, the Registry can provide comment on any draft documents prepared before they are finalised. If you have any queries please contact me.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Peter McKerrow', written in a cursive style.

Peter McKerrow  
for Deputy Industrial Registrar

24 January 2005

January 25, 2005

Peter McKerrow  
for Deputy Industrial Registrar  
Level 8, 80 William Street  
EAST SYDNEY NSW 2011.

FAX: 9380 6990

Dear Mr McKerrow

**Financial Return – year ending 30 June 2004 (FR 2004/575)**

Thank you for your letter of January 24, 2005 concerning the financial return of the Media, Entertainment & Arts Alliance. As you know, the Alliance operates as a single reporting unit.

In relation to the comments you make, I can advise as follows:

1. Committee of Management Statement

We note your comments concerning the committee of management statement and will ensure it is in the correct form in the future.

2. Operating Report

The Annual Report of the organisation (which you have) consists of three parts:

- The operating report (pp2-27)
- The general purpose financial report (pp29-34)
- Election notice (p 28)

The operating report on pages 2-27 is a report on the principle activities of the organisation, the results of those activities and any significant changes in the nature of those activities during the year.

This report was read by our auditors prior to publication.

In relation to the specific matters you raise:

- The right of members to resign can be found on page 26 of the document. I note that this information is also provided to members with their membership renewal information each June/July.
- The information in relation to superannuation can be found on page 13. I note that the Alliance appoints directors of a trustee company, Just Super Pty Ltd, but it is not a criterion of



ABN: 84 054 775 598

FEDERAL OFFICE  
245 Chalmers Street  
Redfern NSW 2016  
P.O. Box 723  
Strawberry Hills NSW 2012  
Australia  
Tel: (61) 2 9333 0999  
Fax: (61) 2 9333 0933  
Email: federal@alliance.org.au  
Website: www.alliance.org.au

Alliance Inquiry Desk  
1300 65 65 12

Alliance Membership Centre  
1300 65 65 13

FEDERAL PRESIDENT  
Patricia Amphlett

FEDERAL SECRETARY  
Christopher Warren



appointment that the directors be officers or members of the Alliance.

- The number of persons in the register of members can be found on page 17 for financial members and page 26 for unfinancial members.
- The number of employees is on page 29, broken into salary bands. This provides an indication of full-time equivalents as required by the regulations. We will express this also as FTE numbers from next year's report.
- The names of the members of the committee of management are found on page 2 of the document. There were no changes in the membership of the committee in the year under report so the members specified held office for the full reporting period which we believed met the obligations of the regulations. It should be noted that the terms of office are set out in the election notice which is included in the report.

If it is the registrar's interpretation of the act that we are required to include the date that a member was first elected to the committee for their first term, we will include this information from next year's report.

I hope this makes clear the operating report meets the requirements of the act or the regulations. To the extent that we have interpreted these requirements in a different manner to the Registrar, we will include these additional matters from next year's report.

### 3. Auditors report

The report from the auditors was signed some weeks after the report was given to the Alliance. In accordance with the act it was dated on the date it was signed. We believe that the action and obligation of reporting is met by the giving of the report to the Alliance as required by the act. This was done in advance of publication and the report was tabled at the meeting of the committee of management on December 1-2.

The actual signature was dated on the date it was physically signed as required by the act. In future, we will ensure the report is signed and dated on the same date as the report is given to the Alliance under the act.

The additional financial data referred to in the auditors disclaimer is the table of financial information on page 34 of the published report. I have attached the papers from the original report for completeness.

### 4. Presentation of report

We have now lodged amendments to our rules to clarify the ability of members to trigger national general meetings to consider the report by petition of at least 5 per cent of members.


We understand that this means that once these rules are certified, we will present the report to our committee of management.

4. Other matters

We note your comments on the Accounting Officers certificate and references to legislation and will insure this is corrected in future reports.

I hope this address the concerns you raised.

Yours sincerely



Christopher Warren  
Federal Secretary



**Australian Government**

**Australian Industrial Registry**

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

Mr Christopher Warren  
Federal Secretary  
Media, Entertainment and Arts Alliance  
PO Box 723  
STRAWBERRY HILLS NSW 2012

Dear Mr Warren

**Financial Return – year ending 30 June 2004 (FR2004/575)**

In reviewing our files, I noticed we had not formally advised you that the Alliance's financial return for the 2004 financial year had been filed. Please accept my apologies.

A copy of the financial return has been posted to our website.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Peter McKerrow', with a long horizontal stroke extending to the right.

Peter McKerrow  
for Deputy Industrial Registrar

26 August 2005