

FR2005/661

TRANSPORT WORKERS' UNION OF AUSTRALIA QUEENSLAND BRANCH

ABN: 80 519 643 130

11 Alexandra Place
MURARRIE QLD 4172
Telephone: (07) 3890 3066
Toll Free: 1800 804 533
Fax: (07) 3890 1105
Email: info@qld.twu.com.au



All correspondence to:-
HUGHIE WILLIAMS
BRANCH SECRETARY
PO BOX 452
CANNON HILL
QLD 4170

"TWU WORKING FOR ITS MEMBERS"

5th May 2006



The Deputy Industrial Registrar
Australian Industrial Registry
P O Box 5713
CENTRAL PLAZA BRISBANE 4001

Dear Sir/Madam

Re: **FINANCIAL RETURN – YEAR ENDING 31 DECEMBER 2005**

Please find attached documents in the above matter duly signed for your records and attention.

Yours faithfully

HUGHIE WILLIAMS
Branch Secretary

**TRANSPORT WORKERS' UNION OF AUSTRALIA
(QUEENSLAND BRANCH)**

Workplace Relations Act 1996

SECRETARY'S CERTIFICATE

I, Hughie John WILLIAMS, being the current Branch Secretary of the Transport Workers Union of Australia Queensland Branch certify that:-

The financial documents which were lodged with the Registrar as required by Subsection 280(1) of the Act are copies of the auditor's report, accounts and statements of the Transport Workers' Union of Australia Queensland Branch for the year ended 31st December 2005 which accounts were presented to a meeting on 23rd February 2006 in full accordance with Section 279(6) of the Act. Information regarding the accounts was made available to members in the first quarter edition of "The Transporter" Journal which was posted out to members between 27th March and 10th April 2006. The accounts were adopted at the Branch Committee of Management meeting that was held on 27TH April 2006.



HUGHIE JOHN WILLIAMS
Branch Secretary

Dated: 5.5.2006

**Lockwood
STRATEGIES**

Chartered Accountants & Financial Advisers



Transport Workers' Union of Australia (QLD Branch)

**Financial Statements
For the year ended 31 December 2005**



**Chartered
Accountants**

LOCKWOOD STRATEGIES PTY LTD
ABN 20 100 715 606

Level 7, 138 Albert Street, Brisbane, QLD
Postal: GPO Box 2123, BRISBANE 4001
Phone: 07 3229 2166 Facsimile: 07 3229 0056
email: strategies@lockwoodco.com.au

Transport Workers' Union of Australia (QLD Branch)

Financial Statements For the year ended 31 December 2005

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Scope

We have audited the financial report, being the Operating Report, Committee of Management Statement, Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows and Notes to the Financial Statements of Transport Workers' Union of Australia (QLD Branch) for the financial year ended 31 December 2005. The union's committee of management are responsible for the financial report. We have conducted an independent audit of the financial report in order to express an opinion on it to the members of the Branch.

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

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

Independence

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements and the Workplace Relations Act 1996.

Audit opinion

In our opinion, the general purpose financial report presents fairly in accordance with applicable Australian Accounting Standards and other mandatory professional reporting requirements in Australia and the requirements of the RAO Schedule.

Signed on :

23-2-06



Lockwood Strategies Pty Ltd
Chartered Accountants, Brisbane

Ross Lockwood, CA
Director
Registered Company Auditor

**Operating Report
For year ended 31 December 2005**

In accordance with Section 254 of Schedule 1B of the Workplace Relations Act 1996, the Committee of Management of Transport Workers' Union of Australia (QLD Branch) presents the following Operating Report in respect of the financial year ended 31 December 2005:

Principal Activities

The principal activities of the Union during the financial year were the provision of industrial, professional and managerial services to the members consistent with the objects and rules of the Union and in particular, protecting and improving the interests of members.

Results of Principal Activities

The Union's principal activities resulted in a surplus for the financial year of \$1,342,138 (2004: \$1,366,573).

Significant Changes in Principal Activities

There were no significant changes in the nature of the Union's principal activities of the Union during the financial year.

Rights of Members to Resign

In accordance with Section 174 of the Workplace Relations Act 1996, the Union's rule 11 sets out the rights of members to resign from membership of the Union.

Trustees or Directors of Trustee Company of Superannuation Entity or Exempt Public Sector Superannuation Scheme

To the best of the knowledge of the Committee, no officer or member of the Union has held any position as Trustee or Director of Trustee Company of a Superannuation Entity or an Exempt Public Sector Superannuation Scheme at any time during the financial year. There has been no criterion for any officer or member of the Union to hold such a position during the financial year.

Number of Members

The number of persons who, at the end of the financial year, were recorded on the Register of Members was 10,071.

Number of Employees

The number of persons who were, at the end of the financial year, employees of the Union was 18 full time and 1 part time.

Members of Committee of Management

The persons who held office as members of the Committee of Management at any time during the financial year were:

Name	Position	Period of office
Ian Buckingham	President	Full year
Ross Books	Vice-President	Ceased 28/7/05
Hughie Williams	Secretary/Treasurer	Full year
Martin Koitka	Trustee	Full year
Cliff Curran	Trustee	Full year
Brad Webster	Committeeman	Full year
Toni Soranson	Committeewoman	Ceased 27/10/05

Transport Workers' Union of Australia (QLD Branch)

Operating Report For year ended 31 December 2005

Toni Soranson	Vice-President	Elected 27/10/05
John Tillak	Committeeman	Full year
Keith Morrison	Committeeman	Full year
Scott McKeown	Committeeman	Full year
Russell Vieritz	Committeeman	Full year
Stephen Elliott	Committeeman	Ceased 27/10/05
John Roach	Committeeman	Full year
Ken Suesee	Committeeman	Full year
Peter Roy Benyon	Committeeman	Full year
Phillip Scott	Committeeman	Full year
Grant Mitchell	Committeeman	Elected 27/10/05

Changes to the Composition of Committee of Management during the financial year

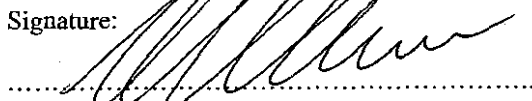
The following changes were made to the composition of the Committee of Management during the financial year:

<u>Name</u>	<u>Position</u>	<u>Period of Office</u>
Ross Books	Vice-President	Ceased 28/7/05
Toni Soranson	Committeewoman	Ceased 27/10/05
Toni Soranson	Vice-President	Elected 27/10/05
Stephen Elliott	Committeeman	Ceased 27/10/05
Grant Mitchell	Committeeman	Elected 27/10/05

For Committee of Management: Hughie Williams

Title of Office held: Branch Secretary

Signature:



Date:

23.3.2006

Transport Workers' Union of Australia (QLD Branch)

Committee of Management Statement For year ended 31 December 2005

On 23rd February 2006, the Committee of Management of Transport Workers' Union of Australia (QLD Branch) passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 31 December 2005:

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; and
 - ii. the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation; and
 - iii. the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
 - iv. the organisation consists of one reporting unit only, which is a branch of the Transport Workers Union of Australia; the financial records of the reporting unit have been kept, to the best of our understanding and belief, in a manner consistent with each of the other reporting units (branches) of the Transport Workers Union of Australia; and
 - v. no information has been sought by any member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule; and
 - vi. no orders have been made by the Commission under section 273 of the RAO Schedule.

For Committee of Management: Ian Buckingham

Title of Office held: Branch President

Signature:



Date: 23-2-06

Transport Workers' Union of Australia (QLD Branch)

A.B.N. 80 519 643 130

Detailed Statement of Financial Performance

For the year ended 31 December 2005

	2005	2004
	\$	\$
Income		
Other income	19	182
Profit/ (Loss) on sale of assets	(4,344)	(5,122)
Reimbursement from TWU - Aust	92,762	60,484
Reimbursement - TCFU	25	2,727
Reimbursement - General	19,031	32,318
Income/ (Loss) From Investments	858,692	599,042
Members Subscriptions	2,980,987	2,873,615
Reimbursement Superannuation Officer	71,107	61,805
Fees for services		96,713
Rent received	28,438	28,108
Total income	<u>4,046,717</u>	<u>3,749,872</u>
Expenses		
Accountancy	2,618	2,453
Advertising and promotion	69,257	21,541
Affiliation fees	92,404	67,341
Audit fees	22,800	22,500
Bank Fees And Charges	51,505	50,585
Cleaning/rubbish removal	9,743	8,788
Debt collection	16,972	18,349
Depreciation - other	92,163	85,458
Electricity	17,196	19,954
Fringe benefits tax	6,612	4,384
Honorariums	23,546	18,912
Insurance	18,599	23,664
Legal fees	68,262	133,517
Motor Vehicle Expenses	88,722	93,475
Organising Expenses	15,529	11,715
Payroll tax	86,057	24,368
Postage	47,444	39,641
Printing & stationery	25,786	34,105
Rates & land taxes	12,579	10,508
Security/ Storage	8,760	7,465
Subscriptions/ Transcripts	8,663	9,823
Sundry expenses	2,690	23,431
Superannuation	229,806	179,163

The accompanying notes form part of these financial statements.

Transport Workers' Union of Australia (QLD Branch)

A.B.N. 80 519 643 130

Detailed Statement of Financial Performance

For the year ended 31 December 2005

	2005	2004
	\$	\$
Sustentation fees	303,977	318,288
Telephone	76,319	69,293
Travel, accom & conference	68,534	26,247
Wages - Officials	1,010,925	807,520
Wages - Staff	227,111	250,811
Total expenses	<u>2,704,579</u>	<u>2,383,300</u>
Profit from Ordinary Activities before income tax	<u>1,342,138</u>	<u>1,366,573</u>

Transport Workers' Union of Australia (QLD Branch)

A.B.N. 80 519 643 130

Statement of Financial Position As At 31 December 2005

	Note	2005 \$	2004 \$
Current Assets			
Cash assets	4	1,099,631	834,130
Other financial assets	5	6,693,477	5,500,454
Total Current Assets		<u>7,793,108</u>	<u>6,334,584</u>
Non-Current Assets			
Property, plant and equipment	6	1,961,612	1,996,108
Total Non-Current Assets		<u>1,961,612</u>	<u>1,996,108</u>
Total Assets		<u>9,754,720</u>	<u>8,330,692</u>
Current Liabilities			
Payables	7	142,564	126,450
Provisions	8	299,841	234,065
Total Current Liabilities		<u>442,405</u>	<u>360,515</u>
Total Liabilities		<u>442,405</u>	<u>360,515</u>
Net Assets		<u>9,312,315</u>	<u>7,970,177</u>
Equity			
Reserves	3	156,157	156,157
Retained profits		9,156,158	7,814,020
Total Equity		<u>9,312,315</u>	<u>7,970,177</u>

Transport Workers' Union of Australia (QLD Branch)

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Statement of Cash Flows

For the year ended 31 December 2005

	2005 \$	2004 \$
Cash Flow From Operating Activities		
Receipts from customers	3,361,310	3,218,934
Payments to Suppliers and employees	(2,530,526)	(2,271,477)
Net cash provided by (used in) operating activities (note 2)	<u>830,784</u>	<u>947,457</u>
Cash Flow From Investing Activities		
Payment for:		
Investments	(500,000)	(1,000,000)
Payments for property, plant and equipment	(43,669)	(156,616)
Proceeds from disposal of:		
Proceeds from sale of property	<u>(1,636)</u>	
Net cash provided by (used in) investing activities	<u>(565,283)</u>	<u>(1,156,616)</u>
Net increase (decrease) in cash held	265,501	(209,159)
Cash at the beginning of the year	<u>834,130</u>	<u>1,043,289</u>
Cash at the end of the year (note 4)	<u><u>1,099,631</u></u>	<u><u>834,130</u></u>
Reconciliation Of Net Cash Provided By/Used In Operating Activities To Net Profit		
Operating profit (loss) after tax	1,342,138	1,366,573
Depreciation	92,163	85,458
(Profit) / Loss on sale of property, plant and equipment	4,344	5,122
Changes in assets and liabilities net of effects of purchases and disposals of controlled entities:		
(Increase) decrease in value of investments	(689,751)	(536,061)
Increase (decrease) in other creditors	16,114	(7,647)
Increase (decrease) in employee entitlements	<u>65,776</u>	<u>34,012</u>
Net cash provided by operating activities	<u><u>830,784</u></u>	<u><u>947,457</u></u>

The accompanying notes form part of these financial statements.

Transport Workers' Union of Australia (QLD Branch)

A.B.N. 80 519 643 130

Notes to the Financial Statements For the year ended 31 December 2005

Note 1: Statement of Significant Accounting Policies

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

The financial report covers Transport Workers' Union of Australia (QLD Branch) as an individual reporting unit under the Act. Transport Workers' Union of Australia (QLD Branch) is a union of Employees registered under the Workplace Relations Act 1996. The reporting unit is a branch of the Transport Workers Union of Australia.

Apart from Membership Revenue which is reported on a cash basis, the financial report has been prepared on an accruals basis and is based on historical costs and does not take into account changing money values or, except where stated, current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets.

The following is a summary of the material accounting policies adopted by the economic entity in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

Income tax

The entity is exempt from Income Tax under Section 50-15 of the Income Tax Assessment Act 1997.

Property, Plant and Equipment

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

a) Property

Freehold land is measured at cost. Buildings are measured at cost less depreciation.

b) Plant and equipment

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

c) Depreciation

The depreciable amount of all fixed assets including buildings and capitalised leased assets, but excluding freehold land, is depreciated on a straight line basis over their useful lives to Transport Workers' Union of Australia (QLD Branch) commencing from the time the asset is held ready for use.

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

Class of Asset	Depreciation Rate %
Buildings	[2 %]
Plant and equipment	[10 - 40 %]
Motor vehicles	[18.75 - 20%]

Transport Workers' Union of Australia (QLD Branch)

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Notes to the Financial Statements

For the year ended 31 December 2005

Investments

Units in managed funds held as current assets are valued at those funds' market value at each balance date. The gains or losses, whether realised or unrealised, are included in profit from ordinary activities.

The expected net cash flows from investments have not been discounted to their present value in determining the recoverable amounts.

Employee entitlements

Provision is made for the liability for employee entitlements arising from services rendered by employees to balance date. Employee entitlements 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 their nominal amount. Other employee entitlements payable later than one year have been measured at the present value of the estimated future cash out flows to be made for those entitlements.

Contributions are made by Transport Workers' Union of Australia (QLD Branch) to an employee superannuation fund and are charged as expenses when incurred.

Transport Workers' Union of Australia (QLD Branch) does not record, as an asset or a liability, the difference between the employer established defined benefit superannuation plan's accrued benefits and the net market value of the plans assets.

Transport Workers' Union of Australia (QLD Branch) operates an ownership-based remuneration scheme, details of which are provided in the Notes to Accounts. Profits or losses incurred by employees, being the difference between the market value and the par value of the shares acquired, are not recorded as remuneration paid to employees.

Cash

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

Comparative Figures

Where required by Accounting Standards comparative figures have been adjusted to conform with changes in presentation for the current financial year.

Revenue

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

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).

Transport Workers' Union of Australia (QLD Branch)

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Notes to the Financial Statements

For the year ended 31 December 2005

2005

2004

Note 2: Accumulated Surplus

Balance at the beginning of the reporting period

- Accumulated Surplus	7,814,020	6,447,447
Add Surplus (Deficit) for year	1,342,138	1,366,573
Balance at the reporting date		
- Accumulated Surplus	<u>9,156,158</u>	<u>7,814,020</u>

Note 3: Reserves

Balance at the beginning of the reporting period

- Assets revaluation reserve	156,157	156,157
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Increase (decrease) in reserves during the reporting period:

Balance at the reporting date

- Assets revaluation reserve	<u>156,157</u>	<u>156,157</u>
	<u>156,157</u>	<u>156,157</u>

Note 4: Cash

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

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

- ANZ TWU Account	1,098,931	833,330
- Cash on hand	<u>700</u>	<u>800</u>
	<u>1,099,631</u>	<u>834,130</u>

Transport Workers' Union of Australia (QLD Branch)

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Notes to the Financial Statements For the year ended 31 December 2005

2005

2004

Note 5: Other Financial Assets

Current

Investments - at market value

- Unlisted	6,693,477	5,500,454
	6,693,477	5,500,454
	6,693,477	5,500,454

Note 6: Property, Plant and Equipment

Buildings:

- At cost	1,862,405	1,862,405
- Less: Accumulated depreciation	(148,644)	(118,465)
	1,713,761	1,743,940

Plant and equipment:

- At 2000 valuation and cost since 2000	446,197	402,528
- Less: Accumulated depreciation	(198,346)	(150,361)
	247,851	252,167
	1,961,612	1,996,108

Note 7: Payables

Unsecured:

- Other creditors	142,564	126,450
	142,564	126,450
	142,564	126,450

Transport Workers' Union of Australia (QLD Branch)

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Depreciation Schedule for the year ended 31 December, 2005

	Total	Priv	OWDV	DISPOSAL		ADDITION		DEPRECIATION			Priv	CWDV	PROFIT		LOSS		
				Date	Consid	Date	Cost	Value	T	Rate			Deprec	Upto	+	Above	Total
PLANT & EQUIPMENT																	
TRITON UTE - 463 DJQ	10,000.00	31/12/00	10,000	0.00	4,096	0	0	4,096	D	20.00	819	0	3,277	0	0	0	0
TRAILER	500.00	14/12/00	500	0.00	205	0	0	205	D	20.00	41	0	164	0	0	0	0
FAX/SCANNER/PRINTER - CAIRNS	1,201.00	23/03/00	1,201	0.00	288	0	0	288	D	30.00	86	0	202	0	0	0	0
FAX- ROCKHAMPTON	909.00	19/10/00	909	0.00	218	0	0	218	D	30.00	65	0	153	0	0	0	0
FAX - TOWNSVILLE	300.00	31/12/00	300	0.00	72	0	0	72	D	30.00	22	0	50	0	0	0	0
DESK - TOWNSVILLE	595.00	18/09/00	595	0.00	310	0	0	310	D	15.00	46	0	264	0	0	0	0
FAX - TOOWOOMBA	300.00	31/12/00	300	0.00	72	0	0	72	D	30.00	22	0	50	0	0	0	0
STATIONERY CABINET	100.00	31/12/00	100	0.00	52	0	0	52	D	15.00	8	0	44	0	0	0	0
4 DRAWER FILING CABINET	100.00	31/12/00	100	0.00	52	0	0	52	D	15.00	8	0	44	0	0	0	0
TYPIST CHAIR	100.00	31/12/00	100	0.00	52	0	0	52	D	15.00	8	0	44	0	0	0	0
COMPUTER	1,000.00	31/12/00	1,000	0.00	240	0	0	240	D	30.00	72	0	168	0	0	0	0
CHAIR	100.00	31/12/00	100	0.00	66	0	0	66	D	10.00	7	0	59	0	0	0	0
COMPUTER	1,000.00	31/12/00	1,000	0.00	240	0	0	240	D	30.00	72	0	168	0	0	0	0
OBJECT INDEXING SYSTEM	6,085.00	31/12/00	6,085	0.00	1,461	0	0	1,461	D	30.00	438	0	1,023	0	0	0	0
PRINTER KYOCERA	2,220.00	28/03/00	2,220	0.00	533	0	0	533	D	30.00	160	0	373	0	0	0	0
SYSTEM DESKS X 5	1,718.00	31/12/00	1,718	0.00	1,127	0	0	1,127	D	10.00	113	0	1,014	0	0	0	0
4 DRAWER CABINETS X 10	810.00	31/12/00	810	0.00	531	0	0	531	D	10.00	53	0	478	0	0	0	0
SCANNER	100.00	31/12/00	100	0.00	24	0	0	24	D	30.00	7	0	17	0	0	0	0
COMPUTER SERVER	3,000.00	31/12/00	3,000	0.00	720	0	0	720	D	30.00	216	0	504	0	0	0	0
COMPUTERS X 2	2,000.00	31/12/00	2,000	0.00	480	0	0	480	D	30.00	144	0	336	0	0	0	0
DESK BENCHES x 2	100.00	31/12/00	100	0.00	66	0	0	66	D	10.00	7	0	59	0	0	0	0
FAX OKI	2,500.00	31/12/00	2,500	0.00	601	0	0	601	D	30.00	180	0	421	0	0	0	0
PRINTER	200.00	31/12/00	200	0.00	48	0	0	48	D	30.00	14	0	34	0	0	0	0
CHAIRS x 5	500.00	31/12/00	500	0.00	328	0	0	328	D	10.00	33	0	295	0	0	0	0
COMPUTER - PROBE	970.00	31/03/00	970	0.00	233	0	0	233	D	30.00	70	0	163	0	0	0	0
COMPUTER - KAITECH	1,270.00	28/03/00	1,270	0.00	305	0	0	305	D	30.00	91	0	214	0	0	0	0
DESKS - COMMERCIAL IMAGES	18,500.00	04/09/00	18,500	0.00	12,138	0	0	12,138	D	10.00	1,214	0	10,924	0	0	0	0
COMPUTER & LASER PRINTER	4,305.00	31/08/00	4,305	0.00	1,034	0	0	1,034	D	30.00	310	0	724	0	0	0	0
COPY PRINTER - GESTETNER	2,490.00	31/12/00	2,490	0.00	598	0	0	598	D	30.00	179	0	419	0	0	0	0
COPIER CANON	2,153.00	31/12/00	2,153	0.00	517	0	0	517	D	30.00	155	0	362	0	0	0	0
FILE CABINET - SENTRY LARGE	200.00	31/12/00	200	0.00	131	0	0	131	D	10.00	13	0	118	0	0	0	0
SHREDDER	500.00	31/12/00	500	0.00	120	0	0	120	D	30.00	36	0	84	0	0	0	0

Transport Workers' Union of Australia (QLD Branch)

A.B.N. 80 519 643 130

Depreciation Schedule for the year ended 31 December, 2005

	Total	Priv	OWDV	DISPOSAL		ADDITION		DEPRECIATION			Priv	CWDV	PROFIT		LOSS		
				Date	Consid	Date	Cost	Value	T	Rate			Deprec	Upto	+	Above	Total
PHONE SYSTEM - COMMANDER	5,000.00	31/12/00	5,000	0.00	1,200	0	0	1,200	D	30.00	360	0	840	0	0	0	0
MEMBERSHIP SYSTEM	14,800.00	28/03/00	14,800	0.00	3,553	0	0	3,553	D	30.00	1,066	0	2,487	0	0	0	0
COMPUTER	1,000.00	31/12/00	1,000	0.00	240	0	0	240	D	30.00	72	0	168	0	0	0	0
ANSWERING MACHINE	100.00	31/12/00	100	0.00	24	0	0	24	D	30.00	7	0	17	0	0	0	0
COMPUTER	1,000.00	31/12/00	1,000	0.00	240	0	0	240	D	30.00	72	0	168	0	0	0	0
FILING CABINETS x 20	2,000.00	31/12/00	2,000	0.00	1,312	0	0	1,312	D	10.00	131	0	1,181	0	0	0	0
BOOKSHELVES x 8	483.00	31/12/00	483	0.00	318	0	0	318	D	10.00	32	0	286	0	0	0	0
MICROWAVE	100.00	31/12/00	100	0.00	66	0	0	66	D	10.00	7	0	59	0	0	0	0
FRIDGE	200.00	31/12/00	200	0.00	131	0	0	131	D	10.00	13	0	118	0	0	0	0
URN x 3	100.00	31/12/00	100	0.00	66	0	0	66	D	10.00	7	0	59	0	0	0	0
TABLE & 10 CHAIRS	300.00	31/12/00	300	0.00	197	0	0	197	D	10.00	20	0	177	0	0	0	0
FRIDGE	200.00	31/12/00	200	0.00	131	0	0	131	D	10.00	13	0	118	0	0	0	0
MICROWAVE	100.00	31/12/00	100	0.00	66	0	0	66	D	10.00	7	0	59	0	0	0	0
BOARDROOM TABLE & 16 CHAIRS	3,000.00	31/12/00	3,000	0.00	1,968	0	0	1,968	D	10.00	197	0	1,771	0	0	0	0
GREY TRAINING CHAIRS x 30	600.00	31/12/00	600	0.00	393	0	0	393	D	10.00	39	0	354	0	0	0	0
TV & VIDEO	500.00	31/12/00	500	0.00	120	0	0	120	D	30.00	36	0	84	0	0	0	0
OVERHEAD PROJECTOR	200.00	31/12/00	200	0.00	48	0	0	48	D	30.00	14	0	34	0	0	0	0
WHITE BOARD	200.00	31/12/00	200	0.00	131	0	0	131	D	10.00	13	0	118	0	0	0	0
WOODEN BOOK CASES x 7	700.00	31/12/00	700	0.00	459	0	0	459	D	10.00	46	0	413	0	0	0	0
BOARDROOM TABLE & 16 CHAIRS	10,000.00	31/12/00	10,000	0.00	6,561	0	0	6,561	D	10.00	656	0	5,905	0	0	0	0
COMPUTER	1,000.00	31/12/00	1,000	0.00	240	0	0	240	D	30.00	72	0	168	0	0	0	0
TABLE & 2 CHAIRS	200.00	31/12/00	200	0.00	131	0	0	131	D	10.00	13	0	118	0	0	0	0
COMPUTER	1,000.00	31/12/00	1,000	0.00	240	0	0	240	D	30.00	72	0	168	0	0	0	0
4 DRAWER STATIONERY CABINET	100.00	31/12/00	100	0.00	66	0	0	66	D	10.00	7	0	59	0	0	0	0
CHAIR	50.00	31/12/00	50	0.00	33	0	0	33	D	10.00	3	0	30	0	0	0	0
SHELVES	50.00	31/12/00	50	0.00	33	0	0	33	D	10.00	3	0	30	0	0	0	0
OLD TIMBER DESK	100.00	31/12/00	100	0.00	66	0	0	66	D	10.00	7	0	59	0	0	0	0
CHAIR	50.00	31/12/00	50	0.00	33	0	0	33	D	10.00	3	0	30	0	0	0	0
MEETING TABLE & 10 CHAIRS	2,000.00	31/12/00	2,000	0.00	1,312	0	0	1,312	D	10.00	131	0	1,181	0	0	0	0
DESK & 4 CHAIRS	1,000.00	31/12/00	1,000	0.00	656	0	0	656	D	10.00	66	0	590	0	0	0	0
OTHER EQUIPMENT	5,127.00	31/12/00	5,127	0.00	3,364	0	0	3,364	D	10.00	336	0	3,028	0	0	0	0
MOWER	924.00	24/01/01	924	0.00	547	0	0	547	D	10.00	55	0	492	0	0	0	0
PRINTING GROUP	1,193.00	04/06/01	1,193	0.00	669	0	0	669	D	15.00	100	0	569	0	0	0	0

Transport Workers' Union of Australia (QLD Branch)

A.B.N. 80 519 643 130

Depreciation Schedule for the year ended 31 December, 2005

	Total	Priv	OWDV	DISPOSAL		ADDITION		DEPRECIATION			Priv	CWDV	PROFIT		LOSS		
				Date	Consid	Date	Cost	Value	T	Rate			Deprec	Upto	+	Above	Total
XEROX PRINTER & COMPUTER	13,980.00	10/08/01	13,980	0.00	4,224	0	0	4,224	D	30.00	1,267	0	2,957	0	0	0	0
SUPER A MART	303.00	20/11/01	303	0.00	218	0	0	218	D	10.00	22	0	196	0	0	0	0
COMMODORE - 427 DOD	10,000.00	31/12/00	10,000	0.00	3,277	09/06/05	727	3,277	D	20.00	287	0	0	0	0	2,263	0
COMMODORE - 484 DJQ	10,000.00	31/12/00	10,000	0.00	3,277	09/06/05	909	3,277	D	20.00	287	0	0	0	0	2,081	0
COMMODORE - 646 GQA	27,818.00	06/06/02	27,818	0.00	15,755	0	0	15,755	D	20.00	3,151	0	12,604	0	0	0	0
COMMODORE - 711 EML	17,124.00	17/07/02	17,124	0.00	9,944	0	0	9,944	D	20.00	1,989	0	7,955	0	0	0	0
COMMODORE - 548 EHM	15,594.00	17/07/02	15,594	0.00	9,056	0	0	9,056	D	20.00	1,811	0	7,245	0	0	0	0
LAP TOP COMPUTER	1,600.00	02/09/02	1,600	0.00	706	0	0	706	D	30.00	212	0	494	0	0	0	0
FOLDING MACHINE	1,364.00	19/11/02	1,364	0.00	744	0	0	744	D	25.00	186	0	558	0	0	0	0
TELEVISION	245.00	17/03/03	245	0.00	184	0	0	184	D	15.00	28	0	156	0	0	0	0
FAX MACHINE	327.00	22/04/03	327	0.00	142	0	0	142	D	40.00	57	0	85	0	0	0	0
NEC Projector	3,054.00	23/04/03	3,054	0.00	2,326	0	0	2,326	D	15.00	349	0	1,977	0	0	0	0
SCANNER	227.00	30/05/03	227	0.00	104	0	0	104	D	40.00	42	0	62	0	0	0	0
ANSWERING MACHINE	645.00	07/07/03	645	0.00	311	0	0	311	D	40.00	124	0	187	0	0	0	0
MICROWAVE	186.00	14/07/03	186	0.00	131	0	0	131	D	15.00	20	0	111	0	0	0	0
COMPUTER	1,118.00	06/08/03	1,118	0.00	562	0	0	562	D	40.00	225	0	337	0	0	0	0
PRINTER & SOFTWARE (OFFICE XP)	509.00	15/08/03	509	0.00	259	0	0	259	D	40.00	104	0	155	0	0	0	0
FURNITURE	588.00	19/09/03	588	0.00	443	0	0	443	D	20.00	89	0	354	0	0	0	0
PA SYSTEM	905.00	31/10/03	905	0.00	750	0	0	750	D	15.00	112	0	638	0	0	0	0
MEMBERS CARD SYSTEM	4,237.00	18/12/03	4,237	0.00	3,364	0	0	3,364	D	20.00	673	0	2,691	0	0	0	0
SINK	1,200.00	19/12/03	1,200	0.00	953	0	0	953	D	20.00	191	0	762	0	0	0	0
MISC. ADDITIONS - Prior Year	4,336.00	01/01/03	4,336	0.00	2,775	0	0	2,775	D	20.00	555	0	2,220	0	0	0	0
Computer upgrade	1,169.00	01/01/04	1,169	0.00	701	0	0	701	D	40.00	280	0	421	0	0	0	0
Printer	6,800.00	01/04/04	6,800	0.00	4,756	0	0	4,756	D	40.00	1,902	0	2,854	0	0	0	0
Computer	2,715.00	01/04/04	2,715	0.00	1,899	0	0	1,899	D	40.00	760	0	1,139	0	0	0	0
Computer	1,618.00	01/05/04	1,618	0.00	1,185	0	0	1,185	D	40.00	474	0	711	0	0	0	0
Computer - Canon	7,386.00	01/05/04	7,386	0.00	5,408	0	0	5,408	D	40.00	2,163	0	3,245	0	0	0	0
Computer upgrade	7,847.00	01/07/04	7,847	0.00	6,269	0	0	6,269	D	40.00	2,508	0	3,761	0	0	0	0
Computer upgrades	11,044.00	01/08/04	11,044	0.00	9,197	0	0	9,197	D	40.00	3,679	0	5,518	0	0	0	0
Camera	1,175.00	01/08/04	1,175	0.00	978	0	0	978	D	40.00	391	0	587	0	0	0	0
Computers - Canon	9,395.00	01/06/04	9,395	0.00	7,198	0	0	7,198	D	40.00	2,879	0	4,319	0	0	0	0
Commodore- 052 HRS	30,406.00	01/03/04	30,406	0.00	25,639	0	0	25,639	D	18.75	4,807	0	20,832	0	0	0	0
Commodore - 051 HRS	29,075.00	01/03/04	29,075	0.00	24,517	0	0	24,517	D	18.75	4,597	0	19,920	0	0	0	0

Transport Workers' Union of Australia (QLD Branch)

A.B.N. 80 519 643 130

Depreciation Schedule for the year ended 31 December, 2005

	Total	Priv	OWDV	DISPOSAL		ADDITION		DEPRECIATION				PROFIT		LOSS			
				Date	Consid	Date	Cost	Value	T	Rate	Deprec	Priv	CWDV	Upto +	Above	Total -	Priv
Commodore - 050 HRS	29,368.00	01/03/04	29,368	0.00	24,764	0	0	24,764	D	18.75	4,643	0	20,121	0	0	0	0
Commodore - 914 IHG	29,987.00	01/10/04	29,987	0.00	28,574	0	0	28,574	D	18.75	5,358	0	23,216	0	0	0	0
Commodore - 611 INX	30,860.00	06/05/05	30,860	0.00	0	0	30,860	30,860	D	18.75	3,805	0	27,055	0	0	0	0
Commodore - 626 IRL	30,860.00	27/05/05	30,860	0.00	0	0	30,860	30,860	D	18.75	3,472	0	27,388	0	0	0	0
Fridge - Lunchroom	804.00	09/02/05	804	0.00	0	0	804	804	D	10.00	72	0	732	0	0	0	0
Freezer - Snack Bar	1,125.00	09/11/05	1,125	0.00	0	0	1,125	1,125	D	15.00	24	0	1,101	0	0	0	0
	<u>466,197</u>		<u>252,162</u>		<u>1,636</u>		<u>63,649</u>	<u>315,811</u>			<u>61,980</u>	<u>0</u>	<u>247,851</u>				
								Deduct Private Portion			<u>0</u>						
								Net Depreciation			<u>61,980</u>						

Transport Workers Union of Australia (QLD Branch)
(the reporting unit)

Operating Report for the year ended 31 December 2005

Prepared in accordance with section 254 of the Workplace Relations Act 1996

Review of Activities:

- The principal activities of the Union during the financial year were the provision of industrial, professional and managerial services to the members consistent with the objects and rules of the Union and in particular, protecting and improving the interests of the members.
- These activities resulted in a surplus for the financial year of \$1,342,138 (2004: \$1,366,573).
- There were no significant changes in the nature of the Union's principal activities during the financial year.

In accordance with section 174 of the Workplace Relations Act 1996, the Union's rule 11 sets out the rights of members to resign from membership of the Union.

To the best of the knowledge of the committee, no officer or member of the Union has held any position as Trustee or Director of a Trustee Company of a Superannuation Entity or Exempt Public Sector Superannuation Scheme at any time during the financial year. There has been no criterion for any officer or member of the Union to hold such a position during the financial year.

The number of persons who were recorded on the Register of Members was 10,071 at the end of the year. The number of persons who were employees of the Union was 18 full time and 1 part time at the end of the year.

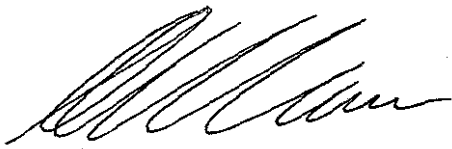
The persons who held office as members of the Committee of Management at any time during the financial year were:

Name	Position	Period of office
Ian Buckingham	President	Full year
Ross Books	Vice-President	Ceased 28/7/05
Hughie Williams	Secretary/Treasurer	Full year
Martin Koitka	Trustee	Full year
Cliff Curran	Trustee	Full year
Brad Webster	Committeeman	Full year
Toni Soranson	Committeewoman	Ceased 27/10/05
Toni Soranson	Vice President	Elected 27/10/05
John Tillak	Committeeman	Full year
Keith Morrison	Committeeman	Full year
Scott McKeown	Committeeman	Full year
Russell Vieritz	Committeeman	Full year
Stephen Elliott	Committeeman	Ceased 27/10/05

Continued...

Name	Position	Period of office
John Roach	Committeeman	Full year
Ken Suesee	Committeeman	Full year
Peter Roy Benyon	Committeeman	Full year
Phillip Scott	Committeeman	Full year
Grant Mitchell	Committeeman	Elected 27/10/05

Hughie Williams
Branch Secretary
Committee of Management
Transport Workers Union of Australia (QLD Branch)



Dated: 23 February 2006

Transport Workers Union of Australia (QLD Branch)

Concise Financial Report for the year ended 31 December 2005

On 23 February 2006 the Committee of Management of the Transport Workers Union of Australia (Queensland Branch), resolved to provide a concise financial report to members for the financial year ended 31 December 2005.

The concise financial report has been derived from the full report and cannot be expected to provide as full an understanding of the financial performance, financial position and financial and investing activities of the reporting unit as the full report. A copy of the full report and auditor's report will be sent to any member who requests them free of charge.

Members are advised of the following provision of the RAO Schedule of the Workplace Relations Act 1996:

272 Information to be provided to members or Registrar:

- (1) A member of a reporting unit, or a Registrar, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making the application.
- (2) The application must be in writing and must specify the period within which, and the manner in which, the information is to be made available. The period must not be less than 14 days after the application is given to the reporting unit.
- (3) A reporting unit must comply with an application made under subsection (1).

**Statement of Financial Performance
for the year ended 31 December 2005**

	2005 (\$)	2004 (\$)
Revenue from ordinary activity		
Members	2,980,987	2,873,615
Other Revenue	1,065,730	876,257
	<u>4,046,717</u>	<u>3,749,872</u>
Expenses from ordinary activity		
Employee Benefits	1,467,842	1,237,494
Affiliation & Sustainment Fees	396,381	385,629
Industrial expenses	257,727	200,214
Depreciation	92,163	85,458
Other expenses	490,466	474,504
Net Surplus from Ordinary Activities	<u>1,342,138</u>	<u>1,366,573</u>
Total Changes in Equity	<u>1,342,138</u>	<u>1,366,573</u>

**Statement of Cash Flows
for the year ended 31 December 2005**

	2005 (\$)	2004 (\$)
Cash Flows from Operating Activities		
Receipts from members and investments	3,361,310	3,218,934
Payments to Suppliers & Employees	(2,530,526)	(2,271,477)
Cash Flow provided by Operating Activities	<u>830,784</u>	<u>947,457</u>
Cash Flows from Investing Activities		
Payments for Investments	(500,000)	(1,000,000)
Payments for Property, plant & equipment	(65,283)	(156,616)
Cash Flow used in Investing Activities	<u>(565,283)</u>	<u>(1,156,616)</u>
Net Increase/(Decrease) in Cash	265,501	(209,159)
Cash at beginning of year	834,130	1,043,289
Cash at end of year	<u>1,099,631</u>	<u>834,130</u>

Statement of Financial Position as at 31 December 2005

	2005 (\$)	2004 (\$)
Accumulated Funds		
General Fund	9,156,158	7,814,020
Asset Revaluation Reserve	156,157	156,157
	<u>9,312,315</u>	<u>7,970,177</u>
<i>represented by</i>		
Current Assets		
Cash	1,099,631	834,130
Financial Investments	6,693,477	5,500,454
	<u>7,793,108</u>	<u>6,334,584</u>
Non-Current Assets		
Property Plant & Equipment	<u>1,961,612</u>	<u>1,996,108</u>
Total Assets	<u>9,754,720</u>	<u>8,330,692</u>
Current Liabilities		
Payables	142,564	126,450
Provisions – Employee Entitlements	299,841	234,065
	<u>442,405</u>	<u>360,515</u>
Total Liabilities	<u>442,405</u>	<u>360,515</u>
Net Assets	<u>9,312,315</u>	<u>7,970,177</u>

Auditors Certification

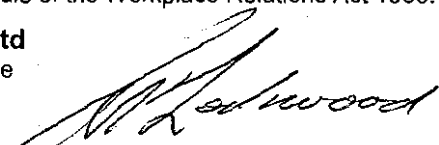
To the members, Transport Workers Union of Australia (QLD Branch)
In our opinion, the Concise Financial Report of the Transport Workers Union of Australia (QLD Branch) is in accordance with the full audited general purpose financial report available for inspection by members. The audit opinion expressed in that report is as follows:

Audit Opinion

In our opinion, the general purpose financial report of the Transport Workers Union of Australia (QLD Branch) presents fairly in accordance with applicable Australian Accounting Standards and other mandatory professional reporting requirements in Australia as well as the requirements of the RAO Schedule of the Workplace Relations Act 1996.

Lockwood Strategies Pty Ltd
Chartered Accountants, Brisbane

Ross Lockwood, CA
Director,
Registered Company Auditor



Dated: 23 February 2006

TWU (QLD) CONCISE FINANCIAL REPORT TO MEMBERS – 2005

Transport Workers Union of Australia (QLD Branch)
(the reporting unit)

Operating Report for the year ended 31 December 2005

Prepared in accordance with section 254 of the Workplace Relations Act 1996

Review of Activities:

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To the best of the knowledge of the committee, no officer or member of the Union has held any position as Trustee or Director of a Trustee Company of a Superannuation Entity or Exempt Public Sector Superannuation Scheme at any time during the financial year. There has been no criterion for any officer or member of the Union to hold such a position during the financial year.

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The persons who held office as members of the Committee of Management at any time during the financial year were:

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Continued...

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Hughie Williams
Branch Secretary
Committee of Management

Transport Workers Union of Australia (QLD Branch)

Dated: 23 February 2006

Transport Workers Union of Australia (QLD Branch)

Concise Financial Report for the year ended 31 December 2005

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**Statement of Financial Performance
for the year ended 31 December 2005**

	2005 (\$)	2004 (\$)
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for the year ended 31 December 2005**

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Cash at beginning of year	834,130	1,043,289
Cash at end of year	<u>1,099,631</u>	<u>834,130</u>

Statement of Financial Position as at 31 December 2005

	2005 (\$)	2004 (\$)
Accumulated Funds		
General Fund	9,156,158	7,814,020
Asset Revaluation Reserve	156,157	156,157
	<u>9,312,315</u>	<u>7,970,177</u>
<i>represented by</i>		
Current Assets		
Cash	1,099,631	834,130
Financial Investments	6,693,477	5,500,454
	<u>7,793,108</u>	<u>6,334,584</u>
Non-Current Assets		
Property Plant & Equipment	<u>1,961,612</u>	<u>1,996,108</u>
Total Assets	<u>9,754,720</u>	<u>8,330,692</u>
Current Liabilities		
Payables	142,564	126,450
Provisions – Employee Entitlements	299,841	234,065
	<u>442,405</u>	<u>360,515</u>
Total Liabilities	<u>442,405</u>	<u>360,515</u>
Net Assets	<u>9,312,315</u>	<u>7,970,177</u>

Auditors Certification

To the members, Transport Workers Union of Australia (QLD Branch)
In our opinion, the Concise Financial Report of the Transport Workers Union of Australia (QLD Branch) is in accordance with the full audited general purpose financial report available for inspection by members. The audit opinion expressed in that report is as follows:

Audit Opinion

In our opinion, the general purpose financial report of the Transport Workers Union of Australia (QLD Branch) presents fairly in accordance with applicable Australian Accounting Standards and other mandatory professional reporting requirements in Australia as well as the requirements of the RAO Schedule of the Workplace Relations Act 1996.

Lockwood Strategies Pty Ltd

Chartered Accountants, Brisbane

Ross Lockwood, CA
Director,
Registered Company Auditor



Dated: 23 February 2006



Mr Hughie Williams
Branch Secretary
Transport Workers' Union of Australia
Queensland Branch
PO Box 452
Cannon Hill Qld 4170

Dear Mr Williams

RE: Financial Return for year ending 31 December 2005(FR 2005/661)

I have received your letter dated 5 May 2006 accompanied by the financial return of the Queensland Branch of the TWU for the year ended 31 December 2005. The documents were lodged in the Registry on 8 May 2006.

Whilst the documents have been filed, there are a number of matters that require attention prior to the lodgement of your Branch's next financial return to ensure the filing of it is not delayed.

1. Secretary's Certificate.

- It fails to clarify whether the reports presented to "a meeting" on 23 February 2006 and to members in the Union's journal were full or concise reports. From observation the former comprised a full report and from the documentation attached it is clear that the latter was a concise report.
- By not using the term "full report" and instead listing "copies of the auditor's report, accounts and statements", it is not clear as to whether the Operating Report formed part of the documentation being confirmed as copies of those provided to members and presented to the Committee of Management meeting.
- As was pointed out in our letter to your Organisation of 2 June 2005, your certificate refers to sections 280(1) and 279(6) of the Act, which have been superseded by schedule 1 of the Act and now should read sections 268 and 266 respectively.
- Attached is a "Certificate of Secretary or other Authorised Officer" pro forma document which we suggest you use next year.

Section 272(5) Notification

The Act requires that this notification regarding the entitlement for both members of a reporting unit and a Registrar to be provided with information upon request be included in both a general purpose financial report prepared under section 253 and a concise report prepared under section 265. You have included it in the concise report but not in the full report. Whilst it is no doubt likely that it would come to the attention of members via the concise report, the Act stipulates that it must also form part of the general purpose financial report which in turn is the cornerstone of the full report. Please ensure that next year it is in both reports.

Profit and Loss Statement (Statement of Financial Performance)

Item 11(b) of the Industrial Registrar's Reporting Guidelines requires that where a branch of an organisation must pay a proportion of its membership levies as a financial contribution towards another reporting unit of the organisation, both the amount and the name(s) of the recipient reporting units must be disclosed in either the profit and loss statement or in the notes to the financial statements. You have disclosed the amount of "sustentation fees" paid but not to whom it was given. Again, whilst anyone reading the report is likely to

conclude that it would have been paid to your Federal Office, it is a mandatory obligation to provide this detail. Please provide the additional information as to whom the payment was made to next year.

Concise Report

(a) The Profit and Loss Statement, Balance Sheet and Statement of Cash Flows were provided in an abbreviated format in the concise report rather than being presented “as in the full report except for the omission of cross-references to notes” as is required by RAO Regulation 161(a). In regards to the Balance Sheet (Statement of Financial Position), it not only is slightly abbreviated but the format has also been altered. It may be the case that some of the financial information provided could have formed part of the Notes To The Financial Statements thereby reducing the detail required to be duplicated in the concise report.

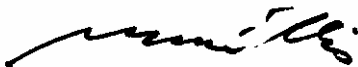
It is acknowledged that you certainly have complied with the spirit of the legislation in regards to the provision of a concise report, but nevertheless please ensure that if you again decide to issue a concise report next year, that the financial statements in the concise report mirror those in the full report “except for the omission of cross-references to notes”.

(b) The Operating Report was similarly abbreviated in the concise report. Section 265(3)(b) provides that a component of the concise report is “the operating report for the year”. Please ensure that next year the full operating report is incorporated in the concise report.

(c) Discussion and Analysis - RAO Regulation 161(c) requires for the inclusion in the concise report of “discussion and analysis of the principal factors affecting the financial performance, financial position and financial and investing activities of the reporting unit to assist the understanding of members..” This information has not been provided in the concise report. Please ensure that it is provided next year.

I have sent a copy of this letter to the Union’s accountants for their information.

Yours sincerely,



Michael Ellis
Deputy Industrial Registrar

23 June 2006

c.c. Lockwood Strategies Pty Ltd

Certificate of Secretary or other Authorised Officer¹

s268 of Schedule 1 *Workplace Relations Act 1996*

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

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

Signature:

Date:

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

(a) the secretary; or

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

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

³ *Insert whichever is applicable*