

A•S•U

Tuesday 22 March 2005

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Dear Mr Stewart

RE: Financial Reports for year ended 30 June 2004 - ASU National Office - FR2004/418

I refer to your letter dated 17 February 2005.

Enclosed are two copies of a separate document we produced last year entitled "Operating Report 2004". This report was prepared in time for distribution to our delegates of our National Conference which was held in October last year. It was designed to comply with the requirements of Schedule 1B and to compliment the shorter statement in our Financial Report regarding the Operating Report.

Due to time constraints it was produced as a separate document from the Financial Report i.e. whilst our auditors were preparing the financial side of the report, the operating report was being printed separately to have it in time for our National Conference.

Apart from conference delegates it has also been distributed through our Branches to our members and posted on our website www.asu.asn.au immediately below the Financial Report (home page, scroll down right hand column).

The resignation rule is set out on page 22 of this report. For the year ending 30 June 2005 report I will ensure that the person's position on the Committee of Management is identified.

I intended to send you a copy of this report with our Financial Report and I apologise for the oversight.

Regards

Paul Slape
NATIONAL SECRETARY

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enc



Australian Services Union
Operating Report

active

united

**People who are
working towards a
common goal,
in their commitment,
and in their
efforts, are rewarded
by their achievement.**

Operating Report

For period 1 July 2003
to 30 June 2004

**Biennial National Report
to 2004 National Conference
Delegates**

Melbourne

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ASU Website

www.asu.asn.au

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The following is a report of the ASU's activities since the last National Conference in 2002 and in particular the work carried out over the year 2003-04. We hope that you enjoy reading it and find it a useful tool in your workplace when discussing what the ASU does for and with its members.

Back row left to right:
 Michael O'Sullivan National Executive President,
 Linda White Assistant National Secretary,
 Greg Mclean Assistant National Secretary,

Front row left to right:
 Paul Slape National Secretary,
 Henrietta Moran National President,
 Anne McEwen National Vice-President

It's been 10 years since the ASU was formed by the amalgamation of a number of unions who decided that pooling resources to improve the position of our members was the way forward. Over that time the ASU has withstood many pressures and changes and we aim to be able to withstand many more in the future. We will only do this however if we remain committed to the vision that in "getting together" we would be stronger. Today, even 10 years down the track the task ahead of us is to keep ensuring that in pooling our resources we become one and use our resources effectively.

Today more than ever, it's vitally important that all members are involved in the decision-making processes of the ASU and that members take part in establishing the ASU's program of work. This report is designed to provide you with a tool to review the work that has taken place over the last 12 months at the national level of the ASU.

The work of the ASU is not the work of a few elected or appointed officials. It's what you do every day when you recruit a new member in your workplace, refuse to accept inappropriate, unfair or discriminatory

treatment from your employer and when you stand together with colleagues to argue for improvements in your entitlements. The resources of the ASU are the resources that come from its membership.

Ten years on from amalgamation we are moving to being one united force. Over the next few years our aim will be to consolidate the 'national union' so that members can benefit from the strength that this will provide.

Michael O'Sullivan
 National Executive President

Paul Slape
 National Secretary

October 2004

In early 2003 the ASU National Executive endorsed a comprehensive work plan for national activities. This work plan incorporated the outcomes from the 2002 National Conference.

In December 2002, the ASU's National Conference considered the circumstances in which the ASU and its members found themselves. In full Conference session and in smaller workshops, Conference delegates considered and debated a range of issues and developed wide ranging recommendations and decisions about future activities to address members' concerns.

Following the Conference, National Officials of the ASU took these decisions, added in the on-going and regular work of the ASU and produced a comprehensive Work Plan to guide the work of the ASU in the period 2003-2004. The Work Plan was accepted by National Executive in 2003. Activities and outcomes have been reported against the objectives set out in the plan at every National Executive meeting. A copy of the plan will be made available to all conference delegates at the 2004 National Conference.

Undoubtedly the Work Plan represented the most comprehensive and systematic attempt to document the national work of the ASU since amalgamation. Since the National Executive controls in its own budget only about 8% of the ASU's total income, the plan stressed the need for a co-operative, "whole of Union" approach to our work, combining organising, industrial, legal, political and campaign strategies to energise our members and pursue and achieve our goals.

Underpinning the plan is an "organising plus" model which involves adopting the following priorities at the national level.

1

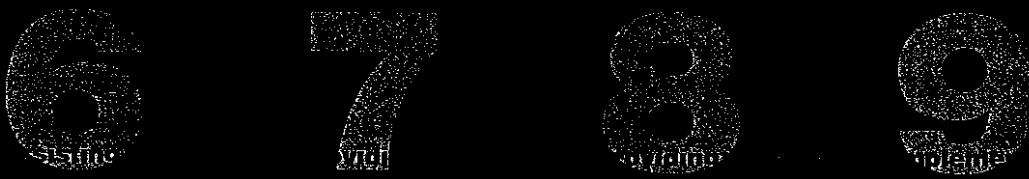
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The creation of a plan for action



ACTU President Sharan Burrow

The Australian Services Union is an important part of the Australian Union movement's struggle to return the notion of a 'fair go' to the centre of industrial and social policies in this country.

As I said in my address to ACTU Congress last year: "Fairness, tolerance, 'a fair go' - these are the values Australia has always aspired to but they are now in contest".

These values have been under attack for eight years from the conservative Howard government, encouraged, aided and abetted by employers. Everywhere we look: in workplaces; in our homes; and in our social institutions, inequality is on the rise.

Employers have attacked working conditions in the name of flexibility but in fact are operating in the pursuit of profit. Precarious employment continues to increase. Wage and earnings disparity is increasing.

Unemployment and underemployment and continuing wage disparity for women workers means that many families live in or on the edge of poverty.

The Howard government continues its relentless attacks on the social wage, including key social support programs like Medicare. Our young people are being burdened with HECS debts.

But there is hope. And the ASU and its members are part of that hope.

Australia is not a nation where we passively accept widening inequality. Australian trade unions have a plan to put the values of social justice - the values of ordinary decent Australian working women and men - back at the centre of employment and social policies.

The ASU is a valued partner in that process. The ACTU is working with the ASU on a number of fronts: in work and family issues, on wage justice, on fundamental employment rights and in many others.

The ASU is a key part of the ACTU's Work and Family test case. We have applauded what the ASU did in Victoria in 2003 to achieve wage justice for child care workers. We are working together to put in place safety net awards for the largely unregulated call centre industry.

The industry coverage of the ASU reflects the future of the trade union movement in this country. At your 2002 National Conference I described that coverage as a "dream" coverage representing the future growth areas in the economy.



The industry coverage of the ASU reflects the future of the trade union movement in this country.

I know that the ASU has many members and committed activists and officials determined to extend union membership densities amongst 'new economy' and unorganised sectors and among women, young people and white collar workers.

In 2002, I called on the ASU to "organise, organise, organise". I know that you remain committed to that goal and are working hard to put it into practice. The ACTU is absolutely committed to continuing to work with your union to make your dream coverage a living reality.

By doing so, we will together work to make Australia the land of a fair go for all. And we will succeed.

International Connections

The ASU is proud of the work that it does to ensure our members are connected to unionists all around the world who do similar work. As globalisation of industry takes place, the globalisation of union networks is more important than ever before.

We know today that the exploitation of workers in one country is not just a concern from a humanitarian point of view. More and more ASU members jobs are threatened as companies make decisions to go off-shore or outsource their functions to parts of the world where workers conditions of employment and standards of living are not as high. The ASU works across three main global union networks UNI, PSI and ITF to help promote decent wages and conditions and good standards of living around the world.

UNI Union Network International

The ASU is a long time affiliate to Union Network International "UNI" which has more than 900 affiliated unions from 140 countries, representing 15 million members.

UNI represents the interests of clerical, professional and technical employees in the private sector, as well as communications workers and many others.

For the ASU, key areas of shared interests with unions around the world have been the rise and rise of call centres and outsourcing of work - especially "cross border" outsourcing to cheap labour countries. At least a million white collar jobs have been outsourced from North America, UK and Australia to India.

To combat the "race to the bottom" of world wide wages and conditions, unions in the developed world must co-operate to develop unions in the third world.

Asia is Australia's geographic home, and the focus of Australia's future prosperity. Through UNI we have assisted in building unions in Hong Kong, Taiwan, South Korea, Vietnam, India, Bangladesh, Nepal, Pakistan, Thailand, Malaysia and Indonesia.

National Executive President, Michael O'Sullivan is a member of the UNI Asian Pacific Regional Executive, and served for many years as a member of UNI's World Executive Board.

PSI Public Services International

The ASU is one of 600 unions affiliated to the Public Services International (PSI). PSI is a global union federation representing more than 20 million workers who deliver public services in 160 countries around the world.

PSI and its affiliates are committed to building quality public services that meet the needs of workers and communities. Priorities include global union campaigns for water, energy and health services. PSI promotes gender equality, worker rights, trade union capacity building, equity and diversity. PSI is also active in trade and development debates and is recognised by the International Labour Organisation (ILO) of the UN. PSI is also active in trade and development debates and is recognised by the international Labour Organisation (ILO) of the UN, as a non-government organisation (NGO).

National Secretary, Paul Slape represents the ASU on the Executive Board and regional bodies of the PSI and Assistant National Secretary, Greg McLean, is a member of its Public Sector Working Group. In July this year, Organiser Jo Justo of the C&SQ Branch represented the ASU at the International Gay, Lesbian, Bi-Sexual & Transgender Conference in Brazil that was organised by the PSI and Education International. In 2005 Australian and New Zealand PSI unions will be assisting PNG and Solomon islands build and develop their unions.

ITF International Transport Federation

As an affiliate of the International Transport Workers Federation (ITF) the ASU has been able to gain a global perspective for our activities in the transport industry in Australia which includes our members in road, rail, shipping and airline companies.

The assistance and insight of the ITF has been invaluable in the airline industry, which is particularly volatile and has been experiencing massive change worldwide. The ability to understand developments in Europe and the United States has meant that our members can better respond to challenges like the growth of low cost carriers and ground handling companies in Australia.

ASU representatives have attended the Civil Aviation Section meeting in London and the Oneworld union solidarity meeting in New York. At these meetings we have made contacts that have assisted us when bargaining with some of the 43 overseas carriers flying to Australia. Linda White ASU Assistant National Secretary, has been elected as the ITF's Oneworld Ground Staff coordinator.

Early in 2004 the ASU hosted the ITF Civil Aviation Secretary on his visit to Australia which included meeting with the NADC where he gave a frank assessment to our delegates of the state of the industry and the need for global solidarity to face the ongoing pressures for workers.

The ASU also participates in the Transport Workers Federation Railway Committee, like other Railway Unions in Australia, who also face the same challenges of Reform of the Railway Industry. Working with the ITF significantly assists in understanding the changes that will occur in the railway industry within Australia and lessons that can be learnt from overseas.

Industrial matters

The bread and butter of ASU work

Industrial work in its many forms remains the bread and butter work of the ASU and helps put food on the table for our members and their families.

Award safety net

A fundamental task for the ASU is to create and maintain the 'safety net' of wages and conditions found in Awards made by the Australian Industrial Relations Commission and its State counterparts.

The ASU maintains a web of more than 200 Federal Awards plus scores more in State jurisdictions. Since 1996, the Howard Government has sought to strip Federal Awards back to just 20 allowable matters, and unions have fought to retain as many entitlements as possible.

Over the past two years, awards of the ASU have been varied to incorporate improvements to the safety net, including:

- Two 'Living Wage' increases (2003 and 2004)
- Access to parental leave for regular casual employees
- Improved redundancy protection
- Increases in the Supported Wage rates for people with disabilities
- Reasonable Hours

This work alone has involved at least 400 applications to vary these awards by the National Office and Branches of the ASU.

In addition to applications to vary existing awards, the ASU serves logs of claim on new organisations seeking to improve wages and conditions for workers. Sometimes these processes can take months or even years to be resolved. Often resolution comes in the form of the creation of a new award or the inclusion of these employers as respondents to existing awards.

Enterprise bargaining

Awards set a minimum standard and are important to members whose wages and salaries are based solely on the award. They are also important to set a 'floor price' preventing employers from reducing standards through non-union collective agreements or individual agreements such as Australian Workplace Agreements (AWA).

The ASU negotiates collective enterprise bargaining agreements with members wherever possible. Our aim is to provide wage increases and improved conditions to members.

National industrial officers, as well as those in Branches, are involved in enterprise bargaining on a continuing basis in well unionised workplaces as the agreements expire and need renewal.

The Union is also vigilant to try and prevent sub-standard non-union agreements to undermine wages and conditions, frequently intervening to campaign against and to oppose certification of these agreements.

As part of our bargaining strategy the ASU develops model claims on items of particular importance to members e.g. parental and maternity rights and seeks to achieve these claims over time. The National Office also develops resources to assist members when bargaining for these claims. In 2003 the ASU developed a paid maternity leave booklet to assist members to achieve this in their workplace.

Union coverage

The ASU national office is the guardian of constitutional coverage of the union. This coverage determines who can be a member of the ASU. The ASU has very broad ranging coverage and this sometimes leads us into disputes with other unions. This is particularly the case in new areas of work including those associated with privatisation, new technology (particularly in the new economy), service and transport related areas as unions seek to clarify the boundaries of their coverage. Most demarcation disputes are settled amicably with other unions as our aims remain the unionisation of the workforce.

The ASU has also assisted other unions including new unions to establish themselves including the Writers Guild and the Professional Rugby League Players Association. We assist distinct and unique occupational groups such as the Interpreters and Translators Association with industrial guidance. Again we do this work because we are committed to unionising the Australian workforce.

The ASU fosters a more co-operative working relationship with other unions through the ACTU.

Legal strategy

As employer responses to worker activity are becoming more legalistic the ASU is extending its ability to offer timely legal advice to Branches. The matching of legal, industrial and organising strategies will be key to our success in the future.

Union bargaining good for everyone

Did you know that union negotiated agreements consistently out-perform non union ones?

In the past 13 quarters union agreements have provided substantially better outcomes in all quarters bar three. In the most recent quarter, union agreements provided average wage increases of 4.1% per annum compared to 3.4% for non union agreements which are also likely to reduce conditions in return for wage increases.

Quarterly changes since the last National Conference

Quarter	Non union agreement	Union agreements
March 04	3.4	4.1
Dec 03	3.7	4.0
Sept 03	3.9	4.1
June 03	3.3	4.4
Mar 03	3.3	3.5
Dec 02	3.2	4.1

Did you know that union negotiated agreements consistently out-perform non union ones?

Local Government

Local Government employees make up the largest group of members within the ASU. The ASU's local government membership extends across both blue cover and white collar employees and includes those engaged by local government related organisations such as water boards, library authorities, childcare centres and recreation facilities.

Industrially ASU Branches have been working hard to improve the conditions for members through enterprise bargaining, award improvements and individual member disputes. Nationally assistance has been provided to further these aims.

Bargaining Frameworks

Early in 2004 the ASU convened a meeting of Branch leaders to discuss local government strategy. Enterprise bargaining was the focus of this meeting as all Branches were reporting concerns about: the resources that were required to maintain momentum; member fatigue with bargaining; and the differential outcomes arising from bargaining based on a Council by Council basis.

Strategies discussed included:

- The Queensland Services Branch industry standards campaign which involves delegates sharing materials, strategies and organising strength regionally. The branch has matched this bargaining strategy with a legal/ industrial strategy to improve provisions in the award.
- The South Australian/NT Branch Local Government Conference held jointly with the AWU which determined to undertake a new industry framework for bargaining with the aim for substantial outcomes by 2006.
- The Victorian Local Authorities & Services Branch model agreement and how it uses this model to secure commonality of entitlements across Council bargaining.
- NSW United Services Branch bargaining to make substantial improvements to the NSW award and its major case to have penalty rates applied where Councils have been breaching the award provisions.

At the end of the discussion it was agreed that model arrangements and clauses for bargaining would benefit all. This was also a decision that National Conference delegates in 2002 had endorsed. The National Office has taken responsibility for drafting a new model clauses kit which will be launched at the 2004 National Conference. Future forums will continue the development of these strategies.

Campaigning for the community

On the political front the ASU also campaigns on major issues which have the potential to negatively impact on local government and the community.

Campaigns recently undertaken include:

- Opposition to the General Agreement on Trade in Services (GATS) - The ASU work to highlight the particular impact on local government services was substantial.
- Submissions in relation to Cost Shifting Inquiry where the ASU has been campaigning for more direct funding from the Commonwealth Government to Local Government.
- Participation in a coalition with the ACTU and other unions to improve funding for child care including a national phone-in campaign around the Federal Election.

Equity

Both the NSW and Victorian local government branches have run major pay equity cases benefiting local government workers. The NSW Branch was successful in achieving a reduction of hours from 38 to 35 hours per week for professional and specialist workers in community services in local government. This reduction brings this group of predominantly female local government employees in line with their other colleagues in local government.

The Victorian Branch was successful in having all childcare workers in local government moved on to the same classification rates as their other colleagues in local government. This move has resulted in wage increases of \$150 per week on average and is a watershed in the fight to have the value of childcare work finally recognised.

Airlines and transport

Airlines

Although the major work in the airline industry in the past 12 months has centred on enterprise bargaining, it began with dealing with yet another crisis in the industry precipitated by the outbreak of SARS in this region. As the industry is extremely susceptible to consumer confidence, SARS saw many of the carriers shed staff and reorganise their workforce.

In most cases the ASU was able to avoid significant job losses by achieving, through negotiation, the ability to take accelerated leave, unpaid leave and temporary reduction of hours to overcome short term downturns. This accords with the best practice advocated by the ILO [International Labor Organisation] for this industry.

Initially SARS dampened members' enthusiasm for bargaining but the ASU nonetheless successfully completed an EBA with Singapore Airlines which also saw membership increase in the carrier. During this year EBAs were also finalised with Emirates, Menzies Aviation, Air Niugini, KLM and United Airlines.

Negotiations are progressing in the Qantas group with 6 EBAs expiring on 30 June 2004. Each negotiation is conducted separately with negotiation teams including rank and file members. The Qantas Group includes Eastern Australia Airlines, Sunstate Airlines, Jetstar, Qantas and QFIT. The combined EBAs cover around 11500 staff or one third of the Group's workforce.

This year's bargaining theme is "Working to Live" and the ASU's communication strategy focuses on the opinions of individual members during the campaign.

This year's bargaining theme is "Working to Live" and the ASU's communication strategy focuses on the opinions of individual members during the campaign. Once again the ASU website is being used extensively to communicate with members and we have received sponsorship for competitions among our members focused on the materials in the EBA bulletins.

Of particular interest in these negotiations is the new low cost Qantas carrier, Jetstar which has taken over the staff and EBA from Impulse Airlines. The ASU successfully conducted membership inductions for new airport staff as provided for in the EBA and utilised a nationally produced induction presentation which worked extremely well.

EBA negotiations are also progressing in Menzies Aviation, Malaysia Airlines and Australian Air Express.

In relation to the awards, each has been varied for the Federal Safety Wage increase this year. Discussions are currently underway to put a skills based classification structure in the Overseas Airlines Award which is an extensive process requiring significant consultation.

Road/Armoured Transport

This year the ASU has attempted to coordinate our response in this industry on a national basis. Regular national teleconferences have been held with branches and the national office has acted as a clearing house for EBA information and general strategy coordination.

EBA negotiations still occur at a Branch level but regular communication has ensured that common issues are addressed in a more uniform way. The national office has been involved in discussions on restructuring and EBA with TNT and with Linfox company Armaguard.

The Clerks Road Transport Award has been varied for the Safety Net adjustments and negotiations continue for a variation to include the redundancy test case.

Fighting award stripping improvements for clerical awards

Over the past two years the Industrial Relations Commission has continued with its Government imposed task of reviewing all Federal Awards to ensure they contain only the 20 allowable matters mandated by changes to the Act initiated by John Howard and Peter Reith, former IR Minister.

During this time, the ASU's industrial staff have spent many days ensuring that as many award terms and conditions as possible have been maintained. This has been a necessary but thankless and defensive task.

Where possible, however, the ASU has taken the opportunity to improve terms and conditions if circumstances allowed. For example, the ASU fought to remove so-called "exemption clauses" which limited the coverage of the award if employees were paid in excess of the minimum rates in the Award.

As part of award simplification, the ASU was able to remove this clause from the Clerks Breweries Award and has been attempting to flow this decision to other areas.

In addition, when they were reviewed, some awards proved to have out-dated award classification structures or failed to fully implement new structures. The opportunity was taken to improve these structures. While members continued to get wage increases under EBAs, the simplification of awards some times presented an opportunity to clean up old problems which had existed for many years because of employer opposition to modern classification structures offering career path opportunities and higher pay.

The most significant omissions were in the Clerks Northern Territory Award, a common rule award covering thousands of employees in the Top End. For a variety of reasons, this award only had a three level structure, whereas others went up to six levels.

The AIRC supported the ASU view and expanded the classification structure in the award.

The ASU's WA Branch is building on this result by moving to add three extra levels to their main clerical awards in WA which also lacked the higher levels. Other awards which have seen the introduction of modern structures through award simplification include:

- The Business Equipment Clerical Officers Award
- Clerical and Administrative Employees (Health Insurance Industry) Award.
- Clerical and Administrative Staff - International Freight Forwarding and Customs Clearing Industry Award.
- Clerks (Oil Companies) Award

Victorian Common rule

New legislation in Victoria and federally has meant that Federal Awards operating in Victoria could apply to all workers by common rule. In 2004, the National Office and the Victorian Private Sector Branch have worked closely to ensure that the common ruling of Victorian awards will work in the best possible interests of our private sector clerical members.

ASU acts to save Auscript

When national court reporting company; Auscript, went into Voluntary Administration for 3 to 4 months, the ASU was the only union staff could rely on to fight on their behalf.

The ASU worked with members to achieve their goals:

- Firstly protection of EBA entitlements and
- Secondly, and more importantly, protection of jobs.

The greater majority of staff, therefore one of the largest creditors of the company, nominated ASU Officials as their proxy on the creditor's committee. The unity amongst staff led to a sale to the preferred bidder with transmission of service and the Auscript EBA regulating working conditions.

All 250 jobs were saved in the process.

The ASU is now fighting a new threat to jobs in a joint campaign with the new management to change a decision of the AIRC to contract out transcript services to another smaller court reporting company. The AIRC contract is over half of Auscript's business. The ASU will campaign at all levels to ensure jobs and working conditions are not driven down by cheaper labour offered by other court reporting companies.

Unfortunately the ASU expects that more members jobs will be affected by corporate decline and that involvement in campaigns of this nature will become more common place. The ASU national office is expanding its knowledge to be able to deal with corporations law and company restructuring.

Can I help you?..... contract call centres come in from the cold.

A major focus of the ASU's work over recent years has been both recruiting in, and establishing award and agreement coverage for contract call centre employees. While many call centre employees are covered by industry awards and agreements (eg in the airline industry), many centres which simply work on contracts let by other companies for phone contact work are not covered by these industry awards/agreements.

In conjunction with the ACTU, the ASU has been actively pursuing award making with call centre companies.

This work is now bearing fruit.

The Contract Call Centre Industry Award was first made by agreement with UCMS and Public Loyalty in August 2003. Proceedings have been underway since to rope large national contract call centre employers: TeleTech, Salmat and Salesforce into the Award and arbitration of outstanding issues will be completed in late 2004.

Pracom, carrying out customer contact work in the telecommunications industry, has also recently agreed to be covered by the award.

National and state efforts have been put to the task of organising Tenix Solutions which now has the outsourced Victorian State Government contract for Traffic Law detection, prosecution and enforcement work. Tenix may also become part of the Contract Call Centre Industry Award.

Virgin Mobile, is another area that is being organised by the ASU. Virgin mobile and the ASU now have an enterprise award.

Occupational health and safety remains a priority for ASU action within call centres.

The ASU recently launched a guide to help improve occupational health and safety in call centres. It's called the "Good Practice Guide for Occupational Health and Safety in Call Centres". A copy of the guide can be downloaded from the ASU Victorian Private Sector Branch website at www.asuVIC.org

Pay TV a case study of integrated organising and industrial work

In a time of declining trade union numbers, the recruitment of new members and the organising of new workplaces must be a priority for any union. Existing union members cannot maintain their wages and conditions in an increasingly non union environment. The ASU is working on strategies that bring the recruitment and organising of new members together with more traditional industrial relations techniques such as award and agreement making. In Pay TV our efforts are having some success.

In 2002/03 Private Sector Branches of the ASU in Queensland and Victoria identified recruitment opportunities at call centres operated by Austar and Foxtel. Employees were dissatisfied with their wages and conditions.

Coverage of the workers traditionally resided with another Union, the Media Entertainment and Arts Alliance (MEAA), but the ASU was able to negotiate with that union to demark the call centre work and clerical/admin work to the ASU to enable us to recruit without any damaging inter-union conflict.

Both employers were virulent in their opposition to ASU representation of these workers, trying to prevent both recruiting and representational rights. The ASU was not respondent to the Awards governing wages and conditions of employees of either business.

Whilst the Branches of the ASU set about recruiting and organising members the National Office set in train the industrial process necessary to allow the ASU to represent members. This took many months of industrial work in the AIRC.

The companies were represented by senior legal counsel. For the most part the ASU's work was done in house by paid staff.

The result - The ASU was successful and is now respondent to both Awards covering these two employers and has been taking steps to improve wages and conditions.

Both Branches have had active membership recruiting campaigns, including the use of innovative blitz organising techniques in Victoria where workers were contacted at their homes.

The combination of an industrial/legal strategy and an on-the-ground recruiting campaign was essential if this organising effort was to have any chance of success.

The National Office has also been carrying out industrial work to support the SA Branch's work with Optus call centre employees in Adelaide, where the employer is also trying to lock the ASU out of the workplace.

How the ASU works

Amalgamations and mergers

In 1993 the ASU as it is currently known was formed by amalgamation of a number of unions, including: the Municipal Employees Union (MEU), Municipal Officers Association (MOA), Federated Clerks Union (FCU), Australian Social Welfare Union (ASWU), Australian

Transport Officers Federation (ATOF), Technical Services Guild (TSG), Australian Shipping and Travel Officers Association (ASTOA), WA Railway Officers Association. In 1993 following amalgamation the ASU had 22 Branches.

In 2004 the ASU has 11 Branches. The pooling of resources has by combining Branches helped us improve service to members.

Members

From a variety of industries occupations including:

- Local Government (Blue collar/white collar)
- Social and Community services
- Employment services

- Airlines
- Energy
- P.S Clerical and administration
- Call centres

- IT
- Shipping and Ports
- Travel
- Rail

- Government Instrumentalities

Branches

Each branch has elected officials who oversee the day to day management of the branch.

Each branch also has elected committees of managers who are the decision making bodies with-in the branch.

Western Australia Branch

South Australia & Northern Territory Branch

Tasmania Branch

Victorian Private Sector Branch

Taxation Officers Branch

National Executive

Branch rules provide for two branch representatives to be elected to the National Executive of the Union.

Oversees the decision making of National Union in between National Conferences.

- Two Branch Representatives
- National Elected Officers
- National Secretary
- National Executive President
- Two National Assistant Secretaries
- National President
- National Vice President

National Conference

The Governing body of the Union.

Made up of 146 elected delegates from branches and national elected officers.

The ASU is a democratic organisation which encourages membership involvement.

Affiliations

The National Union is part of the Australian trade union movement and therefore affiliates with the ACTU. Branches also affiliate with Territory and State Trades and Labor Councils.

As part of the international trade union movement the ASU affiliates and participates in the affairs of the following Global Union Federations:

- PSI** (Public Services International)
- UNI** (Union Network International)
- ITF** (International Transport Federation).



Victorian Authorities & Services Branch	New South Wales & Australian Capital Territory Services Branch	New South Wales Local Government, Clerical, Administrative, Energy, Airlines and Utilities Branch	Queensland Services Branch	North Queensland Clerical & administrative Branch	Central and Southern Queensland clerical & administrative Branch
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National Office

Implements the decisions of the National Conference and National Executive. The National Secretary and National Executive President Manage the day to day operations of the the National Union. The National office also includes:	2 x National Assistant Secretaries 5 x National Industrial Officers 1 x Office Manager 1 x Accountant (part-time) 1 x Accountants Assistant 5 x Administration staff 1 x National Communication Officer
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Work and family a regular collision for ASU members

As we go to press hearings in the Work & Family Test case have begun. These hearings will be concluded before the end of 2004. The ASU in conjunction with the ACTU has asked the Australian Industrial Relations Commission (AIRC) to set test case standards which will help our members better balance their work and family commitments.

The ASU's participation in the Work and Family Test Case is one element of the ASU's strategy to deal with what is fast becoming the most pressing issue for ASU members: how to manage the growing pressure within the workplace whilst at the same time building happy and healthy families and participating actively in community life. The other elements of the ASU's approach include:

- Providing information to delegates and members about what's happening in a range of industries;
- Working with members to develop strategies and campaigns in workplaces designed to address problems;
- Working with employers to help them identify the areas of concern and work towards constructive solutions; and
- Lobbying governments and community groups to participate in our campaigns and activities.

Getting recognition for our members claims and the problems associated with the way that work is impacting on members family and community lives is likely to be the most pressing issues facing this union over the next decade.

A recent survey of ASU members told us that ASU members are:

- Working longer hours and harder than ever
- Finding it more difficult to balance responsibilities at work and at home
- Feeling more stressed at work and about the limited hours they spend with their family outside of work.

This conflict or collision between the demands in the workplace and the demands at home is having an enormous effect on ASU members.

On a daily basis organisers are dealing with inquiries and complaints from our members regarding concerns such as:

- Employer refusals to allow workers to return to work part-time after parental leave
- Inflexibility in the way work is organised
- Inability to take leave because of excessive workloads
- Difficulties in managing school holiday times
- Problems accessing leave to care for ill children
- Lack of recognition given to those who have caring responsibilities for older parents.

The impact of the stress associated with this conflict or collision is not just a problem for workers. Employers and the community are also paying the price for organising work in a way that ignores the reality of worker's lives. Employers pay the cost of illness, injury and lower productivity. The community pays the cost of family breakdown and the fact that workers have less time to contribute to community activities.

In the Test Case the ASU has claimed new entitlements that would:

- give full-time employees returning from parental leave a right to part-time work;
- allow employees to "buy" up to 6 weeks extra leave through salary adjustments;
- give employees the right to request more flexible hours to better manage their commitments outside of work;
- give employees the right to emergency family leave; and
- extend the current unpaid parental leave period from 12 months to 24 months

In a deal stitched up with employers prior to the hearings it has already been agreed that current provisions around personal leave to attend to family responsibilities and emergencies will be extended and new rights to take unpaid leave for emergencies will be extended to casual employees. These changes along with the outcomes from the hearings before the AIRC are likely to be included in awards in the first half of 2005.

ASU Maternity leave bargaining kit available

In the meantime ASU members continue to bargain for improvements in work and family balance provisions. The ASU has developed a kit to help members discuss the need for paid maternity leave in their workplaces. Many delegates have reported that they have already used the kit successfully. The kit and other resources are available from the ASU website at:
<http://www.asu.asn.au/campaigns/worklifebalance.html>

Work-Life representatives to be trialled

In 2002 a workshop of ASU National Conference delegates made a suggestion that the ASU should trial the concept of work-life delegates in workplaces. These work-life delegates would be members of Workplace Organising Committees and would receive specialist training on current trends in work - life issues and how to negotiate solutions to our members' work-life balance concerns. This concept was further developed and endorsed by the 2004 National Women's Conference. It's hoped that our first trial delegates will be in place in 2005.

Getting recognition for our members claims and the problems associated with the way that work is impacting on members family and community lives is likely to be the most pressing issues facing this union over the next decade.

SACS

An ASU success story

The social and community services sector provides vital support to the Australian community. Workers in this sector are generally employed by not for profit community organisations. Without these community organisations the fabric of our society would unravel.

Our members in SACS are the ones providing the vital welfare, emergency and crisis assistance that our governments seem unable to manage. They are also the ones looking towards government policy and advocating for the rights of those Australians whose voice is too often overlooked in modern Australian society.

Our members in this area are welfare workers, social workers, youth workers, financial counsellors, research officers, policy officers, community lawyers and the like. They are committed professionals. They are also generally paid well below what they could receive if they were employed by a government agency.

The sector continues to grow. Government continues to 'outsource' its functions to the community sector. Our members believe they provide a valuable and in many cases more successful service than government agencies and yet governments continue to under fund these agencies and expect the workers to be happy with substandard wages and conditions.

Why is this an ASU success story? Because despite all of the above over the last ten years the ASU's membership in SACS has grown by an average of 6% per annum, our members have maintained their collective voice and we continue to work side by side with the industry to fight for recognition of its true value to Australian society.

At the national level the ASU hopes to build alliances with peak organisations, to more effectively participate in industry forums, and to assist in lobbying for improvements in government funding and recognition.

Awards

Our members in SACS seldom get any over award payments including enterprise agreements. Government funding does not recognise this and given that most organisations rely on government funding there is limited scope for bargaining.

As a result our work in maintaining the award safety net is vital. SACS workers have had to fight harder than most to get their awards (sometimes waiting over 25 years and through several Court challenges).

Over the past 12 months we have been involved in regularly updating the SACS awards for safety net wage increases and roping new employers into the awards so that workers are covered by them.

The Tasmanian Branch of the ASU has recently been successful in achieving large wage increases for some members employed under the SACS state award after taking a comprehensive work-value case to the Tasmanian Industrial Relations Commission.

Over the next twelve months a review of classification structures nationally is likely to be carried out.

Campaigns

The Smith Family (TSF)

The ASU is currently negotiating a certified agreement with TSF. This has arisen out of the ASU's national campaign to oppose TSF introducing Australian Workplace Agreements (AWA's) which undercut the awards.

So far the campaign has achieved:

- Growth in union membership
- The ASU has been given access to all work groups to present issues and recruit workers.
- TSF has put aside AWAs and is negotiating a union enterprise agreement.
- Delegates have been elected and attend national negotiations.
- The message to the industry about our opposition to AWAs has been communicated clearly.
- A variety of underpayment issues have been identified and some members have received back payment for some matters.
- Occupational Health and Safety issues have been identified and TSF has agreed to establish a specialist OH&S group (with union officials) to formulate a TSF wide OH&S policy.

Indigenous workers rights

The ASU has had a long history of striving to improve the working conditions for indigenous Australians. The ASU participates in meetings of the ACTU's Indigenous Committee. Over the last 18 months the ASU has been working with this Committee on a strategy to set in place minimum terms and conditions for workers employed on the Commonwealth's CDEP program which employs indigenous people within their communities. The aim is to achieve an award for the CDEP workers who currently have no minimum entitlements.

Employment Services

The ASU has a long history of involvement working with employees in the provision of employment services to the unemployed. The ASU fought opposition from governments and employers to establish the first award for workers employed in this area - originally via the Community Youth Support Schemes (CYSS) network. When the ASU became aware that employees employed in organisations providing employment related programs to people with a disability were not covered by any award the ASU took steps to achieve the inclusion of this work under our award also. This resulted in the development and expansion of the Community Employment Training and Support Services Award in 1996. Since the current federal government has introduced the Job Network the ASU has been working to ensure that the majority of private providers not already covered by the CETSS award become respondent to the award so that employees of these private providers can not be exploited because they don't have an award.

The ASU has had a long history of working to improve the working conditions for indigenous Australians.

During 2003 the ASU made presentations at both the Jobs Australia and Job Futures national conferences.

In 2005 the ASU will be making applications to vary the current CETSS award to include an enhanced salary structure which takes account of the changes in work since the Job Network has been established. In the meantime the ASU has joined forces with the CPSU who has traditionally had members in CES, Centrelink and Employment National to unionise the area and work to ensure that in particular private for profit providers of employment services do not exploit their workers.

Radical changes in industry training

At the end of 2002, the Australian National Training Authority (ANTA) announced radical plans to transform the way it got its advice from industry (employers and unions). Instead of more than 20 industry training advisory bodies (ITABs), ANTA wanted to create just 6-10 new Industry Skills Councils.

Industry-based training advisory bodies remain important bodies to unions and their members. They are responsible for developing training packages which include the setting of competency standards required of workers in a huge range of jobs. These standards in turn form the basis of nationally recognised training provision and the assessment and certification of the existing skills of workers.

Originally a creation of the Hawke/Keating Labor Governments, the training reform strategy was designed to boost skills and productivity but also to enable workers to access recognised training and assessment to form a solid basis for career progression and better earnings potential.

Unions have played a key role in this process to ensure that members interests were advocated and incorporated in the system. While the Howard Liberal government has changed a number of features of the Labor system the essential key elements remained intact. However, there has been a concerted government

and employer push to dilute employee representation on ITABS, which originally was 50-50 in most cases.

The ASU has been active in representing member interests in nine key ITABs.

The ASU has worked hard during this period of change to attempt to ensure that the interests of our members in various industries can still be effectively represented. So far, ANTA has created and proclaimed seven new industry skills councils and had plans to announce a further three in August 2004.

A new Government employment ISC is also expected to be proclaimed shortly. The coverage of this body will include a major area of ASU interest, local government, as well as the water industry, work which is currently done by a separate Local Government Training body, on which the ASU is represented by Greg McLean, and Wendy McManus, Assistant Secretary, ASU Victorian Authorities and Services Branch, as well as by John Harris, from

the Victorian A&S Branch who represents the interests of members employed in the Water industry.

Sport and Recreation-related occupations, including those in local government, now come under the jurisdiction of the Service Industry Skills Australia. Although the ASU is not represented on the Board of this ISC, it will be involved in the sectoral committee dealing with sport and recreation.

The ASU also has an interest in the work of the Transport and Distribution ISC which covers the aviation industry, including Qantas.

ASU Branches are also represented on a number of State industry training advisory bodies, which have also been subject to radical restructuring by State governments since 2002, following the withdrawal of Commonwealth funding to support State based industry advisory bodies.

The ISCs on which the ASU is now represented are:

Innovation and Business ISC
 Business Services (clerical/admin and related office work); Financial Services; Information and Communication Technologies; Cultural and Recreation industries; Printing; Education.
Michael O'Sullivan
 (for the ACTU)
 National Executive President

Community Services and Health ISC
 Social and Community Services; Health
Michelle Robertson
 Queensland Services Branch

ElectroComms and Energy Utilities ISC
 Electricity generation, transmission and distribution, gas supply and distribution, electro technology
Greg McLean
 Assistant National Secretary

Government ISC
 ISC representatives subject to finalisation
Local government past representatives
Wendy McManus,
 Victorian Authorities and Services Branch
Greg McLean,
 Assistant National Secretary

Water past representative
John Harris,
 Victorian Authorities and Services Branch

Information Technology, Business Equipment, Shipping and Travel

At a national level the ASU has been focused on coordinating the current round of Enterprise Bargaining with the major companies in the Business Equipment Industry.

These include Canon, Oce, and Fuji Xerox. In addition work has been undertaken in assisting branches in building industrial strength at a sector level, focusing on building union density and strength through an active delegates network.

Oce.

The Oce EBA (Oce-Australia Limited Technical Service Enterprise Bargaining Agreement 2003) was finalised and came into effect from 22 December 2003. This agreement provided for a flat base increase of \$3750 over 2 years for technicians. No existing conditions were traded off for the agreement.

Canon

The Canon EBA has now been finalised as a s170LK non-union agreement, with the ASU as a party to it. The vote in favour of the non-union agreement is disappointing. As a result the Canon agreement and conditions continue to lag behind the equivalent of ASU agreements in the industry. Industrial action was successful in improving the outcome of the agreement from the original company proposal that was rejected by a majority of staff. The final agreement was substantially different from the original proposal which included provisions for AWAs and would have substantially undermined job security. The focus at Canon will be on rebuilding strength until the next round of bargaining in 2 years.

Fuji Xerox

EBA negotiations are well underway with solid participation through an active membership and hard working ASU representatives from around the country. After negotiations looked set to stall, parties returned to the negotiation table after a 4 hour stop work

meeting unanimously endorsed the ASU's negotiating position in Sydney with around 100 members in attendance. The ASU's claim focuses on better job security provisions, better career paths and decent wage increases.

NCR

A national committee of delegates has been established to rebuild the ASU's strength in a company which was the foundation of the Technical Services Guild over 30 years ago. Work is underway to develop a claim for a collective bargaining agreement to protect conditions and job security. Part of the focus of activities has also been on fending off unfair performance evaluation processes that are linked to disciplinary procedure.

Shipping

Preparations are commencing with the next round of EBA negotiations with P&O Nedlloyd and P&O Maritime Services. These agreements, and in particular the P&O Nedlloyd EBA, which is the leading agreement in the industry, have been successful in improving employee conditions while at the same time delivering benefits for the companies in question. The P&O Nedlloyd EBA remains a leader in the private sector as it provides for 14 weeks paid maternity leave. The focus on this EBA round will be on building on the success of previous bargaining rounds.

Travel

Given the very diverse nature of this industry, the ASU's activities nationally are primarily focused on maintaining a solid award framework and monitoring general industry activity. ASU successfully arbitrated the removal of the lower pay rates for country travel agents and continued to flow on with this year's national wage case. By October 2004 country travel agents minimum rates will be equivalent to their city counterparts.

What we've done

Significant events in 2004



Keynote speakers at the conference included respected researcher and academic Barbara Pocock and renowned social commentator Anne Summers. Anne spoke about her latest book "The End of Equality" which explores the breakdown of structures and efforts to promote equality within Australian society currently.

After two days of solid work and some fun conference participants passed recommendations on areas for action to increase women's activism. These recommendations included:

A request to provide delegates and members with an understanding of the organisational structure and processes of the ASU, State by State, Branch by Branch including elected, paid and honorary positions in order to facilitate women's engagement in these structures and processes.

The idea of a national day of action to lobby government and the community around family leave. This was considered to be particularly important in the lead up to the next election.

The request for national resources to be allocated to co-ordinate a National campaign, as a high priority, around "Work/Life issues" in conjunction with all ASU Branches. Such campaigns to include, but not be limited to:

- Appointment/election of work/life contacts at work places
- Training for specialist work/life delegates and organisers
- Updating standard clauses in work and family enterprise bargaining kit
- National campaign on paid maternity leave
- The development of a Work/life newsletter
- Membership recruitment/organising in women dominated industries eg. call centres, SACS
- The establishment of an ASU chat room

As a result of these recommendations the National Executive of the ASU has adopted a plan to consider the appropriate resourcing of these strategies. This plan will be considered at the first National Executive meeting in 2005.

ASU Women Building Union Activism

The ASU holds a national Women's Conference every two years. The most recent conference was held on the 24 & 25 March 2004 in Brisbane. Fifty delegates from around the country were present to debate the theme Activism and the Work Life Collision. Their task was to consider how the ASU can build activism by identifying barriers to women's activism and looking for practical solutions to overcome these barriers.

Participants were asked to consider the research regarding the Future of Work and Barbara Pocock's Work-Life Collision as a framework for the discussion over the two days: This research incorporates data about:

- Participation rates, working hours, work practices
- Household participation rates
- Unemployment
- Insecurity in employment
- Employee attitudes.

Participants were then asked to explore the impact of the trends contained within the Future of Work / Work Life Collision research on:

- Our members and their work
- The types and levels of activism within the union
- The potential future workforce who may become our members.

National Airlines Division Council

The NADC has met on 2 occasions over the last 2 years and discussed the ASU's strategy and plans for the industry. The NADC executive is Terry Heinemann (Qantas - Brisbane), Sherryn Horsfall (Singapore Airlines - Sydney) and Andrea Graham (Eastern Australia Airlines - Tamworth).

A national airport rage survey and the ASU's enterprise bargaining agenda have been the focus of our meetings together with an examination of how we can increase the power and strength of our union in this sector through campaigning on industry issues and improving our profile both with our members and the general public.

With these aims in mind the ASU provided submissions to government inquiries into aviation matters including an examination of aviation security and random drug and alcohol testing for safety sensitive personnel. The ASU also regularly comments publicly on industry issues.

Enterprise bargaining is an important focus for the NADC and it has been agreed that work life balance issues and improvements to superannuation contributions must form part of our 2004 - 2005 bargaining agenda.

The NADC has embraced the organising model for bargaining. This has meant that we have conducted major surveys of our members in advance of all EBA campaigns, produced regular bulletins and updates to support each campaign and involved delegates and activists in negotiations and campaigning. All our materials are on our national website (www.asu.asn.au/airlines) and the subscribers to our webpage have increased 5 fold in the last 6 months as we have been bargaining in the Qantas Group.

Most of the companies that we deal with in this sector are national and international companies. We have found that working across branches and locations has enhanced our capacity to improve our member's wages and conditions and their working lives. These methods though often labour intensive have seen the numbers of ASU members in this sector grow and the reputation of our union enhanced.

The PSI "Quality Public Services"

Internationally PSI unions are campaigning to have Government and organisations like the World Trade Organisation (WTO) and the International Monetary Fund (IMF) recognise the value of maintaining services to the community within the public arena. The ASU is part of this campaign. We are linked to it by virtue of our members who everyday provide services to the public via local government, electricity, water, child care, taxation, public transport, ambulance services, education and more. We also have an interest because all ASU members and their families are users of these services. Our campaign is simple. We say no to the privatisation of public services and we argue to make public services better and stronger by providing more resources to them. Where public services have been contracted out the ASU demand that the standards for the public be maintained.

The ASU is part of this campaign because it's good for our members and because Australians need decent public services.

ALP National Conference 2004

In January 2004 the ALP National Conference met to determine the platform the party would present to the people of Australia during the election campaign.

The ASU was well represented by officers and members from across the union.

Policies that the party would implement if elected were debated with attention focussed on health, education, job, family and retirement security and industrial relations.

The conference recognised that Australia needs a strong internationally competitive economy but one where people are treated fairly and with access to quality public services delivered by well trained and properly paid staff.

The conference also determined that the current legislation of the Coalition Government was unfair to workers and that a Labor Government would recognise the legitimate role of unions. It would promote co-operation in the workplace rather than confrontation by restoring the power of the Commission to settle disputes and would abolish Australian Workplace Agreements.

National OHS

The ASU is an active member of the ACTU OHS Committee and participated in the union movement's first national health and safety seminars in 2003 & 2004.

In 2003 the ACTU sought to pursue a more national focus on OHS through success reached at the State/Territory level particularly in NSW. The seminar assisted the development of the OHS Policy and background paper for the 2003 ACTU Congress. Specific topics included OHS & labour hire, workplace bargaining, and national standardisation.

In 2004 the ACTU sought to develop a response to the Federal Government's attempt to abolish the National Occupational Health and Safety Commission and introduce a national workers' compensation scheme enabling employer self insurance. The ASU's work in relation to drug and alcohol policies within the airlines industry was showcased at this forum. Another major development at this forum was the discussion about how enterprise agreements can help enshrine OHS standards.

The ASU has continued to campaign for recognition of the OHS issues affecting white collar workers and has been successful in getting the ACTU to run campaigns highlighting work related stress as an OHS matter.

In 2004 the ASU has participated in the ACTU: "Work Strain Causes Real Pain" campaign.

Things you should know about your union

The activities of the ASU for the period 2003-04 are reported in this document. Our work is often changing as we respond to challenges and new initiatives. Regular updates on the work of the national union can be obtained from the website at <http://www.asu.asn.au>

Full details of financial performance are contained in the General Purpose Financial Report included in this document and the ASU website.

Resignation

The Rules of the ASU provide the mechanism by which members can resign. National Rule 27:h ii. provides that each Branch Secretary shall inform applicants for membership, in writing, of the circumstances, and the manner, in which a member may resign from the organisation. National Rule 32 sets out the way in which a resignation can be made:

32 - Resignation

a. A member may resign membership of the ASU by written notice addressed and delivered to the Branch Secretary.

b. A notice of resignation takes effect :

i. where the member ceases to be eligible for membership of the Union:

1. on the day on which the notice is received; or
2. the day specified in the notice, which is a day not earlier than the day when the member ceases to be eligible to become a member;

whichever is the later; or

ii. in any other case:

1. at the end of 2 weeks after the notice is received; or
2. on the day specified in the notice;

whichever is the later.

c. Notice of resignation shall be addressed to the Branch Secretary and delivered to that officer.

d. Any member resigning shall be liable for the payment of all subscriptions, fines and levies owing to the ASU under these Rules at the date of leaving, and such monies may be sued for and recovered in the name of the Union.

e. Any subscription paid by a member in respect of a period beyond the end of the quarter in which the member's notice of resignation expires shall be remitted to the member if so requested and a member who pays annual subscription by installments shall not be liable to pay any installment for any period after the end of the quarter in which the member's notice of resignation expires and a member who resigns where the member ceased to be eligible to become a member of the ASU as herein-before mentioned shall be entitled to the same remission.

f. A notice delivered to the Branch Secretary shall be taken to have been received by the ASU when it was delivered.

g. A notice of resignation that has been received by the ASU is not invalid because it was not addressed and delivered to the Branch Secretary.

h. A resignation from membership of the ASU is valid, even if not affected in accordance with sub-clauses a. to g. of this Rule, if the member is informed in writing by or on behalf of the Union, that the resignation has been accepted.

i. A member on leaving the ASU after compliance with this Rule shall be entitled, on written application to the Secretary of the member's Branch, to a clearance certificate in the prescribed form.

Membership numbers

The number of members of the ASU at the end of the period 2003-04 as recorded in the register of members is 119,769.

The number of members of the ASU at the end of the period 2003-04 measured on a full-time equivalent basis is 96,189.

Executive members

The name of each person who was a member of the national committee of management of the Union, i.e., the ASU's National Executive, at any time during 2003-04 and the period during which they held that position is as follows:

- Henrietta Moran
1st July 2003 until 30th June 2004
- Anne McEwen
1st July 2003 until 30th June 2004
- Paul Stape
1st July 2003 until 30th June 2004
- Michael O'Sullivan
1st July 2003 until 30th June 2004
- Linda White
1st July 2003 until 30th June 2004
- Greg McLean
1st July 2003 until 30th June 2004
- Julie Bignell
1st July 2003 until 30th June 2004
- Mary-Anne O'Neill
1st July 2003 until 30th June 2004
- Margaret Dale
1st July 2003 until 30th June 2004
- Justine Moran
1st July 2003 until 30th June 2004
- Kristyn Thompson
1st July 2003 until 30th June 2004
- Sally McManus
1st July 2003 until 30th June 2004
- Brian Harris
1st July 2003 until 30th June 2004
- Michael Want
1st July 2003 until 30th June 2004
- David Smith
1st July 2003 until 30th June 2004
- Andrew Dennard
1st July 2003 until 30th June 2004
- Jeff Lapidos
1st July 2003 until 30th June 2004
- Peter Chaplin
1st July 2003 until 30th June 2004
- Darrell Cochrane
1st July 2003 until 30th June 2004
- Wendy McManus
1st July 2003 until 30th June 2004
- Ingrid Stitt
1st July 2003 until 30th June 2004
- Helga Svendsen
1st July 2003 until 30th June 2004
- Paul Burlinson
1st July 2003 until 30th June 2004
- David Taylor
1st July 2003 until 30th June 2004
- Sean Kelly
1st July 2003 until 30th June 2004
- Robert Ralph
1st July 2003 until 30th June 2004

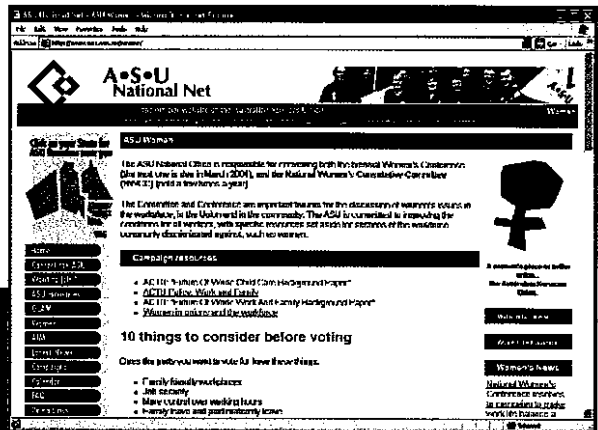
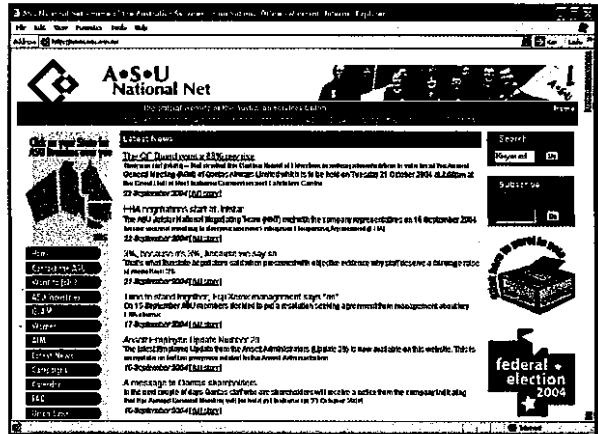
The names of officers or members who are trustees of superannuation entities or directors of a company that is a trustee of such an entity are:

- Michael O'Sullivan
Kate Wood
Michael Want
Care Superannuation
- Linda White
Legal Industry
Superannuation
Scheme

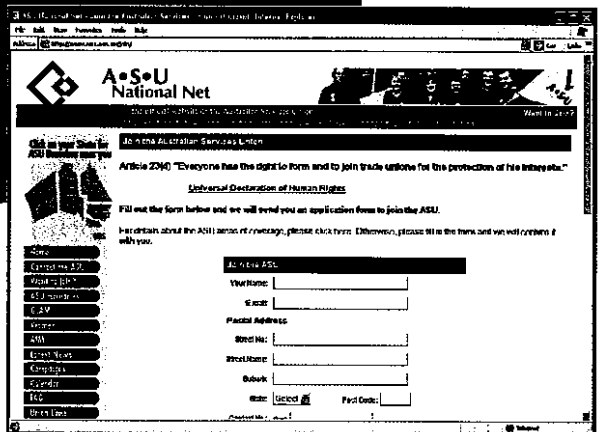
The ASU National Website

The ASU website is one of the most frequently visited Australian trade union websites.

The ASU National website is a major repository of vital information for ASU members. Members can find information about Branches, latest ASU campaigns and resources, the history of the ASU and links to other important campaigning and information pages. People can also join the ASU by the ASU website.



www.asu.asn.au



Go Shopping with the ASU

At the 2004 ASU National Conference we will be launching the ASU retail website, www.asushop.asn.au

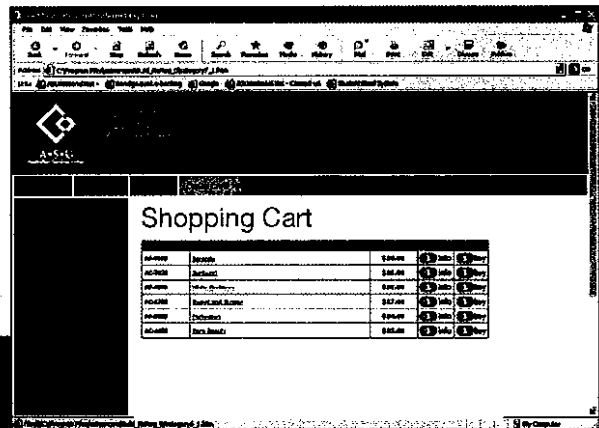
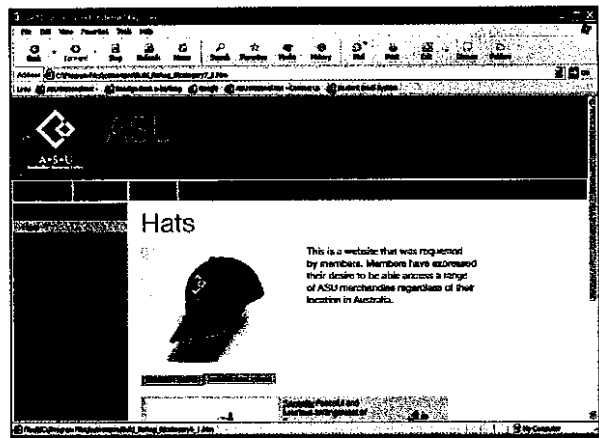
This is a website that was requested by members. Members have expressed their desire to be able access a range of ASU merchandise regardless of their location in Australia. The new sites allows for this.

On the site you will be able to make a selection from a great range of caps, t-shirts, mugs and other items for you to use and wear with pride in your workplace.

In addition to the clothing and merchandise for sale on the site there will also be a range of books and publications. The books for sale have all been chosen and suggested by union members and delegates. If you have read a great union book and think other members would like to read it contact Craig in the ASU National Office cburgess@asu.asn.au.

The site is very easy to use. There is a secure gateway for processing credit card and cheque payments.

At the time of the site launch there will be some great specials and additional bonus gifts for the first 20 orders placed. The 50th order will receive a fantastic ASU hamper of goodies.



**Wear it proud
Log on now
www.asushop.asn.au**

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Brigid Marasco
Communications Officer

John Nucifora
National Industrial Officer

Barry O'Brien
National Industrial Officer

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Personal Assistant

Craig Burgess
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Joanna Collyvas
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Branch Secretary

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Website: <http://www.asuservices.labor.net.au>

Kristyn Thompson
Branch Secretary

Sally McManus
Branch Executive President

NSW USU Branch
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Brian Harris
Branch Secretary

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Branch Executive President

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Sean Kelly
Branch Secretary



Australian Government
Australian Industrial Registry

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80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9655 6672
Email: iain.stewart@air.gov.au

Mr Paul Slape
Secretary
Australian Municipal, Administrative, Clerical Services Union
National Office
Ground Floor, 116 Queensberry Street
CARLTON STREET VIC 3053

Dear Mr Slape

Re: Financial Reports for year ended 30 June 2004 - Australian Municipal, Administrative, Clerical Services Union - National Office - FR2004/418

I acknowledge receipt of the financial reports of the Australian Municipal, Administrative, Clerical and Services Union - National Office for the year ended 30 June 2004. The documents were initially lodged in the Industrial Registry on 24 December 2004, and then again on 4 February 2005.

The documents have been filed.

I make the following comments to assist you when you next prepare financial reports. You are not required to take any further action in respect of the financial reports already lodged.

Operating Report

(a) Subsection 254(2)(a) of Schedule 1B provides the report should contain "a review of the reporting unit's principal activities", amongst other things. I think this requirement demands more than a statement that the principal activity of the "organisation during the year was that of a registered trade union". I suggest, as a minimum, the report should state, in broad terms at least, the principal activities the organisation engaged in during the year in representing the industrial interests of its members.

(b) Rights of members to resign

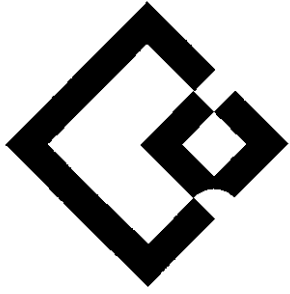
A reporting unit is required to include in its operating report details of the rights of members to resign as members of the reporting unit (see s254 (2)(c) of RAO Schedule). It is our view that this requirement necessitates, as a minimum, the inclusion of a reference to the specific rule in the rules of the registered organisation, which makes provision for the resignation of members. Of course, if you choose to reproduce the whole of the relevant rule that would clearly satisfy the requirements of that provision.

(c) In addition to providing the names of each person on the Committee of Management regulation 159(c) of the RAO Regulations requires that the person's position on the committee is identified, together with the period for which they held that position.

If you wish to discuss any of the matters referred to above, or any related matters, I can be contacted on (03) 8661 7787 (Mon-Thurs).

Yours sincerely

Iain Stewart
Statutory Services Branch
17 February 2005



A•S•U

File/Our Ref: 32.1

2 February 2005

Ian Stuart
Australian Industrial Registry
Level 35, Nauru House
80 Collins Street
Melbourne VIC 3000

**Australian
Services
Union**

**National Office
Melbourne**
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Carlton South VIC 3053

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National Secretary
Paul Slape

National Executive President
Michael O'Sullivan

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Greg McLean – Sydney
Linda White

Sydney Office
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E-mail: asunats@syd.asu.asn.au

Dear Ian

Re: Financial Report – Year ended 30th June 2004

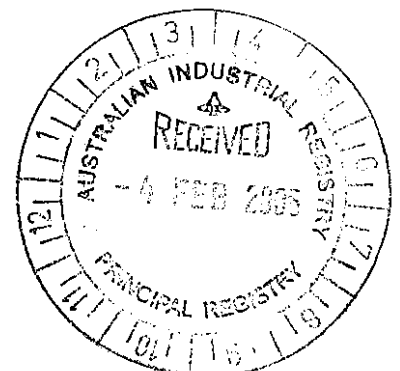
Further to our recent telephone conversation please find enclosed the missing parts of our Financial Report.

Yours faithfully

Paul Slape
NATIONAL SECRETARY

Tel: +61 3 9342 1401
Mobile: 0418 996 360
E-mail: pslape@asu.asn.au

enc



**AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL & SERVICES UNION
(AUSTRALIAN SERVICES UNION)
NATIONAL EXECUTIVE
ABN 28 519 971 998**

**FINANCIAL REPORT
FOR THE YEAR ENDED
30TH JUNE 2004**

**AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL & SERVICES UNION
(AUSTRALIAN SERVICES UNION)
NATIONAL EXECUTIVE
ABN 28 519 971 998**

**FINANCIAL REPORT
FOR THE YEAR ENDED
30TH JUNE 2004**

Ground Floor
116-124 Queensberry Street
Carlton South, Vic. 3053
Tel 9342-1400
Fax 9342-1499

National Secretary: Paul Slape

National Executive President: Michael O'Sullivan

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**AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL & SERVICES UNION
(AUSTRALIAN SERVICES UNION)
NATIONAL EXECUTIVE**

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30TH JUNE 2004**

	Note	2004 \$	2003 \$
INCOME			
Capitation Income	2	2,390,432	2,358,878
Investment Income	3	178,462	63,839
Rental Income	4	49,790	88,782
Reimbursements Received	5	92,691	131,886
Other Income		3,727	7,126
Total Income		2,715,102	2,650,511
LESS EXPENDITURE			
Accounting & Audit		11,364	13,000
Affiliation Fees		345,677	344,619
Bad Debts		-	12,190
Bank Charges		6,469	3,719
Borrowing Expenses		227	500
Computer Expenses		78,167	49,520
Depreciation	6	67,238	63,590
Donations		268	748
Electricity & Gas		8,192	9,918
Insurance		12,435	9,579
Interest on Borrowings		50,752	76,715
Legal Costs		65,630	65,733
Meeting and Conference Expenses		92,722	60,215
Motor Vehicle Expenses	7	69,876	87,097
Northern Territory Expenses		5,640	5,640
Occupancy Expenses		11,059	9,460
Overseas Fund Expenses		7,584	3,895
Office Expenses		5,635	6,178
Penalties & Infringements		-	272
Postage & Despatch		12,194	10,625
Printing & Stationery		48,832	44,922
Projects - Special		9,000	10,529
Property Expenses		29,175	33,704
Publicity Expenses		27,522	15,065
Rent - Sydney Office		20,000	20,000
Repairs & Maintenance		9,094	7,099
Resources/Library		22,656	22,125
Salaries, Wages & On-Costs	8	1,401,919	1,310,921
Staff Training		3,358	10,564
Telephone & Teleconferencing		80,076	92,471
Travelling Expenses		69,908	115,319
Total Expenditure		2,572,669	2,515,932
SURPLUS FOR THE YEAR		142,433	134,579

The accompanying notes form part of these financial statements.

**AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL & SERVICES UNION
(AUSTRALIAN SERVICES UNION)
NATIONAL EXECUTIVE**

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30TH JUNE 2004**

	Note	2004 \$	2003 \$
Accumulated Funds - Beginning of Year		3,117,705	2,979,231
Transfers from Reserves	9	7,584	3,895
ACCUMULATED FUNDS 30TH JUNE 2004		3,267,722	3,117,705

The accompanying notes form part of these financial statements.

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE CLERICAL &
SERVICES UNION (AUSTRALIAN SERVICES UNION)
NATIONAL EXECUTIVE**

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

	Note	2004 \$	2003 \$
CURRENT ASSETS			
Cash assets	11	203,658	444,763
Receivables	12	642,251	692,035
Investments	13	1,026,206	788,343
Other assets	14	19,036	27,348
TOTAL CURRENT ASSETS		1,891,151	1,952,489
NON-CURRENT ASSETS			
Receivables	12	1,636,640	1,746,653
Investments	13	1,216,542	1,095,935
Property, plant and equipment	15	1,541,238	1,591,793
Other assets	14	11,032	15,063
TOTAL NON-CURRENT ASSETS		4,405,452	4,449,444
TOTAL ASSETS		6,296,603	6,401,933
CURRENT LIABILITIES			
Payables	16	298,995	313,977
Other liabilities	17	118,983	117,265
Provisions	18	531,498	489,999
TOTAL CURRENT LIABILITIES		949,476	921,241
NON-CURRENT LIABILITIES			
Other liabilities	17	1,973,661	2,251,510
Provisions	18	11,914	10,063
TOTAL NON-CURRENT LIABILITIES		1,985,575	2,261,573
TOTAL LIABILITIES		2,935,051	3,182,814
NET ASSETS		3,361,552	3,219,119
MEMBERS FUNDS			
Reserves	9	93,830	101,414
Accumulated Funds	10	3,267,722	3,117,705
TOTAL EQUITY		3,361,552	3,219,119

The accompanying notes form part of these financial statements.

**AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL & SERVICES UNION
(AUSTRALIAN SERVICES UNION)
NATIONAL EXECUTIVE**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30TH JUNE 2004**

	2004 \$	2003 \$
Cash Flows From Operating Activities		
Capitation Fee Receipts	2,447,608	2,167,214
Interest Received	65,389	62,342
Rental Receipts	49,768	86,879
Trust Distribution	35,084	38,628
Net GST Collected	259,379	262,564
Other Receipts	96,418	139,012
Salaries & Related Payments	(1,384,681)	(1,155,760)
Interest Paid	(49,515)	(72,321)
GST Paid	(253,243)	(132,556)
Other Operating Payments	(1,009,392)	(1,293,349)
Net cash provided by (used in) operating activities	256,815	102,653
Cash Flows from Investing Activities		
Proceeds from Disposal of Assets	-	475,000
Payment for Plant & Equipment	(23,402)	(28,911)
Investment in Managed Funds	(35,084)	(38,628)
Investment in AFI Pte Ltd	(8,108)	-
Advances to Branches	-	(16,263)
Loans to Branches	-	(350,000)
Branch Trust Monies Repaid	-	(25,136)
Net cash provided by (used in) investing activities	(66,594)	16,062
Cash Flows From Financing Activities		
Proceeds from Bank Loans	-	350,000
Proceeds from Branch Loans	84,386	561,240
Trust Monies Received	-	1,611
Repayment of Loans	(270,000)	(1,001,986)
Branches Repaid	(7,849)	(10,000)
Net cash provided by (used in) financing activities	(193,463)	(99,135)
Net increase (decrease) in cash held	(3,242)	19,580
Cash Held 1st July 2003	1,233,106	1,213,526
Cash Held 30th June 2004	1,229,864	1,233,106

The accompanying notes form part of these financial statements.

**AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL & SERVICES UNION
(AUSTRALIAN SERVICES UNION)
NATIONAL EXECUTIVE**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30TH JUNE 2004**

	Note	2004 \$	2003 \$
Notes to the Statement of Cash Flows			
Reconciliation of Cash			
Cash at the end of financial period as shown in the Statement of Cash Flows is reconciled to the related items in the Statement of Financial Position as follows:			
Cash on Hand		1,500	1,140
Cash at Bank - General Account		106,614	140,671
Cash at Bank - Cash Management A/c		49,247	265,174
Cash at Bank - National Airlines A/c		23,909	15,771
Cash at Bank - Sydney General A/c		922	1,144
Cash at Bank - Airlines Stabilisation A/c		21,466	20,863
Term Deposit		70,000	70,000
Commonwealth Bank Bill		240,224	229,676
Commonwealth Bank Bill - Leave Entitlements		513,462	488,667
Members Equity Savings Account		202,520	-
		1,229,864	1,233,106
Reconciliation of Net Cash provided by Operating Activities to the Surplus/(Deficit) for the Year			
Operating Surplus/(Deficit) for Year		142,433	134,579
Add Non-Cash Items:			
Investment Market Value Increase		(77,415)	39,314
Depreciation & Amortisation		75,861	79,937
Doubtful Debts		-	(53,013)
Accrued Leave		41,499	67,330
Other Items		(53)	-
Changes in Assets and Liabilities:			
Decrease (Increase) in Debtors		75,411	(103,958)
Decrease (Increase) in Prepayments		12,343	(13,936)
Increase (Decrease) in Payables		(14,982)	(23,105)
Increase (Decrease) in Unexpended Funds		1,718	(24,495)
Cash flows from operations		256,815	102,653

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE CLERICAL &
SERVICES UNION (AUSTRALIAN SERVICES UNION)
NATIONAL EXECUTIVE**

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

1 Statement of Significant Accounting Policies

The accounts have been prepared in accordance with the Australian Accounting Standards and the Workplace Relations Act 1996.

The following is a summary of significant accounting policies adopted by the Union in the preparation of the accounts which, unless otherwise stated, have been consistently applied:-

(a) Basis of Accounting

The accounts have been prepared on the basis of historical costs and do not take into account changing money values or, except where otherwise stated, current valuations of non-current assets.

Income and expenditure of the Union has been brought to account on an accruals basis of accounting so as to match income for the period with the expenditure incurred in earning that income.

(b) Provisions for Accrued Annual Leave and Long Service Leave

Provision for employee benefits in the form of Accrued Annual Leave and Accrued Long Service Leave has been made for the estimated accrued entitlements of all employees on the basis of their terms of employment.

In the case of Long Service Leave, the accrual has been measured by reference to periods of service and current salary rates as it is considered that this results in an amount not materially different to that achieved by discounting estimated future cash flows.

(c) Income Tax

No provision has been made in the accounts for income tax on the basis that the Union is exempt under Section 50-15 of the Income Tax Assessment Act 1997.

(d) Property, Plant & Equipment

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

With the exception of income-producing properties, which are held for investment purposes, and freehold land, the following assets have been depreciated over their estimated effective lives at the following rates -

Buildings	2.5% Prime Cost
Office Furniture & Equipment	Varying Rates, using both prime cost and diminishing value methods
Motor Vehicles	22.5% Diminishing Value

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE CLERICAL &
SERVICES UNION (AUSTRALIAN SERVICES UNION)
NATIONAL EXECUTIVE**

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

(e) Unexpended Branch Funds

Funds raised by levies collected from members are held in trust by the National Office and allocated to the selected activities and projects as provided for by their respective resolutions by the National Executive. As levies are collected by the National Office they are transferred to the respective provision account and held in trust for future allocation.

(f) Interest on Borrowings

Interest expense brought to account in the Statement of Financial Performance represents National Executive's share of the commercial bill borrowing. Interest expense pertaining to that part of bank bill borrowings on lent to ASU branches is not brought to account on the basis that each branch assumes liability for this.

Accordingly loans to branches brought to account as an asset of National Executive are interest free.

(g) Leased Assets

Leases of assets, where substantially all the risk and benefits incidental to the ownership of the asset, but not the legal ownership, are transferred to National Office are classified as finance leases and are brought to account as an asset of the National Office with a corresponding liability equal to the present value of the minimum lease payments, including any guaranteed residual values, with lease payments allocated between a reduction in lease liability and the lease interest for the period, and the asset amortised over its estimated effective life.

Lease payments for operating leases, where substantially all the risk and benefits remain with the lessor, are brought to account as an expense of National Office in the periods in which they are incurred.

(h) Comparatives

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

(i) Goods & Services Tax

Goods and Services Tax ("GST") collected by the Branch is brought to account as a liability with refundable input credits in respect to GST paid reducing that liability. Accordingly, all items of income and expenditure brought to account in the financial statements is after the deduction of any applicable GST.

(j) Investments

Non-Current investments are measured at historical cost less any required provision for diminution in value. The carrying amount of investments is reviewed annually by the National Executive to ensure that it is not in excess of the recoverable amount. The recoverable amount is assessed from the quoted redemption value at balance date. The expected net cash flows from investments have not been discounted to their present value in determining the recoverable amounts.

2. WORKPLACE RELATIONS ACT 1996

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

(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

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE CLERICAL &
SERVICES UNION (AUSTRALIAN SERVICES UNION)
NATIONAL EXECUTIVE**

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

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).

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE CLERICAL &
SERVICES UNION (AUSTRALIAN SERVICES UNION)
NATIONAL EXECUTIVE**

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

	2004 \$	2003 \$
2 Capitation Income		
Airlines Branch	-	25,461
C&S Qld C&A Branch	165,457	164,764
Nth Qld C&A Branch	19,031	16,699
NSW C&A Branch	-	137,042
NSW MEU Branch	-	492,854
NSW Services Branch	289,061	296,590
Queensland Services Branch	259,056	258,401
SA & NT Branch	155,999	151,052
Tasmanian Branch	57,864	56,798
Tax Officers Branch	12,786	10,781
Victorian MEU/Private Sector Branch	-	150,898
Victorian Private Sector Branch	131,019	63,863
Victorian Authorities & Services Branch	436,926	201,472
Western Australian Branch	119,312	115,020
WA MEU Branch	-	12,190
Victorian Services & Energy Branch	-	123,812
NSW LGCAEAU Branch	743,921	81,181
Total Capitation Income	2,390,432	2,358,878
3 Investment Income		
Bank/Bill Interest Received	49,426	48,262
Interest - Tasmanian Branch Loan	16,537	16,263
Distribution from Managed Funds	35,084	38,628
Increase in Unit Market Values	77,415	(39,314)
Total Investment Income	178,462	63,839
4 Rental Income		
Queensland Property	-	36,845
Carlton Property	20,178	20,084
ACT Property	29,612	31,853
Rental Income	49,790	88,782
5 Reimbursements Received		
Carlton Property Reimbursement	32,112	31,056
Workcover Reimbursement	34,575	35,737
Legal Expenses Reimbursement	26,004	65,093
Reimbursements Received	92,691	131,886
6 Depreciation Expense		
Furniture & Equipment	36,865	33,123
Building	28,589	28,589
Library	1,784	1,878
Total Depreciation	67,238	63,590

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE CLERICAL &
SERVICES UNION (AUSTRALIAN SERVICES UNION)
NATIONAL EXECUTIVE**

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

	2004 \$	2003 \$
7 Motor Vehicle Expenses		
Running Costs	18,664	27,620
Operating Lease Rentals	42,589	43,130
Depreciation/Amortisation Expense	8,623	16,347
	<hr/>	<hr/>
Total Motor Vehicle Expenses	69,876	87,097
	<hr/>	<hr/>
8 Salaries, Wages & On-Costs		
Elected Officers:		
Salaries & Salary-Sacrifice Benefits	344,619	330,948
Employer Superannuation	47,726	45,835
Other Officers:		
Salaries & Salary-Sacrifice Benefits	719,946	652,507
Temporary Staff, Reception, etc	16,680	22,211
Employer Superannuation	97,060	86,769
Other Costs:		
Fringe Benefits Tax - Elected Officers	23,300	22,421
Fringe Benefits Tax - Staff	21,755	12,868
Payroll Tax	67,997	58,025
Workers Compensation	19,487	16,160
Leave Accrued	43,349	63,177
	<hr/>	<hr/>
Total Salaries, Wages & On-Costs	1,401,919	1,310,921
	<hr/>	<hr/>

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE CLERICAL &
SERVICES UNION (AUSTRALIAN SERVICES UNION)
NATIONAL EXECUTIVE**

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

	2004 \$	2003 \$
9 Reserves		
Grant Project Reserve	1,630	1,630
International Aid Assistance Reserve	47,609	47,609
Overseas Fund Reserve	44,591	52,175
	<u>93,830</u>	<u>101,414</u>
Grant Project Reserve		
Movements during the year:		
Opening Balance for the year	<u>1,630</u>	<u>1,630</u>
International Aid Assistance Reserve		
Movements during the year:		
Opening Balance for the year	<u>47,609</u>	<u>47,609</u>
Overseas Fund Reserve		
Movements during the year:		
Opening Balance for the year	52,175	56,070
Transfer to Accum. Funds	(7,584)	(3,895)
Closing balance	<u>44,591</u>	<u>52,175</u>
10 Accumulated Funds		
Accumulated Funds 1st July 2003	3,117,705	2,979,231
Surplus/(Deficit) for Year	142,433	134,579
Transfer from/(to) Reserves	7,584	3,895
Accumulated Funds 30th June 2004	<u>3,267,722</u>	<u>3,117,705</u>
11 Cash Assets		
Cash on Hand	1,500	1,140
Cash at Bank - General Account	106,614	140,671
Cash at Bank - Cash Management A/c	49,247	265,174
Cash at Bank - National Airlines A/c	23,909	15,771
Cash at Bank - Sydney General A/c	922	1,144
Cash at Bank - Airlines		
Stabilisation A/c	21,466	20,863
	<u>203,658</u>	<u>444,763</u>

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE CLERICAL &
SERVICES UNION (AUSTRALIAN SERVICES UNION)
NATIONAL EXECUTIVE**

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

	2004 \$	2003 \$
12 Receivables		
CURRENT		
Debtors - Other	21,292	26,574
Debtors - Branches	497,432	567,561
Loan - Qld Services Branch	35,000	35,000
Loan - SA / NT Branch	20,000	20,000
Loan - Tasmanian Branch	68,527	42,900
	<u>642,251</u>	<u>692,035</u>
NON-CURRENT		
Loan - Victorian Authorities & Services Branch	970,245	970,245
Loan - Queensland Services Branch	265,000	315,000
Loan - SA/NT Branch	105,000	125,000
Other Loan - Tasmanian Branch	100,000	100,000
Loan - Tasmanian Branch	196,395	236,408
	<u>1,636,640</u>	<u>1,746,653</u>
13 Investments		
CURRENT		
Term Deposit	70,000	70,000
Commonwealth Bank Bill	240,224	229,676
Commonwealth Bank Bill - Leave Entitlements	513,462	488,667
Members Equity Savings Account	202,520	-
	<u>1,026,206</u>	<u>788,343</u>
NON-CURRENT		
Unlisted Shares & Units:-		
AFI Pte Ltd at Cost (60,000 Ord Shares of S\$1 FP)	41,334	33,226
ACTU Member Connect at Cost (67,308 \$1 Units Pd to \$0.40)	13,462	13,462
Managed Funds:-		
Units in Commonwealth Balanced/Growth Funds at Cost	1,250,537	1,215,453
Less Provision for Diminution	(88,791)	(166,206)
	<u>1,216,542</u>	<u>1,095,935</u>
14 Other Assets		
CURRENT		
Prepayments	19,036	27,348
NON-CURRENT		
Prepayments	11,032	15,063

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE CLERICAL &
SERVICES UNION (AUSTRALIAN SERVICES UNION)
NATIONAL EXECUTIVE**

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

	2004	2003
	\$	\$
15 Property, Plant and Equipment		
Land and Buildings		
Land & Building at Cost	1,619,648	1,619,648
Less: Accumulated Depreciation	(443,099)	(414,510)
	1,176,549	1,205,138
Investment Property at Cost	260,829	260,829
	260,829	260,829
Total Land and Buildings	1,437,378	1,465,967
Motor Vehicles at Cost	26,128	26,128
Less: Accumulated Depreciation	10,310	5,718
	15,818	20,410
Furniture & Equipment at Cost	231,768	210,493
Less: Accumulated Depreciation	177,621	140,756
	54,147	69,737
Resource Library	33,895	35,679
	33,895	35,679
Total Plant and Equipment	103,860	125,826
Total Property, Plant and Equipment	1,541,238	1,591,793

Land & Buildings - 116-124 Queensberry Street, Carlton South

National Office has a one-third interest in office premises situated at 116-124 Queensberry St Carlton South which is stated in the accounts at historical cost, the Victorian Authorities & Services Branch having the remaining two thirds interest. The property was independently valued at \$4,550,000 including \$2,050,000 for the land on 20th June 2003 by Colliers International Consultancy & Valuation Pty Ltd, and the current market value was based on both a capitalisation approach and a direct comparison approach. The National Office share is \$1,516,667.

Investment Property - Unit 6, ACTU Building, Canberra

National Office has a one-half share in office premises known as Unit 6, ACTU Building, Canberra and is stated in the accounts at historical cost. Municipal council valuation of the Unit for 2004/05 was \$840,000 of which National Office's share is \$420,000. The property is held for long-term investment purposes for which National Office receives rental income and the benefit of capital growth, accordingly, it is not required to be depreciated.

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE CLERICAL &
SERVICES UNION (AUSTRALIAN SERVICES UNION)
NATIONAL EXECUTIVE**

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

	2004 \$	2003 \$
16 Payables		
CURRENT		
Legal Fees Payable	6,978	36,244
Creditor - Branches	26,158	44,403
GST Payable	77,794	72,170
Other Sundry Creditors & Accruals	188,065	161,160
	<u>298,995</u>	<u>313,977</u>
17 Other Liabilities		
CURRENT		
Commercial Bill Borrowings	55,000	55,000
Loan - NSW LGCAEAU	10,000	10,000
Unexpended Branch Funds/Provisions	53,983	52,265
	<u>118,983</u>	<u>117,265</u>
NON-CURRENT		
Loan - NSW LGCAEAU	33,661	41,510
Commercial Bill Borrowings	1,940,000	2,210,000
	<u>1,973,661</u>	<u>2,251,510</u>
Bank bills are expected to be settled:		
within 12 months	55,000	55,000
12 months or more	1,940,000	2,210,000
	<u>1,995,000</u>	<u>2,265,000</u>
Total current and non-current secured liabilities:		
Bank bills	<u>1,995,000</u>	<u>2,265,000</u>
The carrying amount of non-current assets pledged as security are:		
116-124 Queensberry St Carlton South (First Reg'd Mortgage)	1,176,549	1,205,138
Units in Commonwealth Balanced/Growth Funds (Equit. Charge)	1,161,746	1,049,247
	<u>2,338,295</u>	<u>2,254,385</u>

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE CLERICAL &
SERVICES UNION (AUSTRALIAN SERVICES UNION)
NATIONAL EXECUTIVE**

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

	2004	2003
	\$	\$
18 Provisions		
CURRENT		
Provision for Annual Leave - Elected Officers	80,256	79,762
Provision for Annual Leave - Staff	81,867	67,659
Provision for Long Service Leave - Elected Officers	156,936	142,604
Provision for Long Service Leave - Staff	212,439	199,974
	531,498	489,999
NON-CURRENT		
Provision for Long Service Leave - Staff	11,914	10,063
	11,914	10,063
Aggregate employee entitlement liability	543,412	500,062
	543,412	500,062
Number of employees at year end	18	17
	18	17
19 Capital and Leasing Commitments		
Finance Lease and Hire Purchase Commitments		
Operating Lease Commitments		
Non-cancellable operating leases contracted for but not capitalised in the financial statements		
Payable		
Not later than one year	105,314	135,611
Later than one year but not later than five years	60,044	129,220
	165,358	264,831
Total Operating Lease Liability	165,358	264,831
20 Contingent Liabilities		

A contingent liability exists in relation to debts incurred by other branches of the Union for which National Executive may become liable under the rules of the organisation. A provision for such liabilities is not brought to account on the basis that each branch is able to pay its own debts from its own resources (including current income) as and when they become due and payable.

Apart from the above, the National Executive is not aware of any contingent liability at balance date, the effect of which would be material in relation to these financial statements.

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE CLERICAL &
SERVICES UNION (AUSTRALIAN SERVICES UNION)
NATIONAL EXECUTIVE**

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

	2004	2003
	\$	\$

21 Events Subsequent to Reporting Date

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

22 Economic Dependence

The principal source of income for National Office is capitation fees from its constituent branches and, accordingly, National Office is economically dependent on the ability of those branches to continue to service the needs of its members on industrial and workplace matters.

23 Segment Reporting

The principal activity of National Executive is to service and support the needs of its state-based branches and their respective members on a range of industrial and workplace matters, these activities may be geographically segregated as follows -

New South Wales	43.2%
Victoria	23.7%
Queensland	18.6%
South Australia & Northern Territory	6.5%
Western Australia	5.0%
Tasmania	2.4%
Other	0.6%
Total	100.0%

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE CLERICAL &
SERVICES UNION (AUSTRALIAN SERVICES UNION)
NATIONAL EXECUTIVE**

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

	2004	2003
	\$	\$

24 Related Party Transactions

(a) Office-Holders & Branches

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

H Moran, W McManus, J Bignell, A McEwen, P Slape, M O'Sullivan, L White, G McLean, K Thompson, M O'Neill, M Dale, J Moran, S McManus, M Want, B Harris, D Smith, A Dennard, R Ralph, S Kelly, J Lapidos, P Chaplin, D Cochrane, I Stitt, H Svendsen, P Burlinson, and D Taylor.

(b) Office-Holder Transactions

The aggregate amount of remuneration paid by National Office during the year to elected officers entitled to be remunerated under the Rules of the organisation was the amount as set out in Note 8 of these accounts.

There were no other transactions between National Office and officers during the year other than those related to their membership of or employment with their associated Branch and on terms no more favourable than those for which it would be reasonable to expect would have been adopted by the parties dealing at arms-length.

(c) Branch Transactions

The following transactions occurred during the year between National Office and its constituent branches:-

Revenue Account: Capitation fees, interest on loans, expense and other re-charges received from the branches - the amount of which is disclosed in the Statement of Financial Performance.

Capital Account: Interest and non-interest-bearing loans and/or advances to/from the branches - the amount of which is disclosed in the Statement of Financial Position.

No other transactions occurred during the year between National Office and its constituent branches.

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE CLERICAL &
SERVICES UNION (AUSTRALIAN SERVICES UNION)
NATIONAL EXECUTIVE**

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

		2004		2003
		\$		\$
25 Financial Instruments				
Interest Rate Risk				
<p>The organisation's exposure to interest rate risk, which is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates and the effective weighted average interest rate on those financial assets and financial liabilities, is as follows:</p>				
	Weighted Average Effective Interest Rate	Floating Interest Rate		
	2004 %	2003 %	2004 \$	2003 \$
Financial Assets				
Cash	1.00	1.00	202,158	443,623
Managed Funds	3.00	3.00	1,161,746	1,049,247
Loans to Branches	6.00	6.00	264,922	279,308
Investments	5.00	4.00	-	-
Total Financial Assets			1,628,826	1,772,178
Financial Liabilities				
Commercial Bill Borrowings	6.00	6.00	-	-
	Fixed Interest Rate Maturing			
	Within Year		1 - 5 Years	
	2004 \$	2003 \$	2004 \$	2003 \$
Financial Assets				
Loans to Branches	1,395,245	1,465,245	-	-
Investments	1,026,206	788,343	-	-
Total Financial Assets	2,421,451	2,253,588		
Financial Liabilities				
Commercial Bill Borrowings	1,995,000	2,265,000	-	-

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE CLERICAL &
SERVICES UNION (AUSTRALIAN SERVICES UNION)
NATIONAL EXECUTIVE**

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

	2004		2003	
	\$		\$	
	Fixed Interest Rate Maturing Over 5 Years		Non-Interest Bearing	
	2004	2003	2004	2003
	\$	\$	\$	\$
Financial Assets				
Cash	-	-	1,500	1,140
Receivables	-	-	518,724	594,135
Loans to Branches	-	-	100,000	100,000
	-	-	620,224	695,275
Total Financial Assets	-	-	620,224	695,275
Financial Liabilities				
Payables	-	-	298,995	313,976
Branch Loans	-	-	43,661	51,510
	-	-	342,656	365,486
Total Financial Liabilities	-	-	342,656	365,486

Credit Risk

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

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

Net Fair Values

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

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

**AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL & SERVICES UNION
(AUSTRALIAN SERVICES UNION)
NATIONAL EXECUTIVE**

**OPERATING REPORT
FOR THE YEAR ENDED 30TH JUNE 2004**

In accordance with sec. 254 of the Workplace Relations Act 1996 ("the Act"), your Committee of Management report as follows:

Principal Activities

The principal activity of the organisation during the year was that of a registered trade union. No significant change occurred in the nature of those activities during the year.

Operating Result

The operating result of the organisation for the year ended 30th June 2004 was a surplus of \$142,433. No provision for tax was necessary as the organisation is considered exempt.

Significant Changes

There was no significant change in the financial affairs of the organisation during the year.

Rights of Members

Subject to the rules of the organisation and sec. 174 of the Act, members have the right to resign from membership of the organisation by written notice addressed to and delivered to the Secretary of the organisation.

Superannuation Office-holders

The following officers and/or members of the organisation are directors of companies that are trustees of superannuation funds which require one or more of their directors to be a member of a registered organisation –

<u>Officer / Member:</u>	<u>Trustee Company:</u>	<u>Name of Entity/ Scheme:</u>	<u>Position:</u>
Michael O'Sullivan	CARE Super Pty Ltd	CARE Super	Director
Kate Wood	CARE Super Pty Ltd	CARE Super	Director
Michael Want	CARE Super Pty Ltd	CARE Super	Director
Linda White	L.I.S. Pty Ltd	Legal Industry Superannuation Scheme	Director
Darrell Cochrane	Vision Super Pty Ltd	Vision Super	Director

Other Prescribed Information

In accordance with Regulation 159 of the Workplace Relations (Registration & Accountability of Organisations) Regulations –

- (a) the number of persons that were at the end of the financial year recorded in the register of members for sec. 230 of the RAO Schedule and who are taken to be members of the registered organisation under sec. 244 of the RAO Schedule was 119,769 across eleven Branches;

**AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL & SERVICES UNION
(AUSTRALIAN SERVICES UNION)
NATIONAL EXECUTIVE**

**OPERATING REPORT
FOR THE YEAR ENDED 30TH JUNE 2004 (CONTINUED)**

Other Prescribed Information (continued)

- (b) the number of persons who were at the end of the financial year employees of the organisation including both full-time and part-time employees measured on a full-time equivalent basis was 15.89;
- (c) the names of those who have been members of the Committee of Management of the organisation at any time during the financial year and the periods for which he or she held office were –

Name:	Period:
Henrietta Moran	1/7/03 to 30/6/04
Anne McEwen	1/7/03 to 30/6/04
Paul Slape	1/7/03 to 30/6/04
Michael O'Sullivan	1/7/03 to 30/6/04
Linda White	1/7/03 to 30/6/04
Greg McLean	1/7/03 to 30/6/04
Julie Bignell	1/7/03 to 30/6/04
Mary-Anne O'Neill	1/7/03 to 30/6/04
Margaret Dale	1/7/03 to 30/6/04
Justine Moran	1/7/03 to 30/6/04
Kristyn Thompson	1/7/03 to 30/6/04
Sally McManus	1/7/03 to 30/6/04
Brian Harris	1/7/03 to 30/6/04
Michael Want	1/7/03 to 30/6/04
David Smith	1/7/03 to 30/6/04
Andrew Dennard	1/7/03 to 30/6/04
Jeff Lapidos	1/7/03 to 30/6/04
Peter Chaplin	1/7/03 to 30/6/04
Darrell Cochrane	1/7/03 to 30/6/04
Wendy McManus	1/7/03 to 30/6/04
Ingrid Stitt	1/7/03 to 30/6/04
Helga Svendsen	1/7/03 to 30/6/04
Paul Burlinson	1/7/03 to 30/6/04
David Taylor	1/7/03 to 30/6/04
Sean Kelly	1/7/03 to 30/6/04
Robert Ralph	1/7/03 to 30/6/04

Other Relevant Information

Nil

Signed for and on behalf of the Committee of Management –

Date: 18/10/04



.....
National Secretary

**AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL & SERVICES UNION
(AUSTRALIAN SERVICES UNION)
NATIONAL EXECUTIVE**

COMMITTEE OF MANAGEMENT STATEMENT

On 18th October 2004 the Committee of Management of the Australian Municipal Administrative Clerical & Services Union (Australian Services Union) National Executive passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30th June 2004:

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

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

For Committee of Management: Paul Slape

Title of Office held:  National Secretary

Signature:

Date: 18/10/04

**AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL & SERVICES UNION
(AUSTRALIAN SERVICES UNION)
NATIONAL EXECUTIVE**

INDEPENDENT AUDITOR'S REPORT

Scope

We have audited the accompanying general purpose financial report of the Australian Municipal Administrative Clerical & Services Union (Australian Services Union) National Executive, for the year ended 30th June 2004 comprising Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows and Notes to the Financial Statements. The Union's National Executive is responsible for the preparation and presentation of the financial report and the information it contains. We have performed an independent audit of this financial report in order to express an opinion on it to the members of the Union.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial report is free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial report is presented fairly in accordance with statutory 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 cash flows.

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

Audit Opinion

In our opinion -

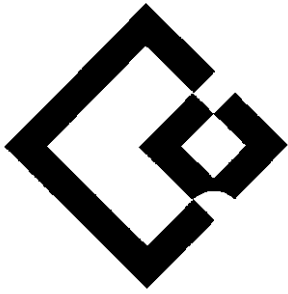
- (a) the financial report is properly drawn up so as to present fairly the financial position of the Union as at 30th June 2004 and its performance for the year ended on that date; and
- (b) the financial report is in accordance with the provisions of the Workplace Relations Act 1996 and Australian Accounting Standards.

Signed at Melbourne, this *11th* day of *November*, 2004.

**Eddy Partners
6th Floor, Coates Building
20 Collins Street
MELBOURNE, VIC., 3000
Tel: (03) 9654-5944
Fax: (03) 9654-6908**

**EDDY PARTNERS,
Certified Practising Accountants.**


**David James Eddy, CPA.
Registered Company Auditor.**



A•S•U

File/Our Ref: 14.1
Your Ref:
Please quote in reply

22 December 2004

The Industrial Registrar
Australian Industrial Registry
Level 35, Nauru House
80 Collins St
MELBOURNE VIC 3000

**Australian
Services
Union**

**National Office
Melbourne**
Ground Floor
116 Queensberry St
Carlton South VIC 3053

Tel: (03) 9342 1400
Fax: (03) 9342 1499
E-mail: asunatm@asu.asn.au

National Secretary
Paul Slape

National Executive President
Michael O'Sullivan

Assistant National Secretaries
Greg McLean – Sydney
Linda White

Sydney Office
Level 8
321 Pitt Street
Sydney NSW 2000

Tel: (02) 9283 9280
Fax: (02) 9283 9270
E-mail: asunats@syd.asu.asn.au

Dear Sir

Re: FINANCIAL RETURN – year ending 30 June, 2004

In accordance with schedule 1B of the Workplace Relations Act 1996 please find enclosed a copy of the full financial report of the Australian Services Union National Executive for the year ending 30th June 2004.

Also enclosed is the certificate of the Secretary in accordance with S268 of Schedule 1B of the Workplace Relations Act 1996.

Yours faithfully

Paul Slape
NATIONAL SECRETARY

enc

Tel: +61 3 9342 1401
Mobile: 0418 996 360
E-mail: pslape@asu.asn.au



**AUSTRALIAN SERVICES UNION
NATIONAL EXECUTIVE**

**CERTIFICATE OF SECRETARY
S268 of Schedule 1B Workplace Relations Act 1996**

I, Paul Slape being the national secretary of the National Office of the Australian Municipal Administration Clerical and Services Union certify:

- That the documents lodged herewith are copies of the full report referred to in S268 of the RAO Schedule; and
- That the full report was provided to members on the 22nd November 2004; and
- That the full report was presented to a meeting of the committee of management of the reporting unit on the 16th December 2004; in accordance with section 266 of the RAO Schedule.

Signature

Date:

22/12/04