



15 November 2013

Mr David Smith  
National Secretary  
Australian Municipal, Administrative, Clerical and Services Union  
Ground Floor  
116 Queensberry Street  
CALTON SOUTH VIC 3053

Dear Mr Smith,

**Australian Municipal, Administrative, Clerical and Services Union Financial Report for the year ended 30 June 2012 - [FR2012/418]**

I acknowledge receipt of the financial report of the Australian Municipal, Administrative, Clerical and Services Union (the reporting unit). The documents were lodged with Fair Work Australia on 6 December 2012.

The financial report has now been filed. This financial report was filed based on a preliminary review.

Please note that the reporting unit financial report for the year ending 30 June 2013 may be subject to a full compliance audit.

I make the following comments to assist you when you next prepare a financial report. You are not required to take any further action in respect of the report lodged. The Fair Work Commission will confirm these concerns have been addressed prior to filing next year's report.

**Key Management Personnel**

General Purpose Financial Report's are required to disclose within the statements or the notes compensation paid to key management personnel.

This normally includes a listing of the key management personnel for the organisation, the total amount of compensation paid to all key management personnel, and then totals for each of the following categories:

- Short term employee benefits
- Post employment benefits
- Other long term employee benefits
- Termination benefits
- Any share based payments.

The definition for these categories can be found within accounting standard *AASB 119: Employee Benefits*.

Can you please ensure that future financial statements contain a breakdown of key management personnel compensation in accordance with the above requirement.

**Changes to the legislation and reporting guidelines**

I note with the change of legislation, references to Fair Work Australia will need to be updated to the Fair Work Commission.

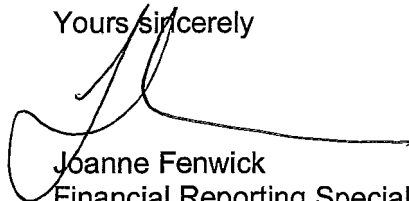
Additionally, a third edition to the General Manager's s.253 reporting guidelines was gazetted on 26 June 2013. These guidelines will apply to all financial reports that end on or after 30 June 2013. Fair Work Commission has also developed a model set of financial statement for the 2012-2013 financial year. There is no requirement to use this model but it may be a useful resource to ensure compliance with the *Fair Work (Registered Organisations) Act 2009*, the s.253 reporting guidelines and the Australian Accounting Standards.

The guidelines and model financial statements are available on the website here:  
<http://www.fwc.gov.au/index.cfm?pagename=regorgsfrguidelines#finance>

As stated previously, this financial report was filed based on a preliminary review. The financial report for the year ending 30 June 2013 may be subject to a full compliance audit.

If you have any queries regarding this letter, please contact me on (03) 8661 7886 or via email at [joanne.fenwick@fwc.gov.au](mailto:joanne.fenwick@fwc.gov.au).

Yours sincerely



Joanne Fenwick  
Financial Reporting Specialist  
Regulatory Compliance Branch

**From:** FENWICK, Joanne  
**To:** ["dsmith@asu.asn.au"](mailto:dsmith@asu.asn.au)  
**Subject:** Australian Municipal, Administrative, Clerical and Services Union - FR2012/418  
**Date:** Friday, 15 November 2013 12:15:00 PM  
**Attachments:** [ASU National Office FR2012-418 filing.pdf](#)

---

Dear Mr Smith

Please find attached a cover letter advising that the abovementioned financial report has been filed.

Regards

**JOANNE FENWICK**

Financial Reporting Specialist  
Regulatory Compliance Branch

**Fair Work Commission**

Tel: (03) 8661 7886  
Fax: (03) 9655 0410  
[joanne.fenwick@fwc.gov.au](mailto:joanne.fenwick@fwc.gov.au)

11 Exhibition Street, Melbourne Victoria 3000  
GPO Box 1994, Melbourne Victoria 3001

[www.fwc.gov.au](http://www.fwc.gov.au)

**From:** [Research Fax](#)  
**To:** [ANDERSON, Eve](#)  
**Subject:** FW: Australian Municipal, Administrative, Clerical and Services Union (ASU) - Lodgement of Financial Documents for year ended 30 June 2012 [FR2012/418]  
**Date:** Friday, 7 December 2012 8:04:37 AM  
**Attachments:** [image001.jpg](#)  
[121206 DS to FWA - Financial Statements 2011-2012 Letter.pdf](#)  
**Importance:** High

---

**From:** Mariana Podgorski [<mailto:mpodgorski@asu.asn.au>]  
**Sent:** Thursday, 6 December 2012 4:56 PM  
**To:** [Melbourne@fwa.gov.au](mailto:Melbourne@fwa.gov.au)  
**Cc:** David Smith; Craig Burgess; Matt Gibbon ([matt.g@insiderunning.com.au](mailto:matt.g@insiderunning.com.au))  
**Subject:** Australian Municipal, Administrative, Clerical and Services Union (ASU) - Lodgement of Financial Documents for year ended 30 June 2012 [FR2012/418]  
**Importance:** High

Dear Sir/Madam,

Please find attached correspondence from David Smith, ASU National Secretary, in regard to the above matter.

Kind regards,  
**Mariana Podgorski**  
Personal Assistant

Australian Services Union  
Ground Floor | 116 Queensberry Street | Carlton South | Victoria 3053  
Tel: +61 3 9342 1400 | Fax: +61 3 9342 1499 | E: [mpodgorski@asu.asn.au](mailto:mpodgorski@asu.asn.au) |  
[www.asu.asn.au](http://www.asu.asn.au)



***Please consider the environment before printing this e-mail***

The information in this message and in any attachments may be confidential. If you are not the intended recipient of this message, you must not read, forward, print, copy, disclose, or use in any way the information this message or any attachment contains. If you are not the intended recipient, please notify the sender immediately and delete or destroy all copies of this message and any attachments.

---

Message protected by MailGuard: e-mail anti-virus, anti-spam and content filtering.  
<http://www.mailguard.com.au>



**A•S•U**

File/Our Ref: [DS:MP:32.1](#)  
[14.1](#)

Your Ref:  
Please quote in reply

6<sup>th</sup> December, 2012

**Australian  
Services  
Union**

The Manager  
Fair Work Australia  
GPO Box 1994  
MELBOURNE VIC 3001

By email: [melbourne@fwa.gov.au](mailto:melbourne@fwa.gov.au)

**National Office  
Melbourne & Sydney**

Dear Sir/Madam,

*All correspondence to:*

Ground Floor  
116 Queensberry St  
Carlton South VIC 3053

**Re: Australian Municipal, Administrative, Clerical and Services Union  
Lodgement of Financial Documents for year ended 30 June 2012  
[FR2012/418] Fair Work (Registered Organisations) Act 2009 (the RO Act)**

T: (03) 9342 1400  
F: (03) 9342 1499  
E: [info@asu.asn.au](mailto:info@asu.asn.au)  
W: [www.asu.asn.au](http://www.asu.asn.au)

In accordance with Section 268 of the Fair Work (Registered Organisations) Act 2009, sub-sections (a), (b) and (c), attached are the financial statements of the Australian Municipal, Administrative, Clerical and Services Union for the year ending 30<sup>th</sup> June, 2012, including my certificate as the National Secretary.

**National Secretary  
David Smith**

Yours faithfully,

**Assistant National Secretaries**  
Greg McLean  
Linda White

**DAVID SMITH**  
National Secretary

Tel: +61 3 9342 1401  
Mobile: 0419 644 238  
E-mail: [dsmith@asu.asn.au](mailto:dsmith@asu.asn.au)

Encl.

CC: Craig Burgess

**Australian Municipal, Administrative, Clerical & Services Union  
("Australian Services Union")**

**NATIONAL EXECUTIVE**

**DESIGNATED OFFICER'S CERTIFICATE**

I, **David Smith**, being the **National Secretary** of the **National Executive** of the **Australian Municipal, Administrative, Clerical & Services Union**, certify:

1. that the documents lodged herewith are copies of the full report referred to in section 268 of the Fair Work (Registered Organisations) ACT 2009;
2. that the full report was provided to members on  
\_\_\_\_\_ 31<sup>st</sup> October, 2012 \_\_\_\_\_
3. that the full report was presented to a meeting of the Committee of Management of the reporting unit on \_\_\_\_\_ 26<sup>th</sup> November, 2012 \_\_\_\_\_  
in accordance with section 266 of the Fair Work (Registered Organisations) Act 2009.

Signature: \_\_\_\_\_

*David Smith*

Date: \_\_\_\_\_

6/12/12

**AUSTRALIAN SERVICES UNION  
NATIONAL OFFICE**

**ABN 2B 519 971 998**

**FINANCIAL REPORT  
FOR THE YEAR ENDED  
30TH JUNE 2012**

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

**FINANCIAL REPORT  
FOR THE YEAR ENDED  
30TH JUNE 2012**

National Office:

Ground Floor  
116-124 Queensberry Street  
Carlton South, Vic. 3053  
Tel (03) 9342-1400  
Fax (03) 9342-1499

National Secretary: David Smith

**CONTENTS**

Statement of Income and Expenditure

Balance Sheet

Statement of Changes in Equity

Statement of Cash Flows

Notes to the Financial Statements

Operating Report

Committee of Management Statement

Independent Auditor's Report



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

**INCOME & EXPENDITURE STATEMENT  
FOR THE YEAR ENDED 30TH JUNE 2012**

	Note	2012 \$	2011 \$
<b>INCOME</b>			
Capitation Fees	2	2,893,543	2,860,799
Investment Income	3	107,413	97,744
Property Rental Income	4	117,431	129,419
Sale of Promotional Goods		34,478	55,638
Airlines Division Costs Recovered		44,899	17,026
Conference & Other Sponsorships		4,000	52,500
Award Modernisation Share of Funds		-	60,000
Grants & Specific Purpose Income	5	289,984	179,226
Gain on Disposal of Motor Vehicle		(268)	5,928
Other Income	6	83,169	71,468
<b>Total Income</b>		<b>3,574,649</b>	<b>3,529,748</b>
<b>LESS EXPENDITURE</b>			
Accounting & Taxation		10,601	11,320
Affiliation Fees		402,876	383,338
Airline Division Expenses		44,899	17,026
Auditors' Remuneration	7	18,761	19,980
Bank Charges		2,127	3,144
Computer Expenses	8	26,934	32,968
Depreciation	9	71,872	80,191
Donations		8,077	49,990
Electricity & Gas		13,206	12,045
Grant & Specific Purpose Costs	10	288,918	179,957
Insurance		11,295	8,777
Interest Expense		3,617	2,853
Legal Costs		37,711	122,084
Meeting and Conference Expenses		70,375	186,030
Motor Vehicle Expenses	11	63,769	70,405
Northern Territory Expenses		6,000	6,000
Office Expenses		12,443	10,794
Postage & Despatch		5,260	9,677
Printing & Stationery		16,550	44,760
Projects - Special		18,550	47,995
Property Expenses		77,264	79,418
Publicity & Promotional Goods		84,577	76,042
Rent - Sydney Office		29,750	29,750
Repairs & Maintenance		4,522	5,276
Resources & Library		35,808	31,739
Salaries, Wages & On-Costs	12	1,883,056	1,864,239
Staff Training		11,596	500
Telephone & Teleconferencing		50,074	50,671
Travelling & Accommodation		107,911	145,713
<b>Total Expenditure</b>		<b>3,418,399</b>	<b>3,582,682</b>
<b>OPERATING SURPLUS OR (LOSS) FOR YEAR BEFORE OTHER ITEMS</b>		<b>156,250</b>	<b>(52,934)</b>

The accompanying notes form part of these financial statements.

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

**INCOME & EXPENDITURE STATEMENT  
FOR THE YEAR ENDED 30TH JUNE 2012**

	Note	2012 \$	2011 \$
<b>LESS OTHER ITEMS</b>			
Super Guarantee Shortfall Payments		-	(157,432)
Guarantee Funds Returned to Branches		(51,716)	-
Interest Paid to Branches on Funds		(13,427)	-
Less: Recovered from Funds in Trust		66,986	157,432
Shortfall Provision Written-Back	13	-	(307,200)
<b>OPERATING SURPLUS OR (LOSS) AFTER OTHER ITEMS</b>		158,093	254,266
Accumulated Funds - Beginning of Year		3,232,907	2,978,641
Transfers to or from Reserves	14	-	-
<b>ACCUMULATED FUNDS 30TH JUNE 2012</b>		3,391,000	3,232,907

The accompanying notes form part of these financial statements.

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

**BALANCE SHEET  
AS AT 30TH JUNE 2012**

	Note	2012 \$	2011 \$
<b>CURRENT ASSETS</b>			
Cash assets	16	317,707	580,810
Receivables	17	457,465	936,557
Investments	18	1,849,300	1,238,692
Other assets	19	78,159	74,005
<b>TOTAL CURRENT ASSETS</b>		<u>2,702,631</u>	<u>2,830,064</u>
<b>NON-CURRENT ASSETS</b>			
Receivables	17	100,000	100,000
Investments	18	114,788	222,528
Property, plant and equipment	20	1,528,318	1,492,848
<b>TOTAL NON-CURRENT ASSETS</b>		<u>1,743,106</u>	<u>1,815,376</u>
<b>TOTAL ASSETS</b>		<u>4,445,737</u>	<u>4,645,440</u>
<b>CURRENT LIABILITIES</b>			
Payables	21	311,489	613,109
Other Liabilities	22	86,025	139,912
Employee Leave Entitlements	23	591,329	581,663
<b>TOTAL CURRENT LIABILITIES</b>		<u>988,843</u>	<u>1,334,684</u>
<b>NON-CURRENT LIABILITIES</b>			
Other Liabilities	22	-	19,277
Employee Leave Entitlements	23	17,067	9,745
<b>TOTAL NON-CURRENT LIABILITIES</b>		<u>17,067</u>	<u>29,022</u>
<b>TOTAL LIABILITIES</b>		<u>1,005,910</u>	<u>1,363,706</u>
<b>NET ASSETS</b>		<u>3,439,827</u>	<u>3,281,734</u>
<b>MEMBERS FUNDS</b>			
Reserves	14	48,827	48,827
Accumulated Funds	15	3,391,000	3,232,907
<b>TOTAL EQUITY</b>		<u>3,439,827</u>	<u>3,281,734</u>

The accompanying notes form part of these financial statements.

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

**STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2012**

---

	General Reserve \$	General Funds \$	Total \$
<b>Balance at 1 July 2011</b>	48,827	3,232,907	3,281,734
Surplus/(Deficit) for year	-	158,093	158,093
	48,827	3,391,000	3,439,827
<b>Balance at 30 June 2012</b>			
<b>Balance at 1 July 2010</b>	48,827	2,978,641	3,027,468
Surplus/(Deficit) for year	-	254,266	254,266
	48,827	3,232,907	3,281,734
<b>Balance at 30 June 2011</b>			

The accompanying notes form part of these financial statements.

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

**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30TH JUNE 2012**

	<b>2012</b>	<b>2011</b>
	\$	\$
<b>Cash Flows From Operating Activities</b>		
Gross Receipts from Operating	4,417,532	4,056,425
Bank Interest Received	97,801	86,932
Federal Government Grant	200,000	-
Equal Pay Case Funding	100,000	115,825
Airlines Division Funds	48,472	51,864
Gross Operating Payments	<u>(4,497,227)</u>	<u>(4,771,151)</u>
<b>Net cash provided by (used in) operating activities</b>	<u>366,578</u>	<u>(460,105)</u>
<b>Cash Flows From Financing Activities</b>		
Hire Purchase Loan Proceeds	-	42,436
Tasmania Branch Loan Repayments	18,817	41,112
Proceeds from Redemption of Units	107,787	278,378
Proceeds from Disposal of Assets	9,091	42,050
Leave Liability Transfers Inwards	-	122,956
Hire Purchase Loan Repayments	(20,304)	(25,621)
Leave Liability Transfers Outwards	-	(10,976)
Super Guarantee Capital Receipt	-	4,627
<b>Net cash provided by financing activities</b>	<u>115,391</u>	<u>494,962</u>
<b>Cash Flows from Investing Activities</b>		
Payment for Plant & Equipment	(134,464)	(141,666)
Goods & Services Tax Refund	-	8,969
<b>Net cash provided by (used in) investing activities</b>	<u>(134,464)</u>	<u>(132,697)</u>
Net increase (decrease) in cash held	347,505	(97,840)
Cash Held 1st July 2011	<u>1,819,502</u>	<u>1,917,342</u>
<b>Cash Held 30th June 2012</b>	<u><u>2,167,007</u></u>	<u><u>1,819,502</u></u>

The accompanying notes form part of these financial statements.

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

**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30TH JUNE 2012**

	Note	2012 \$	2011 \$
<b>Notes to the Statement of Cash Flows</b>			
<b>Reconciliation of Cash</b>			
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		1,050	2,746
Cash at Bank - General Account		269,695	245,781
Cash at Bank - National Airlines		24,396	23,688
Cash at Bank - Retail Account		4,547	46,084
Cash at Bank - Equal Pay Case		17,933	45,011
Cash at Bank - Reserve Account		86	217,500
Term Deposit - Leave Entitlements		601,481	585,000
Members Equity Savings Account		1,231,605	638,393
Term Deposit - Stabilisation Fund		16,214	15,299
		<u>2,167,007</u>	<u>1,819,502</u>
<b>Reconciliation of Net Cash provided by Operating Activities to the Surplus/(Deficit) for the Year</b>			
Operating Surplus/(Deficit) for Year		158,093	254,266
<b>Add Non-Cash Items:</b>			
Gain on Disposal of Motor Vehicles		268	(5,928)
Investment Market Value Increase		(48)	(67)
Depreciation & Amortisation		89,635	94,265
Conference Provision		-	(9,034)
Accrued Leave		16,988	(131,743)
Other Items		-	(307,200)
<b>Changes in Assets and Liabilities:</b>			
Decrease (Increase) in Debtors		460,275	(347,951)
Decrease (Increase) in Prepayments		(4,154)	(14,902)
Increase (Decrease) in Payables		(301,620)	219,934
Change in Unspent SACS Funds		3,598	(63,749)
Change in Unspent Grant Funds		6,955	(60,000)
Change in Unspent Super Trust Funds		(66,986)	(122,836)
Change in Unspent Airline Council Funds		3,574	34,840
		<u>366,578</u>	<u>(460,105)</u>
<b>Cash flows from operations</b>		<u>366,578</u>	<u>(460,105)</u>

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30TH JUNE 2012**

---

**1 Statement of Significant Accounting Policies**

This financial report is a general purpose financial report of the National Office ("National Office") being a reporting unit of the Australian Municipal Administrative Clerical and Services Union ("the Union") as defined in Sec 242 of the Fair Work (Registered Organisations) Act 2009.

The accounts of the National Office have been prepared in accordance with Australian Accounting Standards including Australian Accounting Interpretations and the reporting and disclosure requirements of the Fair Work (Registered Organisations) Act 2009.

The following is a summary of the material accounting policies adopted by the National Office in the preparation of the financial statements 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 investments and other non-current assets.

Income and expenditure of the National Executive 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) Recognition of Income**

Income including income from capitation fees, interest on investments and property rentals is recognised in the accounts at the fair value value of the consideration received or receivable.

Income from the supply of goods or services including reimbursements is recognised at the point of delivery of those goods or services, or as and when the reimbursed expense is incurred.

Income from grants and specific-purpose funding from branches is recognised on an accruals basis as and when the terms, conditions, or other obligations of the grant or funding is fulfilled or otherwise satisfied with the unexpended portion of any grant or branch funding shown as a liability.

**(c) Employee Leave Entitlements**

Provision has been made in the accounts for employee leave entitlements in the form of accrued annual and long service for all employees on the basis of their terms of employment and wage rate prevailing at year-end.

In the case of long service leave, the accrual has been calculated for all employees by reference to their periods of service and current wage rates as an approximation of estimated future cash flows.

Where an employee has transferred from a branch, any liability pertaining to prior service with the branch is brought to account in the calculation of leave entitlements together with any associated accrued leave transfers received during the year and/or right of indemnity from the branch.

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30TH JUNE 2012**

---

**(d) Income Tax**

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

**(e) 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	10% to 100% Prime Cost & Diminishing Value
Motor Vehicles	Purchased pre 1/7/08 18.75% DV, post 1/7/08 25% DV

**(f) Unexpended Branch Funds**

Funds raised by levies collected from other reporting units 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 Executive they are transferred to the respective provision account and held in trust for future allocation.

**(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 (GST)**

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



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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30TH JUNE 2012**

---

**(j) Investments**

Except for units in managed funds which are measured at their year-end market value, all 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.

**(k) Fair Work (Registered Organisations) Act 2009**

In accordance with the requirements of the Fair Work (Registered Organisations) Act 2009, 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 the General Manager of FWA, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making the application.
- (2) The application must be in writing and must specify the period within which, and the manner in which, the information is to be made available. The period must not be less than 14 days after the application is given to the reporting unit.
- (3) A reporting unit must comply with an application made under subsection (1).

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30TH JUNE 2012**

	2012 \$	2011 \$
<b>2 Capitation Income</b>		
C&S Qld C&A Branch	244,745	219,082
Nth Qld C&A Branch**	7,926	14,707
NSW & ACT Services Branch	355,337	344,980
Queensland Services Branch**	395,850	372,907
SA & NT Branch	179,916	178,993
Tasmanian Branch*	34,678	63,123
Tax Officers Branch	27,347	26,418
Victorian Private Sector Branch	142,977	143,429
Vic. Authorities & Services Branch*	570,956	533,220
Western Australian Branch	146,885	149,472
NSW LGCAEAU Branch	99,746	112,970
NSW LGCAEAU - MEU	687,180	701,498
	<hr/>	<hr/>
Total Capitation Income	2,893,543	2,860,799
	<hr/>	<hr/>
* Merged w.e.f. 11/05/11 to form Victorian & Tasmanian Authorities & Services Branch		
** Merged w.e.f. 04/02/11 to form Queensland (Services & Northern Administration) Branch		
<b>3 Investment Income</b>		
Bank Interest Received	101,855	82,293
Interest - Tasmanian Branch	246	1,788
Trust Distributions Received	5,312	13,663
	<hr/>	<hr/>
Total Investment Income	107,413	97,744
	<hr/>	<hr/>
<b>4 Property Rental Income</b>		
Vic & Tas A & S Branch	69,938	71,725
Barton ACT Property	24,582	44,184
Tax Officers Branch	5,600	3,567
Other Tenants	17,311	9,943
	<hr/>	<hr/>
Total Rental Income	117,431	129,419
	<hr/>	<hr/>
<b>5 Grant &amp; Specific-Purpose Income</b>		
Grant - SACS Education & Information	200,000	-
Less: Unexpended Funds	(6,955)	-
Grant - Job Skills Program	-	21,392
Branch Funding - Equal Pay Case	100,000	157,834
Less: Unexpended Funds	(3,061)	-
	<hr/>	<hr/>
Grant & Specific-Purpose Income	289,984	179,226
	<hr/>	<hr/>
<b>6 Other Income</b>		
Cost Recoveries & Other Income	(83,169)	(38,468)
Branch Contribution to Donations	-	(33,000)
	<hr/>	<hr/>
Total Other Income	(83,169)	(71,468)
	<hr/>	<hr/>
<b>7 Auditors' Remuneration</b>		
Auditing of the Accounts	13,981	13,800
Statutory Report Disclosures	4,780	3,800
Auditing of Government Grant	-	2,380
	<hr/>	<hr/>
Auditors' Remuneration	18,761	19,980
	<hr/>	<hr/>

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30TH JUNE 2012**

	2012 \$	2011 \$
<b>8 Computer Expenses</b>		
Expenses & Consultants	26,934	32,968
<b>9 Depreciation Expense</b>		
Furniture & Equipment	42,117	49,591
Building	28,590	28,980
Library	1,165	1,620
Total Depreciation	71,872	80,191
<b>10 Grant &amp; Specific Purpose Costs</b>		
SACS Education & Information Program	193,045	-
Job Skills Grant Expenses	-	21,711
Legal & Other - Equal Pay Case	95,873	158,246
Total Grant & Specific-Purpose Costs	288,918	179,957
<b>11 Motor Vehicle Expenses</b>		
Running Costs	35,660	39,089
Operating Lease Rentals	19,948	29,038
Depreciation & Amortisation	17,763	14,074
Less: Employee Car Contribution	(9,602)	(11,796)
Total Motor Vehicle Expenses	63,769	70,405
<b>12 Salaries, Wages &amp; On-Costs</b>		
<b>Holders of Office:</b>		
Salaries, Allowances & Salary-Sacrifice Benefits	356,638	428,292
Employer Superannuation	49,543	49,044
<b>Employees:</b>		
Salaries, Allowances & Salary-Sacrifice Benefits	1,148,906	1,171,129
Employer Superannuation	140,970	138,554
<b>Other Costs:</b>		
Temporary Staff, Reception, etc	34,699	75,997
Fringe Benefits Tax	15,228	16,902
Payroll Tax	95,766	73,845
Workers Compensation	14,610	16,081
Leave Accrued	16,986	(131,743)
Recruitment & Relocation	9,710	26,138
Total Salaries, Wages & On-Costs	1,883,056	1,864,239

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30TH JUNE 2012**

	<b>2012</b>	<b>2011</b>
	<b>\$</b>	<b>\$</b>
<b>13 Other Items</b>		
Provision for Guaranteed Superannuation Benefits	-	(357,019)
Less: Contribution Made to Superannuation Reserve A/c	-	49,819
	<u>                    </u>	<u>                    </u>
	<u>                    </u>	<u>                    </u>
	-	(307,200)
	<u>                    </u>	<u>                    </u>

National Office together with other reporting units or branches of the Union were a party to a Participation Agreement which expired on 30th June 2011 whereby the Union guaranteed minimum superannuation benefits for qualifying officers and employees.

On the basis that the guarantee may have required a superannuation payment to be made prior to its expiration, provision had been made in the accounts of the previous year for that part of the estimated total liability pertaining to National Office officers and employees.

Save for a contribution of \$49,819 towards actual shortfall payments of \$157,432 required to be made by the Union under the terms of the guarantee for the previous financial year part of which may be refunded in the next financial year, the unused balance of the provision was written-back to Accumulated Funds.

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30TH JUNE 2012**

	2012 \$	2011 \$
<b>14 Reserves</b>		
General Reserve	48,827	48,827
There were no transfers to or from reserves during the year.		
<b>15 Accumulated Funds</b>		
Accumulated Funds 1st July 2011	3,232,907	2,978,641
Surplus/(Deficit) for Year	158,093	254,266
Accumulated Funds 30th June 2012	3,391,000	3,232,907
<b>16 Cash Assets</b>		
Cash on Hand	1,050	2,746
Cash at Bank - General Account	269,695	245,781
Cash at Bank - National Airlines	24,396	23,688
Cash at Bank - Retail Account	4,547	46,084
Cash at Bank - Equal Pay Case	17,933	45,011
Cash at Bank - Reserve Account	86	217,500
	317,707	580,810
<b>17 Receivables</b>		
CURRENT		
Debtors - Other	39,830	69,333
Debtors - Branches	417,635	848,407
Loan - Vic & Tas A & S Branch	-	18,817
	457,465	936,557
NON-CURRENT		
Equity Loan - Vic & Tas A & S Branch	100,000	100,000

**Current Receivables**

Current receivables are on 30-day terms. No provision for impairment was considered necessary in relation to any particular account as at balance date.

**Loan - Vic. & Tas. Authorities & Services Branch**

With effect from 11th May 2011, the merged Victorian & Tasmanian Authorities & Services branch assumed liability for the equity loan previously advanced to the Tasmanian Branch, such loan on interest-free terms repayable from proceeds of any disposal of freehold property owned by the Branch at 265 Macquarie Street, Hobart, unless otherwise repaid from other sources.

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30TH JUNE 2012**

	<b>2012</b>	<b>2011</b>
	\$	\$
<b>18 Investments</b>		
<b>CURRENT</b>		
Term Deposit - Leave Entitlements	601,481	585,000
Members Equity Savings Account	1,231,605	638,393
Term Deposit - Stabilisation Fund	16,214	15,299
	1,849,300	1,238,692
<b>NON-CURRENT</b>		
<b>Unlisted Shares &amp; Units:-</b>		
AFI Pte Ltd at Cost (60,000 Ord Shares of S\$1 FP)	41,334	41,334
ACTU Member Connect at Cost (78,272 \$1 Units Pd to \$0.40)	17,848	17,848
<b>Managed Funds:-</b>		
Units - Challenger Mortgage Fund	55,606	163,346
	114,788	222,528
<b>19 Other Assets</b>		
<b>CURRENT</b>		
Prepayments		
Prepaid Expenses	45,661	37,002
Promotional Stock for Resale	32,498	37,003
	78,159	74,005

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30TH JUNE 2012**

	2012	2011
	\$	\$
<b>20 Property, Plant and Equipment</b>		
<b>Land and Buildings</b>		
Land & Building at Cost	1,619,648	1,619,648
Less: Accumulated Depreciation	672,203	643,613
	947,445	976,035
Investment Property at Cost	282,751	282,751
	282,751	282,751
<b>Total Land and Buildings</b>	1,230,196	1,258,786
Motor Vehicles at Cost	104,511	77,991
Less: Accumulated Depreciation	21,757	19,327
	82,754	58,664
Furniture & Equipment at Cost	513,058	429,806
Less: Accumulated Depreciation	319,821	277,704
	193,237	152,102
Resource Library	56,610	56,610
Less: Accumulated Depreciation	34,479	33,314
	22,131	23,296
<b>Total Plant and Equipment</b>	298,122	234,062
<b>Total Property, Plant and Equipment</b>	1,528,318	1,492,848

**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 with the Victorian & Tasmanian Authorities & Services Branch which has the remaining two-thirds. The property is stated in the accounts at historical cost and was independently valued at \$7,830,000 on the 24th June 2011 by WBP Property Group based upon the Direct Comparison Approach and Income Approach. National Office's one-third interest is therefore \$2,610,000. National Office is responsible for insuring the building, the amount of cover on a replacement basis being \$6,175,000.

**Investment Property - Unit 6, 40 Brisbane Avenue, Barton, ACT**

National Office has a one-half share in office premises known as Unit 6, 40 Brisbane Avenue, Barton, ACT and is stated in the accounts at historical cost, the NSW United Services Branch having the other one-half share. The market value of the property was independently assessed at \$840,000 on 14th August 2008 by CB Richard Ellis, National Office's share being \$420,000. As the property is held for investment purposes for which National Office is entitled to one half of the rental income and one-half any capital growth, it is not depreciated. Insurance cover on the building is the responsibility of the body corporate.

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30TH JUNE 2012**

	2012	2011
	\$	\$
<b>21 Payables</b>		
<b>CURRENT</b>		
Legal Fees Payable	42,310	50,522
Creditor - Branches	64,166	120,623
Goods & Services Tax Payable	47,328	35,006
Other Creditors & Accruals	157,685	406,958
	<u>311,489</u>	<u>613,109</u>
<b>22 Other Liabilities</b>		
<b>CURRENT</b>		
Hire Purchase Loan - Computers	19,276	20,304
Unspent National Airlines Funds	41,196	37,622
Unspent Airlines Stabilisation A/c	15,000	15,000
Unspent Branch Funds Held in Trust	10,553	66,986
	<u>86,025</u>	<u>139,912</u>
<b>NON-CURRENT</b>		
Hire Purchase Loans - Computers	-	19,277
	<u>-</u>	<u>19,277</u>
<b>23 Employee Leave Entitlements</b>		
<b>CURRENT</b>		
Annual Leave Payable - Officers	79,738	69,615
Annual Leave Payable - Other	92,826	72,371
Long Service Payable - Officers	264,249	245,762
Long Service Payable - Other	154,516	193,915
	<u>591,329</u>	<u>581,663</u>
<b>NON-CURRENT</b>		
Long Service Payable - Other	17,067	9,745
	<u>17,067</u>	<u>9,745</u>
Aggregate employee entitlement liability	<u>608,396</u>	<u>591,408</u>
Number of employees at year end	<u>17</u>	<u>15</u>



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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30TH JUNE 2012**

	<b>2012</b>	<b>2011</b>
	\$	\$
<b>24 Capital and Leasing Commitments</b>		
<b>Hire Purchase Commitments</b>		
Hire purchase contracts capitalised in the financial statements:		
Payable		
Not later than one year	20,619	23,922
Later than one year but not later than five years	-	20,620
	<u>20,619</u>	<u>44,542</u>
Less: Future Finance Charges	1,343	4,961
	<u>19,276</u>	<u>39,581</u>
<b>Operating Lease Commitments</b>		
Non-cancellable operating leases contracted for but not capitalised in the financial statements		
Payable		
Not later than one year	27,495	26,255
Later than one year but not later than five years	-	27,495
	<u>27,495</u>	<u>53,750</u>
<b>Capital Expenditure Commitments</b>		
Contracted for:		
Purchase of Car Parks	180,000	180,000
	<u>180,000</u>	<u>180,000</u>
Payable		
Not later than one year	180,000	180,000
	<u>180,000</u>	<u>180,000</u>

In the year ended 30th June 2011, National Office accepted an offer for the purchase and transfer of twelve car park spaces to be assigned to Unit 6 40 Brisbane Avenue Barton. One-half of the amount payable by National Office at settlement will be recharged to the NSW United Services Branch in accordance with joint ownership of the property. The purchase and settlement of the car parks was still in progress as at 30th June 2012.

**25 Contingent Liabilities**

A liability exists in relation to debts incurred by other branches (or reporting units) of the Union for which National Office may become liable under the rules of the organisation.

No provision for such liability is considered necessary on the basis that each branch is able to pay its own debts as and when they fall due from its own resources whether current income or reserves.

Apart from the above, members of the committee of management of the National Office 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 OFFICE**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30TH JUNE 2012**

2012	2011
\$	\$

---

**26 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.

**27 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.

**28 Segment Reporting**

The principal activity of National Office 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 & ACT	39.4%
Victoria & Tasmania	25.8%
Queensland	22.4%
South Australia & NT	6.2%
Western Australia	5.0%
Other	1.2%
Total	100.0%

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30TH JUNE 2012**

	2012	2011
	\$	\$

---

**29 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 as set out below are deemed to be a related party for financial reporting purposes:-

**Office-Holders -**

Henrietta Moran, Linda White, Greg McLean, Julie Bignell, David Smith, Katrine Hildyard, Jeff Lapidos, Peter Chaplin, Ingrid Stitt, Russell Atwood, Brian Parkinson, Wayne Wood, David Leydon, Michael Flinn, Ruth McFarlane, Ian Steel, Stephen Birney, Graeme Kelly, Kathrine Nelson, Paul O'Neill, Jenny Thomas.

**Related Branches -**

NSW Local Government Clerical Administrative Energy Airlines & Utilities Branch  
NSW & ACT (Services) Branch  
Victorian & Tasmanian Authorities & Services Branch  
Victorian Private Sector Branch  
Queensland (Services & Northern Administrative) Branch  
Central & Southern Queensland Clerical & Administrative Branch  
South Australian & Northern Territory Branch  
Western Australia Branch  
Taxation Officers Branch

**Special Responsibilities -**

National President	Russell Atwood	03/08/11 to 30/06/12
National President	Henrietta Moran	01/07/11 to 03/08/11
National Vice-Pres.	Kathrine Nelson	03/08/11 to 30/06/12
National Vice-Pres.	Julie Bignell	01/07/11 to 03/08/11
National Secretary *	David Smith	01/07/11 to 30/06/12
Asst Nat Secretary *	Linda White	01/07/11 to 30/06/12
Asst Nat Secretary *	Greg McLean	01/07/11 to 30/06/12

*\* Remunerated positions*

**(b) Transactions With Office-Holders**

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 (including unused annual leave and long service leave owing at balance date to retired elected officers) was the amount as set out in Note 12 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 nine constituent branches:-

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30TH JUNE 2012**

	<b>2012</b>	<b>2011</b>
	\$	\$

---

Revenue Account: Capitation fees, interest received on loans, sale of promotional goods, expense and other re-charges received from or paid to branches - details of which are disclosed in the Statement of Income and Expenditure.

Capital Account: Branch loan repayments, special-purpose funding advances (equal pay case, airline division costs, and superannuation guarantee reserve) - the total amount of which is disclosed in the Statement of Cash Flows.

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

**OPERATING REPORT  
FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2012**

---

In accordance with sec. 254 of the **Fair Work (Registered Organisations) Act 2009** ("the Act"), the Committee of Management report follows:

**Principal Activities**

- A. This reporting year has been dominated by the following activities.
1. Award Review 2012 – a review of all modern awards by FWA.
  2. National ASU enterprise bargaining – the negotiation of agreements across many industries.
  3. Submissions to various Federal Government inquiries.
  4. The SACS "Equal Work, Equal Pay" remuneration Test Case before FWA.
- B. Award Review 2012 – this process was commenced by the Full Bench of FWA in November 2011. Because of the ASU's wide coverage of membership we have an interest in dozens of awards, including those in Airlines, SACS, Local Government, Energy, Water, Clerical and Administration, Rail, Health and Education. The National Office has been liaising with the Branches in supporting or opposing applications to vary modern awards. The National Office has also prepared submissions for Full Bench proceedings in penalty rates, public holidays and apprentices, trainees and junior rates.

The National Office has also been working with Branches to identify which Enterprise Awards relevant to the ASU should be converted into modern awards before their expiry in 2013.

- C. National ASU enterprise bargaining – the National Office of the ASU negotiates National Agreements sometimes on its own and at times with interested Branch/s. These negotiations take place across many varied industries as detailed below:

In Airlines we have completed or are negotiating with the following companies:

AaE, Regional Express, Menzies (Sydney and Melbourne airports), Emirates Airlines, Jetstar Airways, Qantas Link (Sunstate Airlines) and (Eastern Australian Airlines), Qantas, Aero-Care, JTG Services, Air Niugini, Qantas Couriers, Virgin Australia, Malaysia Airlines and Garuda Airlines.

In Cash Transport we are negotiating with Armaguard and Toll.

In Business Equipment we are negotiating with Fuji Xerox, Canon, OCE, CSG and NCR. In the SACS sector we are negotiating with Vision Australia, Neami, and Grow.

In the Legal Industry we have concluded negotiations with Slater and Gordon and Maurice Blackburn, while in Energy we have concluded an EBA with AEMO.

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

**OPERATING REPORT  
FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2012 (CONTINUED)**

---

**Principal Activities (continued)**

D. The following submissions have been made to various Federal Government inquiries:

1. Submission to Australian Government, House of Representatives Standing Committee on Education and Employment Inquiry into workplace bullying, 4 July 2012.
2. Submission to Australian Government, House of Representatives, House Standing Committee on Regional Australia Inquiry into the use of 'fly-in, fly-out' (FIFO/DIDO) workforce practices in regional Australia, 25 May 2012.
3. Submission to Australian Government, Department of Resources Energy and Tourism (RET) Draft Energy White Paper 2011 Consultation, April 2012.
4. Submission to Fair Work Act Review Panel Review of the Fair Work Act 2009, 17 February 2012, plus the supplementary submission, 2 March 2012
5. Submission to ACTU Inquiry into Insecure Work in Australia, 20 January 2012.
6. ASU Submission to Federal Government Expert Panel on Constitutional Recognition of Local Government, 4 November 2011.
7. Submission to Senate Inquiry Air Navigation and Civil Aviation Amendment (Aircraft Crew) Bill 2011; Qantas Sale Amendment (Still Call Australia Home) Bill 2011, 20 October 2011
8. Submission to Productivity Commission Draft Research Report into the Early Childhood Development Workforce, 2 September 2011.

E. SACS "Equal Work, Equal Pay" remuneration Test Case

A favourable Interim Decision was issued by the Full Bench of FWA on 16 May 2011. However further hearings and conciliations were set for the second half of 2011 while the ASU had to campaign Federal and State to provide the billions of dollars in funding for the anticipated wage increases for SACS workers.

In July 2011 the Federal Government committed to funding the anticipated wage increases while State Governments over the next few months either supported funding the pay increase or kept their options open in submissions to FWA Full Bench. In February 2012, the Full Bench of FWA, following further submissions from the ASU and others, granted the union's claim for a 23%-45% wage increase over the next 8 years commencing 1<sup>st</sup> December 2012. In June 2012 FWA handed down its decision and equal remuneration order (ERO) agreeing to the ASU's draft order delivering pay increase of 23%-45% via nine annual increments. The ASU continues to talk to Federal and State Governments regarding funding these wage increases.

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

**OPERATING REPORT  
FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2012 (CONTINUED)**

---

**Principal Activities (continued)**

These activities referred to above were in addition to the continuing principal activities of the National Office of the Union during the year which can be summarised as follows:

1. Managing national campaigns on behalf of the National union, Branches and members on particular issues and in particular industry sectors. One example of this has been responding to the Federal Government's climate change carbon pricing policies by lobbying Federal and State Governments to protect members' jobs in the energy industry, especially in the Latrobe Valley in Victoria.
2. Maintaining and amending the union's national and Branch rules, as required, and objecting, where necessary and appropriate to changes to the rules of other registered organisations in the interests of the union and its members. The electricity industry has been one such case, where the union has made application to FWA to update its rules in this ever changing industry.
3. Administration of the union in accordance with the National Rules of the union; including meeting reporting requirements imposed by the Act with respect to registered organisations; convening of meetings of the National Office of the Union in accordance with its Rules and implementing decisions made by the National Office.
4. In accordance with decisions of the National Office, developing and implementing industry work plans developed by National and Branch Officials to give effect to activities considered by Branches and their members to be important in protecting and advancing the interests of members employed in all of the union's industry sectors.
5. Maintaining the national finances and assets of the Union in accordance with the union's rules.
6. Assisting and coordinating membership organising and recruitment campaigns in conjunction with Branches.
7. Maintaining Federal Awards and national agreements which affect members in more than one Branch of the union and, in particular, maintaining the safety net of award wages and conditions in Federal Awards as allowed under the Fair Work Act as amended from time to time.
8. Negotiating national Enterprise Agreements and processing FWA approval applying to members in more than one Branch in major industries and coordinating similar activities undertaken by Branches as required.
9. Providing an industrial advocacy and representation service with regard to national industrial matters and relationships with major employers.
10. Acting as national spokesperson on behalf of the Union with regard to national issues and major national employer matters.

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

**OPERATING REPORT  
FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2012 (CONTINUED)**

---

**Principal Activities (continued)**

11. Acting as national spokesperson on behalf of the Union with regard to national issues and major national employer matters.
12. Providing advice and assistance to Branches of the Union with regard to industrial matters and disputes generally, industrial relations legislation, occupational health and safety, workers compensation, superannuation and other issues of national significance.
13. Developing and delivering training for Branch Officials and employees as requested, including with regard to Right of Entry provisions of the current Act.
14. Maintaining the Union's national and international affiliations, for example to the ACTU and to International Trade Union Federations. Attendance at meetings convened by the ACTU and at relevant international meetings.
15. Representation on the ACTU Office, OHS & Workers Compensation Committee and ACTU Indigenous Committee.
16. Maintaining the Union's relationships with the Federal Government, political parties and other relevant industry and interest groups and lobbying in accordance with the aims and objectives of the Union, its Branches and members.
17. Representation of the skills and training needs of members through participation in a wide range of Industry Skills Councils and in other bodies and forums with responsibility for vocational education and training.
18. Maintaining a national communications strategy including the collection and dissemination of information relevant to Branches including through the maintenance of the ASU National Net website and by other means.
19. Providing a national purchasing scheme for Branches with regard to telecommunications and other services as well as campaign and other materials through the ASU Shop.
20. Providing research and information services to Branches on request and in accordance with industry work plans.
21. Maintaining the special interest groups established by the National union and promoting and advancing their interests, e.g., women workers, gay and lesbian workers, as well as indigenous members and young workers.
22. Operating special industry forums as determined by the Rules and decisions of the National Office, e.g., National Airlines Division Council (NADC) as well as convening meetings of Branches, Branch Secretaries and other representative groups of Officials in particular sectors, e.g., Local Government, energy, water, rail, SACS and private sector clerical.

There have been no changes in the principal activities of the National Office of the Union over the reporting period other than those imposed by the terms of the Fair Work Act.



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

**OPERATING REPORT  
FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2012 (CONTINUED)**

---

**Operating Result**

The operating result of the National Office of the organisation for the year ended 30<sup>th</sup> June 2012 was a surplus of \$158,093 (2011: \$254,266). No provision for tax was necessary as the Union is exempt from tax.

**Significant Changes**

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

**Rights of Members**

All members have the right to resign from the Union in accordance with National Rule 32 – Resignation, of the Union Rules (and Section 174 of the Act); namely, by providing written notice addressed and delivered to the Secretary of the Branch.

**Superannuation Officeholders**

The following officers 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
David Smith	E.S.I.S. (QLD) Ltd *	Energy Super	Director
David Smith	H.E.S.T. Australia Ltd	HESTA	Director ^

\* Electricity Supply Industry Superannuation (Qld) Ltd    ^ Alternate Director

**Other Prescribed Information**

In accordance with Reg. 159 of the Fair Work (Registered Organisations) Regulations 2009:

- (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 113,086 across nine branches.
- (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.

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

**OPERATING REPORT  
FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2012 (CONTINUED)**

---

**Other Prescribed Information (continued)**

- (c) The names of those who have been members of the committee of management being the National Executive of the Union at any time during the financial year and the periods for which he or she held office were:

<b>Name</b>	<b>Position</b>	<b>Period From</b>	<b>Period To</b>
Russell Atwood	National President	03/08/2011	30/06/2012
	National Executive Representative	01/07/2011	30/06/2012
Henrietta Moran	National President	01/07/2011	03/08/2011
Julie Bignell	National Vice-President	01/07/2011	03/08/2011
	National Executive Representative	01/07/2011	30/06/2012
Kathrine Nelson	National Vice-President	03/08/2011	30/06/2012
	National Executive Representative	01/07/2011	30/06/2012
David Smith	National Secretary	01/07/2011	30/06/2012
Linda White	Assistant National Secretary	01/07/2011	30/06/2012
Greg McLean	Assistant National Secretary	01/07/2011	30/06/2012
Ruth McFarlane	National Executive Representative	01/07/2011	30/06/2012
Sally McManus	National Executive Representative	01/07/2011	30/06/2012
Michael Flinn	National Executive Representative	01/07/2011	30/06/2012
Graeme Kelly	National Executive Representative	01/07/2011	30/06/2012
Stephen Birney	National Executive Representative	01/07/2011	30/06/2012
Katrine Hildyard	National Executive Representative	01/07/2011	30/06/2012
Ian Steel	National Executive Representative	01/07/2011	30/06/2012
Jeff Lapidos	National Executive Representative	01/07/2011	30/06/2012
Peter Chaplin	National Executive Representative	01/07/2011	30/06/2012
Ingrid Stitt	National Executive Representative	01/07/2011	30/06/2012
David Leydon	National Executive Representative	01/07/2011	30/06/2012
Brian Parkinson	National Executive Representative	01/07/2011	30/06/2012
Paul O'Neill	National Executive Representative	01/07/2011	30/06/2012
Wayne Wood	National Executive Representative	01/07/2011	30/06/2012
Jenny Thomas	National Executive Representative	01/07/2011	30/06/2012

**Other Relevant Information**

Nil

Signed for and on behalf of the Committee of Management:

*David Smith*

.....  
**National Secretary – David Smith**

*31/10/12*

.....  
**Date**

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

**COMMITTEE OF MANAGEMENT STATEMENT**

---

On 31/10/12 the National Executive being the committee of management of the Australian Municipal Administrative Clerical & Services Union ("the organisation") passed the following resolution in relation to the general purpose financial report ("GPFR") of the National Office ("reporting unit") for the financial year ended 30<sup>th</sup> June 2012:

The National Executive 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 Fair Work Australia;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the GPFR relates and since the end of that year:
  - (i) meetings of the committee of management were held in accordance with the rules of the organisation and the rules of the branches; and
  - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of the branches; and
  - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the Fair Work (Registered Organisations) Act 2009; and
  - (iv) 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 the General Manager of FWA duly made under section 272 of the Fair Work (Registered Organisations) Act 2009 has been furnished to the member or the General Manager of FWA; and
  - (vi) there has been compliance with any order for inspection of financial records made by Fair Work Australia under section 273 of the Fair Work (Registered Organisations) Act 2009.
- (f) in relation to recovery of wages activity there has been no such activity undertaken by the reporting unit.

**For Committee of Management:  
Title of Office Held:**

David Smith  
National Secretary

**Signature:**

*David Smith*

**Date:**

*31/10/12*

**INDEPENDENT AUDITOR'S REPORT  
TO THE NATIONAL EXECUTIVE AND TO THE MEMBERS OF THE  
AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL & SERVICES UNION**

---

**Scope of our Audit**

We have audited the accompanying general purpose financial report of the National Office of the Australian Municipal Administrative Clerical & Services Union for the year ended 30<sup>th</sup> June 2012 comprising Statement of Income and Expenditure, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Notes to the Financial Statements and the Committee of Management Statement (the National Office being a separate reporting unit of the organisation).

*National Office Responsibility*

The National Executive being the committee of management of the Union is responsible for the preparation and presentation of the financial report of the National Office in accordance with Australian Accounting Standards and the requirements of the Fair Work (Registered Organisations) Act 2009 and for maintaining adequate accounting records and internal controls designed to prevent and detect fraud and error and for the accounting policies adopted in the report.

*Auditor's Responsibility*

Our responsibility is to express an opinion on the financial report to the members of the National Executive and to the members of the Union in accordance with the Rules of the Union and the requirements of the Fair Work (Registered Organisations) Act 2009 based on our audit which was conducted in accordance with Australian Auditing Standards.

Those auditing standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance as to whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement including an assessment of the risks of material misstatement in the financial report whether due to fraud or error.

In making those assessments, the auditor considers internal controls relevant to the preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of internal control..

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee of management as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Auditor's Independence**

In conducting our audit, we have complied with all applicable independence requirements of the Australian professional accounting bodies and the Fair Work (Registered Organisations) Act 2009.

**INDEPENDENT AUDITOR'S REPORT  
TO THE NATIONAL EXECUTIVE AND TO THE MEMBERS OF THE  
AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL & SERVICES UNION**

---

**Independent Auditor's Opinion**

In our opinion the accompanying general purpose financial report of the National Office of the Australian Municipal Administrative Clerical & Services Union presents fairly in all material respects the financial position of the National Office as at 30<sup>th</sup> June 2012 and its financial performance and cash flows for the year ended on that date in accordance with applicable Australian Accounting Standards and the Fair Work (Registered Organisations) Act 2009.

Signed at Melbourne this **31 OCT 2012**

**Eddy Partners  
Accountants & Auditors**



**David Eddy, CPA**  
Registered Company Auditor  
Holder of a Current Public Practice Licence

Eddy Partners  
Accountants & Auditors  
Level 8, 501 Latrobe Street  
Melbourne, Victoria 3000  
Tel. 9602-5177 Fax. 9602-5766



FAIR WORK  
AUSTRALIA

6 August 2012

Mr Paul Slape  
National Secretary  
Australian Municipal, Administrative, Clerical and Services Union

[asunatm@asu.asn.au](mailto:asunatm@asu.asn.au)

Dear Mr Slape,

**Lodgement of Financial Documents for year ended 30 June 2012 [FR2012/418]  
Fair Work (Registered Organisations) Act 2009 (the RO Act)**

The financial year of the Australian Municipal, Administrative, Clerical and Services Union (the “reporting unit”) has recently ended. This is a courtesy letter to remind you of the obligation to prepare and process the reporting unit’s financial documents. The full financial report must be lodged with Fair Work Australia within a period of 6 months and 14 days of the end of the financial year.

The RO Act sets out a particular chronological order in which financial documents and statements must be prepared, audited, provided to members and presented to a meeting. The attached *Timeline/Planner* summarises these requirements.

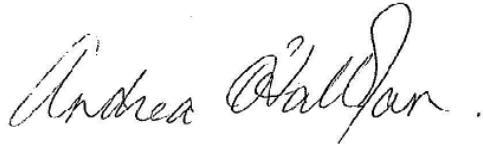
Failure to comply with these obligations is subject to a civil penalty provision - see s305 of the RO Act.

In addition, financial reporting fact sheets and sample documents can be found on our Fair Work Australia website. The information can be viewed at [www.fwa.gov.au](http://www.fwa.gov.au) – under *Registered Organisations – Overview – Fact sheets*. This site also contains the Financial Reporting Guidelines.

This office encourages you to lodge all financial reports electronically (e.g. as pdf files) at [orgs@fwa.gov.au](mailto:orgs@fwa.gov.au). Alternatively, you can forward the documents by fax to (03) 9655 0410.

Please do not hesitate to contact me on (03) 8661 7787 or by email at Andrea.O'HALLORAN@fwa.gov.au if you wish to discuss the requirements outlined in this correspondence.

Yours sincerely,

A handwritten signature in black ink that reads "Andrea O'Halloran". The signature is written in a cursive style with a period at the end.

Andrea O'Halloran  
Organisations, Research & Advice  
Fair Work Australia

**TIMELINE/ PLANNER**

Financial reporting period ending:	/ /
------------------------------------	-----

Prepare financial statements and Operating Report.
--

(a) A Committee of Management Meeting must consider the financial statements, and if satisfied, pass a resolution declaring the various matters required to be included in the Committee of Management Statement.	/ /
(b) A #designated officer must sign the Statement which must then be forwarded to the auditor for consideration as part of the General Purpose Financial Report (GPFR).	

*As soon as practicable after end of financial year*

Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /
---	-----

*Within a reasonable time of having received the GPFR  
(NB: Auditor's report must be dated on or after date of Committee of Management Statement*

Provide full report free of charge to members – s265 The full report includes:	/ /
<ul style="list-style-type: none"> <li>• the General Purpose Financial Report (which includes the Committee of Management Statement);</li> <li>• the Auditor's Report; and</li> <li>• the Operating Report.</li> </ul>	

*(a) if the report is to be presented to a General Meeting (which must be held within 6 months after the end of the financial year), the report must be provided to members 21 days before the General Meeting,*  
*or*  
*(b) in any other case including where the report is presented to a Committee of Management meeting\*, the report must be provided to members within 5 months of end of financial year.*

Present full report to:	/ /
(a) General Meeting of Members - s266 (1),(2); OR	
(b) where the rules of organisation or branch allow* - a Committee of Management meeting - s266 (3)	/ /

*Within 6 months of end of financial year*

*Within 6 months of end of financial year*

Lodge full report with Fair Work Australia, together with the #Designated Officer's certificate** – s268	/ /
--	-----

*Within 14 days of meeting*

\* *the full report may only be presented to a committee of management meeting if the rules of the reporting unit provide that a percentage of members (not exceeding 5%) are able to call a general meeting to consider the full report.*

# *The Committee of Management Statement and the Designated Officer's certificate must be signed by the Secretary or another officer who is an elected official and who is authorised under the rules (or by resolution of the organisation) to sign the statement or certificate – s243.*

++ *The Designated Officer's certificate must state that the documents lodged are copies of the documents provided to members and presented to a meeting in accordance with s266 – dates of such events must be included in the certificate. The certificate cannot be signed by a non-elected official.*