



FAIR WORK
COMMISSION

4 December 2015

Mr David Smith
National Secretary
Australian Municipal, Administrative, Clerical and Services Union

Sent via email: info@asu.asn.au

Dear Mr Smith,

Re: Lodgement of Financial Statements and Accounts – Australian Municipal, Administrative, Clerical and Services Union - for year ended 30 June 2015 (FR2015/224)

I refer to the financial report for the Australian Municipal, Administrative, Clerical and Services Union. The report was lodged with the Fair Work Commission on 26 November 2015.

The financial report has been filed based on a primary review. This involved confirming that the financial reporting timelines required under s.253, s.265, s.266 and s.268 of the *Fair Work (Registered Organisations) Act 2009* (RO Act) have been satisfied, all documents required under s.268 of the RO Act were lodged and that various disclosure requirements under the Australian Accounting Standards, RO Act and Reporting Guidelines have been complied with. A primary review does not examine all disclosure requirements.

Please note that the financial report for the year ending 30 June 2016 may be subject to an advanced compliance review.

Reporting Requirements

On the FWC website a number of factsheets in relation to the financial reporting process and associated timelines are available. The most recent copy of the Reporting Guidelines and a model set of financial statements can also be found. The FWC recommends reporting units use this model as it will assist in ensuring compliance with the *Fair Work (Registered Organisations) Act 2009*, the s.253 Reporting Guidelines and the Australian Accounting Standards. Access to this information may be obtained via [this link](#).

If you require further information on the financial reporting requirements of the Act, I may be contacted on (02) 6746 3283 or 0429 462 979 or by email at stephen.kellett@fwc.gov.au

Yours sincerely

Stephen Kellett
Senior Adviser
Regulatory Compliance Branch

From: KELLETT, Stephen
Sent: Friday, 4 December 2015 6:34 AM
To: 'info@asu.asn.au'
Cc: dbrooks@asu.asn.au
Subject: Attention Mr David Smith - Financial reporting - y/e 30 June 2015 - filing

Dear Ms Brooks,

Please see attached my letter to the National Secretary in relation to the above.



ASU FR2015 224
(primary final).pdf

Yours sincerely

STEPHEN KELLETT
Regulatory Compliance Branch
FAIR WORK COMMISSION

80 William Street
EAST SYDNEY NSW 2011

(ph) (02) 6746 3283
(email) stephen.kellett@fwc.gov.au

From: David Smith [<mailto:dsmith@asu.asn.au>]
Sent: Thursday, 26 November 2015 9:49 AM
To: Orgs
Cc: Jonathan Pipke; John Nucifora
Subject: ON CMS FR2015/224 ASU Financial Statements [FR2015/224]

TO: The Manager
Fair Work Commission
Melbourne

Dear Sir/Madam

Please find attached correspondence from the ASU with regard to the above matter.

If you have any queries please don't hesitate to contact me.



151126 - ASU



151126 - Let to FWC

Financial Statements Lodging ASU Financia

David Smith | National Secretary | ASU

Ground Floor | 116 Queensberry Street | Carlton South | VIC 3053

T| +61 3 9342 1400 **F**| +61 3 9342 1499 **E**| dsmith@asu.asn.au **W**| www.asu.asn.au

Executive Assistant | Dani Brooks **E**| dbrooks@asu.asn.au

 **Please consider the environment before printing this email.**



A•S•U

File/Our Ref: [DS/db 14.1](#)
Your Ref:
Please quote in reply

Thursday 26 November, 2015

The Manager
Fair Work Commission
GPO Box 1994
MELBOURNE VIC 3001

By email: orgs@fwc.gov.au

Dear Sir/Madam

**Re: Australian Municipal, Administrative, Clerical and Services Union
Lodgement of Financial Statements for year ended 30th June 2015
[FR2015/224] Fair Work (Registered Organisations) Act 2009 (the RO
Act)**

In accordance with Section 268 of the Fair Work (Registered Organisations) Act 2009, sub-sections (a), (b) and (c), attached are the financial statements and operating report of the Australian Municipal, Administrative, Clerical and Services Union for the year ending 30th June 2015, including the Designated Officer's Certificate, as the National Secretary.

Yours faithfully

DAVID SMITH
National Secretary

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

encl.

c.c. John Nucifora
Jonathan Pipke

**Australian
Services
Union**

**National Office
Melbourne & Sydney**

All correspondence to:

Ground Floor
116 Queensberry St
Carlton South VIC 3053

T: (03) 9342 1400
F: (03) 9342 1499
E: info@asu.asn.au
W: www.asu.asn.au

National Secretary
David Smith

Assistant National Secretaries
Greg McLean
Linda White

**Australian Municipal, Administrative, Clerical and 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 and Services Union certify:

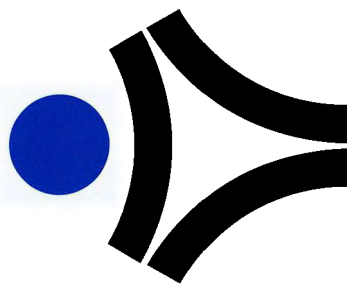
1. That the lodgement of financial documents herewith, are copies of the full report referred to in Section 268 of the Fair Work (Registered Organisations) Act 2009.
2. That the full report was provided to members on 20th October 2015.
3. That the full report was presented to a meeting of the Committee of Management of the reporting unit on 17th November 2015, in accordance with Section 266 of the Fair Work (Registered Organisations) Act 2009.

Signature: 

Date: Thursday 26th November, 2015

**AUSTRALIAN SERVICES UNION
NATIONAL OFFICE**

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2015**



Eddy Partners
Accountants



Level 8, 501 LaTrobe Street,
Melbourne, Victoria 3000.
PO Box 13 105, Law Courts,
Melbourne, Victoria 8010.
Telephone: (03) 9602 5177
Facsimile: (03) 9602 5766

**AUSTRALIAN SERVICES UNION
NATIONAL OFFICE**

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2015**

Contents

Committee of Management Statement	2
Statement of Comprehensive Income	3
Statement of Financial Position	4
Statement of Changes in Equity	5
Statement of Cash Flows	6
Notes to and Forming Part of the Financial Statements	7
Independent Auditor's Report	37
Operating Report	39

AUSTRALIAN SERVICES UNION

NATIONAL OFFICE

COMMITTEE OF MANAGEMENT STATEMENT FOR THE YEAR ENDED 30 JUNE 2015

On 8th October 2015 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 year ended 30th June 2015:

The National Executive declares 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 General Manager of the Fair Work Commission;
- (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; and
- (e) during the financial year to which the GPFR relates and since the end of that year:
 - (i) meetings of the committee of management were held in accordance with the rules of the organisation; and
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation; and
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the Fair Work (Registered Organisations) Act 2009 ("RO Act"); and
 - (iv) the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner with each of the other reporting units of the organisation; and
 - (v) all information sought in any request by a member of the reporting unit or the General Manager duly made under section 272 of the RO Act, has been provided to the member or the General Manager; and
 - (vi) there has been compliance with any order for inspection of financial records made by the Fair Work Commission under section 273 of the RO Act.
- (f) no revenue has been derived from undertaking recovery of wages activity during the reporting period

Signature:



David Smith, National Secretary

Dated: **8th October 2015**

**AUSTRALIAN SERVICES UNION
NATIONAL OFFICE**

**STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2015**

	Note	2015 \$	2014 \$
Revenue			
Capitation Fees	3(a)	3,309,524	2,957,501
Other Income from Branches	3(b)	952,541	924,605
Investment Income	3(c)	162,779	186,603
Other Revenue	3(d)	243,247	615,514
Total Revenue		4,668,091	4,684,223
Expenses			
Employee Benefits	4(a)	1,851,479	1,657,967
Office & Administration	4(b)	807,225	669,946
Branch Expense Payments	4(c)	1,042,326	924,605
Depreciation & Amortisation	4(d)	125,767	111,051
Affiliation Fees	4(e)	498,217	452,988
Grants & Donations	4(f)	7,120	59,645
Legal Expenses	4(g)	209,220	118,611
Auditor's Remuneration	4(h)	16,800	17,550
Net Loss on Disposal of Assets	4(i)	100,839	-
Total Expenses		4,658,993	4,012,363
Surplus for the year		9,098	671,860
Other Comprehensive Income			
Items that will not be subsequently reclassified to profit or loss		-	-
Total Comprehensive Income		9,098	671,860

The accompanying notes form part of the financial statements.

**AUSTRALIAN SERVICES UNION
NATIONAL OFFICE**

**STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2015**

	Notes	2015 \$	2014 \$
ASSETS			
Current Assets			
Cash & Cash Equivalents	5	876,068	92,407
Trade & Other Receivables	6	603,298	834,553
Financial Investments	7	2,726,854	2,676,329
Other Current Assets	8	107,090	62,889
Total current assets		4,313,310	3,666,178
Non-Current Assets			
Other Receivables	6	-	100,000
Other Investments	9	73,725	67,711
Property, Plant & Equipment	10	1,627,799	1,661,681
Total non-financial assets		1,701,524	1,829,392
Total assets		6,014,834	5,495,570
LIABILITIES			
Current Liabilities			
Trade and Other Payables	11	956,475	544,135
Other Current Liabilities	12	79,291	52,888
Employee Leave Provisions	13	685,930	627,110
Total current liabilities		1,721,696	1,224,133
Non-Current Liabilities			
Employee Leave Provisions	13	39,144	26,541
Total non-current liabilities		39,144	26,541
Total Liabilities		1,760,840	1,250,674
Net Assets		4,253,994	4,244,896
MEMBERS FUNDS			
Reserves		48,827	48,827
Accumulated Funds		4,205,167	4,196,069
Total Equity		4,253,994	4,244,896

The accompanying notes form part of the financial statements.

**AUSTRALIAN SERVICES UNION
NATIONAL OFFICE**

**STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2015**

	General Funds	General Reserve	Total Equity
	\$	\$	\$
Balance as at 1 July 2014	4,196,069	48,827	4,244,896
Surplus/(Deficit) for the Year	9,098	-	9,098
Transfer to/from Reserves	-	-	-
Balance as at 30 June 2015	4,205,167	48,827	4,253,994
<hr/>			
Balance as at 1 July 2013	3,524,209	48,827	3,573,036
Surplus/(Deficit) for the Year	671,860	-	671,860
Transfers to/from Reserves	-	-	-
Balance as at 30 June 2014	4,196,069	48,827	4,244,896

The accompanying notes form part of the financial statements.

**AUSTRALIAN SERVICES UNION
NATIONAL OFFICE**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2015**

	Note	2015 \$	2014 \$
OPERATING ACTIVITIES			
Cash received			
Receipts from Branches	18C	4,858,669	4,255,483
Bank Interest		84,447	95,049
Other		531,603	391,883
Cash used			
Payments to Employees & Suppliers		(4,080,848)	(4,034,132)
Payments to Branches	18D	(311,894)	(431,411)
Net cash from Operating	18A	1,081,977	276,872
INVESTING ACTIVITIES			
Cash received			
Proceeds from Sale of Assets		18,182	-
Cash used			
Payment for Equipment & Vehicles		(110,068)	(583,831)
Payment for Property (Car Parks)		(163,636)	-
Net cash used by investing		(255,522)	(583,831)
FINANCING ACTIVITIES			
Cash received			
Proceeds of Redemption of Units		7,693	13,650
ASU VIC/TAS Authorities & Services	10	-	788,222
Cash used			
Repayment of Borrowings		-	(2,733)
Net cash from Financing		7,693	799,139
Net increase (decrease) in cash held		834,148	492,180
Cash & cash equivalents at the beginning of the reporting period		2,768,735	2,276,555
Cash & cash equivalents at the end of the reporting period	18B	3,602,883	2,768,735

The accompanying notes form part of the financial statements.

**AUSTRALIAN SERVICES UNION
NATIONAL OFFICE**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2015**

1. Summary of significant accounting policies

1(a) Basis of preparation of the financial statements

The financial statements are a general purpose financial report and have been prepared in accordance with Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period and the *Fair Work (Registered Organisations) Act 2009*. For the purpose of preparing the general purpose financial statements, the Australian Services Union – National Office is a not-for-profit entity.

The financial statements have been prepared on an accrual basis and in accordance with the historical cost basis of accounting, except for any assets and liabilities measured at fair value as explained in the accounting policies below. Historical cost is generally based on the fair values of the consideration given in exchange for assets. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position. The financial statements are presented in Australian dollars.

Except where otherwise stated, the accounting policies adopted in the preparation of this financial report are consistent with those of the previous financial year.

1(b) Comparative amounts

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

1(c) Significant accounting judgements and estimates

The preparation of financial statements requires the National Office to make judgements, estimates and assumptions that affect the application of accounting policies and the reported amount of assets, liabilities, income and expenses. Actual results may differ from these estimates.

Estimates and assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in any future periods affected.

1(d) New Australian Accounting Standards

Adoption of New Australian Accounting Standard Requirements

No accounting standard has been adopted earlier than the application date stated in the standard.

Future Australian Accounting Standards Requirements

There were no new standards, amendments to standards or interpretations that were issued prior to the sign-off date and are applicable to future reporting period that are expected to have a future financial impact on the National Office.

**AUSTRALIAN SERVICES UNION
NATIONAL OFFICE**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2015**

1(e) Revenue

Revenue is measured at the fair value of the consideration received or receivable.

Revenue from capitation fees is accounted for on an accrual basis and is recorded as revenue in the year to which it relates.

Revenue from the sale of goods is recognised when, the risks and rewards of ownership have been transferred to the buyer, the entity retains no managerial involvement or effective control over the goods, the revenue and transaction costs incurred can be reliably measured, and it is probable that the economic benefits associated with the transaction will flow to the entity.

Revenue from employees by way of car contributions is recognised on an accruals basis and is brought to account as income on a progressive basis throughout the year. In previous years, the amount of revenue received was treated as deduction from motor vehicle expenses. This change in classification has not affected the operating result for the year nor the financial position of the National Office.

Interest revenue is recognised on an accrual basis using the effective interest method.

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

1(f) Gains and Losses

Gains and losses from disposal of assets are recognised when control of the asset has passed to the buyer.

1(g) Other Income from Branches

Other income includes reimbursements from branches for their respective share of costs incurred by National Office including payroll tax, insurance premiums, industrial levies and other recharges and such reimbursements are brought to account on an accruals basis so as to match the amount received or receivable with the relevant costs incurred.

In previous financial years, the amounts reimbursed for payroll tax, insurance premiums and other costs were treated as deductions from the corresponding expenses on the basis of the costs being expenses of the branch and in this regard represents a change in accounting policy consistent with a gross revenue basis of accounting for income.

The change in accounting policy has had no effect on the operating result for the year as the amount of additional revenue brought to account in Note 3(b) for payroll tax, insurance and other recharges in the sum of \$564,753 (\$688,194 for the previous year) is entirely offset by their corresponding expense amounts in Note 4(c).

In accordance with Australian Accounting Standard AASB101, comparative figures have been adjusted for consistency in reporting with no change in the reported operating result for the previous financial year.

**AUSTRALIAN SERVICES UNION
NATIONAL OFFICE**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2015**

1(h) Employee Benefits

A liability is recognised for benefits accruing to employees in respect of wages and salaries, annual leave and long service leave when it is probable that settlement will be required and they are capable of being measured reliably.

Liabilities for short-term employee benefits which are expected to be settled within twelve months of the end of the reporting period are measured at their nominal amounts. The nominal amount is calculated with regard to the rates expected to be paid on settlement of the liability including related on costs.

Other long-term employee benefits which are expected to be settled beyond twelve months are measured as the present value of the estimated future cash outflows to be made by the reporting unit in respect of services provided by employees up to reporting date.

The obligations are presented as current liabilities in the statement of financial position if the entity does not have an unconditional right to defer settlement for at least twelve months after the reporting date, regardless of when the actual settlement is expected to occur.

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

1(i) Unexpended Funds

Levies received from other reporting units for a specific purpose are held in trust by the National Office and allocated to the selected activities and projects in accordance with respective resolutions of the National Executive. Levies unexpended as at the end of the financial year are brought to account as a liability for future allocation.

1(j) Finance & Operating Leases

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

No finance leases were held during the financial year nor in the previous financial year by the National Office.

Lease payments in respect of operating leases, where substantially all the risks and rewards of ownership remain with the lessor, are charged as expenses in the period in which they are incurred.

**AUSTRALIAN SERVICES UNION
NATIONAL OFFICE**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2015**

1(k) Cash and cash equivalents

Cash is recognised at its nominal amount. Cash and cash equivalents includes cash on hand, deposits held at call with banks, other short-term highly liquid investments that are readily convertible to known amounts of cash and subject to insignificant risk of changes in value and bank overdrafts. Bank overdrafts are shown within short-term borrowings in current liabilities in the statement of financial position.

1(l) Financial instruments

Financial assets and financial liabilities are recognised when the Union becomes a party to the contractual provisions of the instrument.

Financial assets and financial liabilities are initially measured at fair value. Transaction costs that are directly attributable to the acquisition or issue of financial assets and financial liabilities (other than financial assets and financial liabilities at fair value through profit or loss) are added to or deducted from the fair value of the financial assets or financial liabilities, as appropriate, on initial recognition. Transaction costs directly attributable to the acquisition of financial assets or financial liabilities at fair value through profit or loss are recognised immediately in profit or loss.

1(m) Financial assets

Financial assets are classified into the following specified categories: financial assets at fair value through profit or loss, held-to-maturity investments, available-for-sale financial assets and loans and receivables. The classification depends on the nature and purpose of the financial assets and is determined at the time of initial recognition.

Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets that have fixed maturities and fixed or determinable payments, and it is the Union's intention to hold these investments to maturity. They are subsequently measured at amortised cost. Held-to-maturity financial assets are included in non-current assets, except for those with maturities of less than twelve months from the reporting date, which are classified as current assets.

Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. They are included in current assets, except for those with maturities greater than twelve months after the balance sheet date which are classified as non-current assets. Loans and receivables are included in trade and other receivables in the statement of financial position.

1(m) Financial assets (continued)

Effective interest method

The effective interest method is a method of calculating the amortised cost of a debt instrument and of allocating interest income over the relevant period. The effective interest rate is the rate that exactly discounts estimated future cash receipts through the expected life of the financial asset, or, when appropriate, a shorter period, to the net carrying amount on initial recognition.

Income is recognised on an effective interest rate basis except for debt instruments other than those financial assets that are recognised at fair value through profit or loss.

Impairment of financial assets

Financial assets, other than those at fair value through profit or loss, are assessed for impairment at the end of each reporting period. Financial assets are considered to be impaired when there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows of the investment have been affected.

For certain categories of financial asset, such as trade receivables, assets that are assessed not to be impaired individually are, in addition, assessed for impairment on a collective basis. Objective evidence of impairment for a portfolio of receivables could include the reporting units past experience of collecting payments, an increase in the number of delayed payments in the portfolio past the average credit period of 60 days, as well as observable changes in national or local economic conditions that correlate with default on receivables.

De-recognition of financial assets

The Union derecognises a financial asset only when the contractual rights to the cash flows from the asset expire, or when it transfers the financial asset and substantially all the risks and rewards of ownership of the asset to another entity. The difference between the asset's carrying amount and the sum of the consideration received and receivable and the cumulative gain or loss that had been recognised in other comprehensive income and accumulated in equity is recognised in profit or loss.

1(n) Financial liabilities

Financial liabilities are classified as either financial liabilities 'at fair value through profit or loss' or other financial liabilities.

Other financial liabilities

Other financial liabilities, including borrowings and trade and other payables, are initially measured at fair value, net of transaction costs. Other financial liabilities are subsequently measured at amortised cost using the effective interest method, with interest expense recognised on an effective yield basis.

**AUSTRALIAN SERVICES UNION
NATIONAL OFFICE**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2015**

De-recognition of financial liabilities

The Union derecognises financial liabilities when, and only when, the Union's obligations are discharged, cancelled or they expire. The difference between the carrying amounts of the financial liability derecognised and the consideration paid and payable is recognised in profit or loss.

1(o) Property, Plant and equipment

Land, buildings, plant and equipment are brought to account at historical cost less, where applicable, any accumulated depreciation or amortisation. Property held for investment purposes by way of rental income is not depreciated.

Depreciation

The depreciable amount of property, plant and equipment is depreciated on either a straight line or diminishing value basis over their useful lives commencing from the time the asset is held ready for use using the following rates -

<u>Class of Fixed Asset</u>	<u>Rate</u>	<u>Method</u>
Buildings	2.5%	Straight Line
Motor Vehicles	18.75%	Dimin. Value
Office Furniture and Equipment	10% - 33%	Both Methods

The residual value and useful life of each asset is reviewed, and adjusted if appropriate, at the end of each reporting period.

De-recognition

An item of property, plant and equipment is derecognised upon its disposal or when no future economic benefits are expected from its use. Gains and losses on disposal are determined by comparing proceeds with the carrying amount. These gains and losses are included in the profit or loss in the statement of comprehensive income.

1(p) Investments in Other Entities

Investments in unlisted shares and units in structured not-for-profit entities over which the reporting unit has no control or significant influence over policy or decision-making are measured at historical cost less any necessary provision for diminution in value.

The nature, purpose and amount of the investment is reviewed annually to ensure that the carrying amount is not in excess of its recoverable amount and by reference to the net assets of the entity based upon the latest available audited accounts.

The ability of the Union to control or significantly influence the financial and operating policy decisions of the investee is reviewed annually to determine whether the current unconsolidated basis of accounting for the investment continues to be appropriate.

**AUSTRALIAN SERVICES UNION
NATIONAL OFFICE**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2015**

1(q) Impairment of Non-Financial Assets

All assets are assessed for impairment at the end of each reporting period to the extent that there is an impairment trigger. Where indications of impairment exist, the recoverable amount of the asset is estimated and an impairment adjustment made in all cases where the recoverable amount is less than its carrying amount.

The recoverable amount of an asset is the higher of its fair value less costs of disposal and its value in use. Value in use is the present value of the future cash flows expected to be derived from the asset.

Where the future economic benefit of an asset is not primarily dependent on the ability of the of the asset to generate future cash flows and the asset would be replaced if the National Office were deprived of the asset, its value in use is taken to be its depreciated replacement cost.

1(r) Contingent Assets and Liabilities

Contingent assets and liabilities are not recognised in the Statement of Financial Position and instead, where applicable, are reported in the relevant notes. They may arise from uncertainty as to the existence of an asset or a liability or represent an existing asset or liability in respect of which the amount cannot be reliably measured. Contingent assets are disclosed when settlement is probable but not virtually certain and contingent liabilities are disclosed when settlement is greater than remote.

1(s) Taxation

The Union is exempt from income tax under Section 50.1 of the Income Tax Assessment Act 1997. However it still has obligation for Fringe Benefits Tax (FBT) and the Goods and Services Tax (GST).

Revenues, expenses and assets are recognised net of GST except where the amount of GST incurred is not recoverable from the Australian Taxation Office. In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense.

Receivables and payables, in the statement of financial position are shown inclusive of GST.

2. Events after the reporting period

There were no events that occurred after 30 June 2015, and/or prior to the signing of the financial statements, that would affect the ongoing structure and financial activities of Australian Services Union – National Office.

**AUSTRALIAN SERVICES UNION
NATIONAL OFFICE**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2015**

	2015	2014
	\$	\$
3. Revenue		
3(a) Capitation Fees from Branches		
QLD Together Branch	526,475	214,030
QLD (Services & Northern Administrative) Branch	384,181	403,406
NSW United Services Branch	833,652	815,254
NSW & ACT (Services) Branch	371,086	370,599
VIC/TAS Authorities & Services Branch	698,869	644,867
VIC Private Sector Branch	139,774	141,253
SA & NT Branch	166,226	187,643
WA Branch	162,577	154,849
Tax Officers Branch	26,684	25,600
	3,309,524	2,957,501

3(b) Other Income from Branches

Contributions to ACTU Industrial Levy	350,585	201,170
State Payroll Tax Reimbursements	404,563	383,986
Share of Insurance Premiums	107,779	97,323
Airline Division Council Levy	46,875	48,404
Other Costs Recharged	52,411	206,885
Other Income	10,800	-
Total Gross Other Income [^]	973,013	937,768
Less: Unexpended Levy	(20,472)	(13,163)
Total Other Income	952,541	924,605

[^] Received from -

QLD Together Branch	275,290	39,811
QLD (Services & Northern Administrative) Branch	25,552	45,905
NSW United Services Branch	75,793	181,012
NSW & ACT (Services) Branch	41,639	67,151
VIC/TAS Authorities & Services Branch	394,888	424,864
VIC Private Sector Branch	83,651	84,889
SA & NT Branch	58,413	66,558
WA Branch	14,442	16,820
Tax Officers Branch	3,345	10,758
Total Gross Other Income	973,013	937,768

**AUSTRALIAN SERVICES UNION
NATIONAL OFFICE**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2015**

	2015 \$	2014 \$
3. Revenue (Continued)		
3(c) Investment Revenue		
Bank Interest	86,852	92,451
Property Rentals – ACT Property	65,047	63,331
Property Rentals- Tax Officers' Branch	4,859	6,487
Property Rentals – VIC/TAS A&S Branch	-	15,608
Trust Distribution – ACTU Member Connect	5,891	8,652
Trust Distribution – Howard Mortgage Fund	130	74
	162,779	186,603
3(d) Other Revenue		
Board Representation Fees	60,637	64,867
Sale of Promotional Goods	9,400	21,576
Employee Car Contributions	8,420	8,161
Conference Sponsorship & Other Income	164,790	72,009
Gain on Transfer of Assets to VIC/TAS A&S Branch	-	448,901
	243,247	615,514
4. Expenses		
4(a) Employee Benefits		
Holders of office:		
Salaries & Wages	398,169	376,751
Employer Superannuation	85,187	52,278
Accrued Annual Leave	9,196	(19,495)
Accrued Long Service Leave	21,367	21,809
Separations, Redundancies & Other	-	-
	513,919	431,343
Other Employees:		
Salaries & Wages	1,121,670	1,087,068
Superannuation	170,832	143,500
Accrued Annual Leave	(5,660)	(5,491)
Accrued Long Service Leave	46,520	1,547
Leave Transfers Outwards ¹	4,198	-
Separations, Redundancies & Other	-	-
	1,337,560	1,226,624
Total Employee Benefits	1,851,479	1,657,969

1 Paid to VIC/TAS Authorities & Services Branch

**AUSTRALIAN SERVICES UNION
NATIONAL OFFICE**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2015**

4. Expenses (continued)

	2015	2014
	\$	\$
4(b) Office & Administration		
Bank & Credit Card Charges	1,472	2,359
Cleaning & Waste Disposal ¹	13,544	14,039
Compulsory Levies	-	-
Computer Expenses	28,456	45,684
Fringe Benefits Tax	10,571	7,653
Light, Heat & Power ¹	9,398	12,153
Insurance – Property & Other	22,665	27,861
Insurance – Workers Compensation	25,254	12,451
Interest on Hire Purchase Loan	-	39
Meeting & Conference Expenses	181,246	20,476
Meeting & Conference Fees & Allowances	-	-
Motor Vehicle Expenses	24,541	30,628
Northern Territory Expenses ²	6,000	6,000
Payroll Deduction Expenses	-	-
Payroll Tax	119,005	81,314
Penalties – RO Act &/or Regulations	-	-
Printing, Stationery, Postage & Office	30,486	36,363
Property Management & Outgoings	26,995	19,309
Publicity & Promotional Goods	23,014	38,711
Special Projects	4,545	12,768
Rates – Council & Water ¹	15,241	13,946
Reception Services ¹	25,489	31,877
Rent of Sydney Office ³	29,750	29,750
Repairs, Maintenance & Replacements ¹	24,607	26,159
Resources & Library Subscriptions	29,902	31,449
Staff Training & Development	2,821	3,851
Taxation Services	200	2,280
Telephone & Teleconferencing	39,722	39,177
Temporary Hire of Support Staff	-	17,273
Travelling & Accommodation	112,301	106,376
Total Office & Administration	807,225	669,946

1 Including expenses reimbursed to VIC/TAS A&S Branch

2 Annual contribution to ASU SA & NT Branch

3 Paid to NSW United Services Union

**AUSTRALIAN SERVICES UNION
NATIONAL OFFICE**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2015**

4. Expenses (continued)

	2015 \$	2014 \$
4(c) Branch Expense Payments		
Industrial Levies Paid to ACTU	451,170	201,170
State Payroll Tax for VIC Branches	404,563	383,986
Insurance Attributable to Branches	107,779	97,323
National Airlines Division Expenses	26,403	35,241
Other Branch Expense Payments	52,411	206,885
Total Branch Expense Payments	1,042,326	924,605
4(d) Depreciation & Amortisation		
Depreciation		
Building	19,983	20,257
Motor Vehicles	15,189	19,476
Furniture, Equipment & Library	90,595	71,318
Total depreciation	125,767	111,051
Amortisation		
Leased Assets	-	-
Total amortisation	-	-
Total Depreciation & Amortisation	125,767	111,051
4(e) Affiliation Fees		
Australian Council of Trade Unions	396,674	361,081
Public Services International	56,064	52,409
Union Network International	14,095	12,831
International Transport Workers Federation	16,241	14,305
APHEDA – Union Aid Abroad	3,350	3,350
UNI Asia & Pacific Regional Organisation	5,000	5,000
Australasian Railway Association	1,073	1,047
Australian Council of Social Services	620	540
EE-OZ Training Standards	100	100
Australian Fair Trade & Investment Network	5,000	200
Australian Council for International Development	-	1,125
Activate Community Inc. t/as Welcome to Australia	-	1,000
Total Affiliation Fees	498,217	452,988

**AUSTRALIAN SERVICES UNION
NATIONAL OFFICE**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2015**

4. Expenses (continued)

	2015	2014
	\$	\$
4(f) Donations & Grants		
Donations		
Total paid that were \$1,000 or less	5,120	2,430
Total paid that exceeded \$1,000	2,000	57,215
Total donations	7,120	59,645
Grants		
Total paid that were \$1,000 or less	-	-
Total paid that exceeded \$1,000	-	-
Total grants	-	-
Total Grants & Donations	7,120	59,645

4(g) Legal Costs

Legal Costs for Litigation	-	-
Other Matters incl. Rule Changes	108,706	118,611
Other Matters - QLD Services Branch	100,514	-
Total legal costs	209,220	118,611

4(h) Auditor's Remuneration

Accounts & Financial Statement Audit	11,120	11,780
Other Services – Statutory Disclosures	5,680	5,770
Total Auditor's Remuneration	16,800	17,550

No other services were provided by the auditors during the financial year.

4(i) Net Loss on Disposal of Assets

Loss on Disposal of Investment Units		
Howard Wholesale Mortgage Fund	839	-
Equity Loan to Victorian & Tasmanian Authorities & Services Branch Forgiven	100,000	-
Total Net Loss on Disposal of Assets	100,839	-

**AUSTRALIAN SERVICES UNION
NATIONAL OFFICE**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2015**

	2015	2014
	\$	\$
5. Cash & Cash Equivalents		
Cash on Hand	371	316
CBA – General Account	847,181	62,999
ME Bank – National Airlines	28,516	27,641
CBA – Retail Account	-	1,451
Total Cash & Cash Equivalents	876,068	92,407
6. Trade & Other Receivables		
Current Receivables from Branches:		
QLD Together Branch	275,662	76,849
QLD (Services & Northern Administrative) Branch	580	-
NSW United Services Branch	91,450	312,220
NSW & ACT (Services) Branch	103,393	218,410
VIC/TAS Authorities & Services Branch	2,030	37,570
VIC Private Sector Branch	435	8436
SA & NT Branch	44,764	101,000
WA Branch	50,161	48,795
Tax Officers' Branch	731	6,610
Total Current Receivables from Branches	569,206	,809,890
Other Current Receivables:		
Other Debtors	34,092	24,663
Total Other Current Receivables	34,092	24,663
Total Current Trade & Other Receivables	603,298	834,553
Non-Current Receivables from Branches:		
Equity Loan – VIC/TAS A&S Branch	-	100,000
Total Non-Current Receivables	-	100,000

The carrying amounts of all current trade and other receivables are equal to their fair values as they are short term receivables (less than 30 days) and non-interest bearing.

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

The equity loan with former Tasmanian Branch has been forgiven by National Executive and the loss brought to account in the Statement of Comprehensive Income – refer Note 4(i).

**AUSTRALIAN SERVICES UNION
NATIONAL OFFICE**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2015**

	2015	2014
	\$	\$
7. Financial Investments		
Held to Maturity Deposits:		
- Bank Term Deposit (Leave Entitlements)	680,095	656,804
- Bank Term Deposit (General Members Funds)	1,291,292	1,269,014
- Bank Term Deposit (Airlines Stabilisation Account)	18,479	17,820
Bank Deposits at Call:		
- Bank Online Savings (General Members Funds)	736,988	732,691
Total Current Financial Assets	<u>2,726,854</u>	<u>2,676,329</u>

Savings and term deposits accounts are with Commonwealth Bank and ME Bank – either at call or on short-term deposit with no more than 180 days to maturity. The rate of interest at balance date ranged from 2.5% (at call) to 3.02% (180 days).

8. Other Current Assets

Accrued Interest	11,566	9,827
Prepaid Expenses	77,037	26,257
Promotional Goods on Hand	18,487	26,805
Total Other Current Assets	<u>107,090</u>	<u>62,889</u>

9. Non-Current Investments

Unlisted Shares in AFI Pte Ltd at Cost	41,334	41,334
Unlisted Units in ACTU Member Connect at Cost	32,391	17,848
Unlisted Units in Howard Wholesale Mortgage Fund	-	8,529
Total Other Current Assets	<u>73,725</u>	<u>67,711</u>

AFI Pte Ltd is a Singapore not-for-profit company which holds property for the use of UNI-APRO. National Office holds 60,000 shares representing a 6.3% interest. The net tangible asset value of the Company at per its last audited accounts was S\$870,057 or S\$0.91 per share which equates to a net asset value for National Office of S\$54,950 (A\$50,842).

ACTU Member Connect is a trust established to provide benefits to union members with National Office holding 104,468 units or 6.3% with tax distributions reinvested in additional units. The net asset value of the Trust as per its last audited accounts was \$586,405 or \$0.40 per unit which equates to a net asset value for National Office of A\$41,787.

Howard Wholesale Mortgage Fund was wound-up during the year by its fund manager. Units held by National Office were redeemed with a loss on disposal of \$839 brought to account in this financial report.

**AUSTRALIAN SERVICES UNION
NATIONAL OFFICE**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2015**

10. Property, Furniture, Equipment & Vehicles

	2015	2014
	\$	\$
Land & Buildings – VIC (23.3% Share)		
116-124 Queensberry Street Carlton at Cost	1,132,134	1,132,134
Less Accumulated Depreciation	(530,095)	(510,112)
Net Land & Buildings - VIC	602,039	622,022
Rental Property - ACT (50% Share)		
Unit 6, 40 Brisbane Avenue, Barton at Cost	364,569	364,569
Less Accumulated Depreciation	N/A	N/A
Net Land & Buildings - ACT	364,569	364,569
Total Land & Buildings	966,608	986,591
Furniture & Equipment		
Furniture, Equipment & Library at Cost	837,605	821,519
Less Accumulated Depreciation	(270,407)	(193,702)
Net Furniture, Equipment & Library	567,198	627,817
Motor Vehicles		
Motor Vehicles at Cost	134,246	104,511
Less Accumulated Amortisation	(40,253)	(57,238)
Net Motor Vehicles	93,993	47,273
Total Furniture, Equipment & Vehicles	661,191	675,090
Total Property, Furniture, Equipment & Vehicles	1,627,799	1,661,681

VIC Property

Office premises at 116-124 Queensberry Street Carlton South is wholly-owned by the Union with National Office having a 23.3% share and Victorian & Tasmanian Authorities & Services Branch having a 76.7% share. The property is stated in the accounts at historical cost less accumulated depreciation. The indicative fair value of the property based on 24th June 2011 independent valuation by WBP Property Group is \$7,830,000 (23.3% = \$1,824,390).

ACT Property

Rental property including twelve car parks at Unit 6, 40 Brisbane Avenue Barton is owned by National Office (50%) and the NSW United Services Branch (50%). As the property is held for rental income purposes, it is stated in the accounts at historical cost and is not depreciated. The indicative fair value of the property based on 14th August 2008 independent valuation by CBRE is \$840,000 (50% share being \$420,000).

**AUSTRALIAN SERVICES UNION
NATIONAL OFFICE**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2015**

Movements in Carrying Amounts

Year Ended 30th June 2015

	Land & Building \$	Rental Property \$	Furniture & Equip. \$	Motor Vehicles \$	Total Property \$
Balance at beginning of year	622,022	364,569	627,817	47,273	1,661,681
Additions	-	-	29,976	80,091	110,067
Depreciation expense	(19,983)	-	(90,595)	(15,189)	(125,767)
Disposals	-	-	-	(18,182)	(18,182)
Carrying amount at end of year	602,039	364,569	567,198	93,993	1,627,799

Movements in Carrying Amounts

Year Ended 30th June 2014

	Land & Building \$	Rental Property \$	Furniture & Equip. \$	Motor Vehicles \$	Total Property \$
Balance at beginning of year	918,855	282,751	178,050	66,749	1,446,405
Additions	-	81,818	583,831	-	665,649
Depreciation expense	(20,257)	-	(51,842)	(19,476)	(91,575)
Disposals	(276,576)	-	(82,222)	-	(358,798)
Carrying amount at end of year	622,022	364,569	627,817	47,273	1,661,681

Disposal of Interest in Property

National Office transferred part of its share in land and buildings at 116-124 Queensberry Street Carlton South to the Victorian and Tasmanian Authorities & Services Branch in the previous financial year reducing the extent of its interest from 33.3% to 23.3% for an amount of \$783,771 plus GST.

Consideration for the disposal was determined by reference to independent valuation of the property dated 24th Jun 2011 by WBP Property Group and an accounting gain on disposal of \$448,901 was brought to account – refer Note 3(d).

The gain on disposal was the result of an internal transfer of the property between reporting units solely for accounting purposes without any change in beneficial ownership of the property and was brought to account as Other Income in the financial report.

**AUSTRALIAN SERVICES UNION
NATIONAL OFFICE**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2015**

	2015	2014
	\$	\$
11. Trade and other payables		
Trade Creditors & Accruals	765,871	457,670
Goods & Services Tax Payable	87,835	32,994
Bank Overdraft – Retail Account	39	-
Consideration Payable to Employers for Payroll Deductions	-	-
Legal Fees Payable – Litigation	-	-
Legal Fees Payable – Other Legal Matters	4,291	5,933
Subtotal Trade & Other Payables	858,036	496,597
Payables to Branches		
QLD (Services & Northern Administrative) Branch	51,581	-
NSW & ACT (Services) Branch	293	-
VIC/TAS Authorities & Services Branch	35,574	44,459
SA & NT Branch	6,332	-
WA Branch	4,659	3,079
Subtotal Payables to Branches	98,439	47,538
Total Trade & Other Payables	956,475	544,135

The average credit period on purchases of goods and services by National Office is one month. There is no interest charged on the outstanding trade payables balance.

Financial risk management policies are in place to ensure that all payables are paid within normal trading terms.

12. Other Current Liabilities

	2015	2014
	\$	\$
Unspent Airlines Division Levies	64,291	37,888
Unspent Airlines Stabilisation Levies	15,000	15,000
Total Other Current Liabilities	79,291	52,888

**AUSTRALIAN SERVICES UNION
NATIONAL OFFICE**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2015**

	2015	2014
	\$	\$
13. Employee Leave Provisions		
Current Liabilities:		
Office Holders:		
Annual Leave	71,892	62,696
Long Service Leave	332,651	311,284
Separations, Redundancies & Other	-	-
	<u>404,543</u>	<u>373,980</u>
Employees other than office holders:		
Annual Leave	102,852	108,512
Long Service Leave	178,535	144,618
Separations, Redundancies & Other	-	-
	<u>281,387</u>	<u>253,130</u>
Total Employee Provisions - Current	<u>685,930</u>	<u>627,110</u>
Non-Current Liabilities:		
Office Holders:		
Annual Leave	-	-
Long Service Leave	-	-
Separations, Redundancies & Other	-	-
	<u>-</u>	<u>-</u>
Employees other than office holders:		
Annual Leave	-	-
Long Service Leave	39,144	26,541
Separations, Redundancies & Other	-	-
	<u>39,144</u>	<u>26,541</u>
Total Employee Provisions – Non-Current	<u>39,144</u>	<u>26,541</u>
Total Number of Employees Provided For	<u>16</u>	<u>18</u>

The liability for employee entitlements represents the amount accrued for annual leave and long services leave. The current portion represents entitlements that have vested due to employees having completed the required period of service whilst the non-current portion represents those entitlements that have not yet vested.

National Office does not expect the full amount of the liability classified as current to be settled within the next twelve months. However, there is no unconditional right to defer settlement in the event of employees wishing to use their entitlements and, accordingly, the amount must be shown as a current liability.

**AUSTRALIAN SERVICES UNION
NATIONAL OFFICE**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2015**

14. Capital & Leasing Commitments

14A: Hire Purchase & Finance Lease Commitments:

No hire purchase or finance lease contracts were entered into during the year, nor were there any on hand as at the end of the financial year (nor the end of the previous financial year).

14B: Non-Cancellable Operating Lease Commitments:

National Office is not a party to any non-cancellable operating leases for which a commitment to make minimum lease payments exist.

14C: Capital Expenditure and/or Other Commitments:

No capital expenditure or other contracts were entered into during the year, nor subsisted at the end of the financial year for which a commitment to make a payment exists.

14D: Rental Property Lease Commitments as Lessor:

The current non-cancellable operating lease in relation to the rental property in the ACT expires 31st July 2016 with provision for the tenant to exercise an option for a further term of three years at a market rent to be negotiated.

The lease is held in the name of the Union and the National Office is entitled to fifty per cent share of the future minimum lease rentals receivable in respect its fifty per cent share of the asset (not including goods and services tax receivable thereon) is –

	2015	2014
	\$	\$
Within One Year	66,368	64,124
Later Than 1 Year But < 5 Years	5,546	71,914
Later Than Five Years	-	-
Minimum Future Lease Rentals	71,914	136,038

14E: Rental Property Lease Commitments as Lessee:

Office premises occupied by the National Office and located at Level 8 321 Pitt Street Sydney are owned by the NSW United Services Union and are subject to a Memorandum of Understanding.

Minimum annual rental payments due under the Memorandum of Understanding are in the sum of \$29,750 as shown in this financial report and are inclusive of all outgoings.

**AUSTRALIAN SERVICES UNION
NATIONAL OFFICE**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2015**

15. Contingent Assets & Liabilities

The Australian Municipal Administrative Clerical & Services Union is registered as a body corporate with perpetual succession under the *Fair Work (Registered Organisations) Act 2009* and is divided into the National Office and nine constituent branches (each a separate reporting unit).

Notwithstanding that each branch of the Union is a separate reporting unit for financial reporting purposes under the *Fair Work (Registered Organisations) Act 2009* all assets including property, plant and equipment vests in the National Office in accordance with the rules of the organisation.

The Union together with National Office has a contingent liability in relation to all debts incurred by other reporting units. No provision is considered necessary on the basis that each reporting unit is able to pay its debts as and when they fall due from their own income and reserves.

As detailed in Note 23C, a contingent liability exists in relation to Sec. 152(2) agreement entered into during the year between the Union and the State-registered Together Queensland Industrial Union of Employees in the event that the agreement does not proceed to completion.

Apart from the above matters, members of the committee of management are not aware of any contingent asset or liability which existed at balance date, nor to the date of issue of this financial report, which would have a material effect in relation to the disclosures in the report.

16. Events Subsequent to Date

The members of the committee of management are not aware of any matters or circumstances that have arisen since the end of the financial year which significantly affected or may significantly affect the operations of National Office, the results of those operations, or its state of affairs.

17. Economic Dependence

National Office relies on funding by way of capitation fees and other income from its branches and accordingly is economically dependent on the ability of each branch to continue as a going concern in order to continue to service the needs of members on industrial and workplace matters.

The amount of capitation payable by each branch is determined annually and in advance by the National Executive and is payable in respect of each Adult Member Equivalent in accordance with the formula set out in the Rules of the organisation and which is binding on all branches.

**AUSTRALIAN SERVICES UNION
NATIONAL OFFICE**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2015**

	2015	2014
	\$	\$
18. Cash Flow Information		
18A: Cash Flow Reconciliation to “Surplus”		
Operating Surplus for the year	9,098	671,860
Addback Non-Cash items		
Depreciation & Amortisation	125,767	111,051
Employee Leave Accrued	71,423	(1,631)
Loss/(Gain) on Disposal of Assets	839	(448,901)
Inter-Branch Equity Loan Forgiven	100,000	-
Reinvestment of Trust Distributions	(14,543)	-
Changes in Assets & Liabilities		
(Increase)/decrease in trade and receivables	231,255	51,872
(Increase)/decrease in other assets	(44,201)	(7,003)
Increase/(decrease) in trade and other payables	412,300	50,097
Adjustment for payable for property purchases	163,636	(163,636)
Increase/(decrease) in other current liabilities	26,403	13,163
Net cash from (used by) operating activities	1,081,977	276,872

18B: Cash Flow Reconciliation of “Cash”

For the purposes of the Statement of Cash Flows “Cash” includes the following Cash and Financial Assets -

Cash & Cash Equivalents	876,068	92,407
Current Financial Investments	2,726,854	2,676,329
Bank Overdraft – Retail Account	(39)	-
Total Cash	3,602,883	2,768,736

**AUSTRALIAN SERVICES UNION
NATIONAL OFFICE**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2015**

	2015	2014
	\$	\$
18C: Other Cash Flow Information		
Cash Inflows from Branches:		
QLD Together Branch (C&S QLD C&A)	678,938	202,073
QLD (Services & Northern Administrative) Branch	450,048	493,970
NSW United Services Branch	1,209,094	996,611
NSW & ACT (Services) Branch	568,602	419,086
VIC/TAS Authorities & Services Branch	1,172,526	1,436,261
VIC Private Sector Branch	245,315	236,315
SA & NT Branch	301,576	232,185
WA Branch	193,326	185,546
Tax Officers' Branch	39,244	53,435
Total Cash Inflows from Branches	4,858,669	4,255,482
Cash Outflows to Branches:		
QLD Together Branch (C&S QLD C&A)	5,237	3,366
QLD (Services & Northern Administrative) Branch	67,641	22,116
NSW United Services Branch	109,566	83,346
NSW & ACT (Services) Branch	11,483	72,344
VIC/TAS A&S Branch	96,576	205,759
VIC Private Sector Branch	6,191	2,455
SA & NT Branch	5,652	30,665
WA Branch	9,498	5,916
Tax Officers' Branch	50	5,445
Total Cash Outflows to Branches	311,894	431,412

19: Segment Reporting

National Office operates from offices in Melbourne and Sydney and provides a range of services and support on industrial and workplace matters to its State-based branches. The extent of these activities are geographically segmented as follows -

	2015	2014
	%	%
Queensland	28	21
New South Wales & Australian Capital Territory	36	40
Victoria & Tasmania	25	27
South Australia & Northern Territory	5	6
Western Australia	5	5
International & Other	1	1
Total	100	100

**AUSTRALIAN SERVICES UNION
NATIONAL OFFICE**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2015**

20. Financial Instruments & Risk Management

Financial instruments held by National Office consist mainly of cash, deposits with banks (either at-call or on short-term deposit) and accounts receivable and accounts payable.

The total of each category of financial instrument together with their weighted-average interest rate and their maturity profile may be summarised as follows –

30TH JUNE 2015	Weighted Average Interest Rate %	Floating Interest Rate \$	1 year or less to Maturity \$	1 to 5 years to Maturity \$	Non Interest Bearing \$	Total \$
Cash on Hand		-	-	-	371	371
Cash at Bank	0.5	875,658	-	-	-	875,658
Deposits at Call	2.5	736,988	-	-	-	736,988
Fixed Term Deposit	3.5	-	1,989,866	-	-	1,989,866
Other Receivables		-	-	-	603,298	603,298
Total Financial Assets		1,612,646	1,989,866	-	603,669	4,206,181
Less Financial Liabilities						
Trade & Other Payables		-	-	-	(956,475)	(956,475)
Other Current Liabilities		-	-	-	(79,291)	(79,291)
Net Financial Assets		1,612,646	1,989,866	-	(432,097)	3,170,415

30TH JUNE 2014	Weighted Average Interest Rate %	Floating Interest Rate \$	1 year or less to Maturity \$	1 to 5 years to Maturity \$	Non Interest Bearing \$	Total \$
Cash on Hand		-	-	-	316	316
Cash at Bank	1.0	64,450	-	-	-	64,450
Deposits at Call	3.1	760,332	-	-	-	760,332
Fixed Term Deposit	3.7	-	1,943,638	-	-	1,943,638
Other Receivables		-	-	-	834,553	834,553
Total Financial Assets		824,782	1,943,638	-	834,869	3,603,289
Less Financial Liabilities						
Trade & Other Payables		-	-	-	(544,135)	(544,135)
Other Current Liabilities		-	-	-	(75,888)	(75,888)
Net Financial Assets		824,782	1,943,638	-	214,846	2,983,266

**AUSTRALIAN SERVICES UNION
NATIONAL OFFICE**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2015**

20. Financial Instruments & Risk Management (continued)

Net Fair Value of Financial Instruments

Financial instruments are stated in the accounts at their nominal or face value amounts and are of a nature which are not generally traded on any financial market.

As all financial instruments are at-call or have maturity dates of less than twelve months, there is no material difference between their fair value and their nominal amount.

Financial Risk Management Policies

National Office manages its exposure to liquidity, credit and interest rate risk by identifying the risks and implementing safeguards to minimise their potential adverse effects -

Liquidity Risk:

Liquidity risk is the risk that National Office may not be able to meet its financial obligations as they fall due.

National Office manages liquidity risk by maintaining adequate reserves, banking and credit facilities and by monitoring forecast versus actual cash flows throughout the year.

Credit Risk:

Credit risk is the risk of a loss as a result of default or non-payment of a debt owed to National Office or non-performance of other contractual obligation requiring a borrower (including a bank or other financial institution) to make a payment to National Office.

National Office manages credit risk by lending mainly to Australian banks and other Australian financial institutions which maintain a high Standard & Poor credit rating and by extending credit only to parties and entities that National Office consider are financially sound.

The maximum exposure to credit risk as at the reporting date is the sum of the carrying amount of the financial assets. The credit quality of those financial assets can be assessed by reference to external credit ratings as follows -

	2015	2014
	\$	\$
Bank Deposits		
Commonwealth Bank (AA- Rating)	1,864,095	64,450
Members Equity Bank (A-2 Rating)	1,738,417	2,703,967
Other Receivables		
Other Reporting Units (Not Externally Rated)	569,206	809,890
Other Receivables (Not Externally Rated)	34,092	24,663
Maximum Credit Exposure	4,205,810	3,602,970

**AUSTRALIAN SERVICES UNION
NATIONAL OFFICE**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2015**

20. Financial Instruments & Risk Management (continued)

Interest Rate Risk:

Interest rate risk is the risk that the value of a financial instrument will fall as a result of changes in market interest rates and applies generally to instruments with long-term maturity dates.

National Office manages and seeks to minimise interest rate risk by investing in bank deposits with maturity dates of less than twelve months.

The activities of National Office are not sensitive to changes in interest rates as neither interest income nor interest on borrowings are significant to the organisation.

The impact on the operating result for the year and the balance of equity as at the end of the financial year as a result of a one percentage point change in interest rates is set out below.

	Profit \$	Equity \$
Year Ended 30 th June 2015:		
Increase in Interest Rates	+31,737	+31,737
Decrease in Interest Rates	-31,737	-31,737
Year Ended 30 th June 2014:		
Increase in Interest Rates:	+25,097	+25,097
Decrease in Interest Rates:	-25,097	-25,097

Assets Pledged or Held as Collateral

No assets have been pledged as security or held as collateral for any loan, borrowing or credit facility.

**AUSTRALIAN SERVICES UNION
NATIONAL OFFICE**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2015**

	2015	2014
21. Related Party Information	\$	\$
21A: Key Management Compensation		
Aggregate amount of compensation paid or payable to key management personnel during the year was as follows:		
Short-term employee benefits		
Salary (including annual leave taken)	398,169	376,751
Annual leave accrued	9,196	(19,495)
Total short-term employee benefits	407,365	357,256
Post-employment benefits:		
Superannuation	85,187	52,278
Total post-employment benefits	85,187	52,278
Other long-term benefits:		
Long Service Leave	21,367	21,809
Total other long-term benefits	21,367	21,809
Termination benefits	-	-
Total Key Management Compensation	513,919	431,343

Key management personnel of National Office comprise the following three elected officers –

National Secretary:	David Smith
Assistant Secretary:	Greg McLean
Assistant Secretary:	Linda White

There was no change in key management personnel positions during the year.

No other transactions occurred during the year with elected officers, close family members or other related parties other than those related to their membership or employment and on terms no more favourable than those applicable to any other member or employee.

Board representation fees to which officers were entitled in respect of their appointment to any superannuation fund board were \$60,637 (2014: \$64,867). Fees assigned and paid to the National Office are brought to account as income of the National Office – refer Note 3(d).

**AUSTRALIAN SERVICES UNION
NATIONAL OFFICE**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2015**

21. Related Party Information (continued)

21B: Office-Holders & Related Reporting Units

The names of those persons whom held office for all or part of the year and are deemed to be a related party for financial reporting purposes are set out in the accompanying Operating Report.

Officeholders other than key management were remunerated by other reporting units of the Union details of which are set out in the individual financial reports of those reporting units.

There were no transactions during the year between National Office and officeholders, close family members or related parties other than those related to their membership or employment and on terms no more favourable than those applicable to any other member or employee.

For financial reporting purposes under the *Fair Work (Registered Organisations) Act 2009* the Union is divided into National Office and the following branches each of which is a separate reporting units and deemed to be a related party –

Queensland Together Branch (Central & Southern Queensland Clerical & Administrative)

Queensland (Services & Northern Administrative) Branch

New South Wales United Services Branch

New South Wales & Australian Capital Territory (Services) Branch

Victorian & Tasmanian Authorities & Services Branch

Victorian Private Sector Branch

South Australian & Northern Territory Branch

Western Australia Branch

Taxation Officers' Branch

21C: Together Queensland Industrial Union of Employees

The Australian Services Union entered into an agreement dated 15th December 2014 with Together Queensland Industrial Union of Employees ("State Union") whereby certain assets and liabilities of the State Union will transfer to the Central & Southern Queensland Clerical and Administrative Branch on or from 1st July 2015 with subscriptions from joint members to be collected by the Branch from 1st January 2015 and from which capitation fees are, and have been, paid to National Office.

Capitation fees received by National Office from the Branch in respect of joint members for the period 1st January to 30th June 2015 and which have been included as income in the Statement of Comprehensive Income was \$285,360. In the event that the Agreement does not proceed to completion, dispute settlement procedures will apply and, accordingly, there is a contingent liability in relation to any order for the repayment of capitation fees received.

National Office has lodged a full copy of the Agreement with the General Manager of the Fair Work Commission pursuant to Sec. 152(2) of the *Fair Work (Registered Organisations) Act 2009* and further details more specific to the Branch are contained in the financial report of the Central & Southern Queensland Clerical and Administrative Branch (trading from 15th May 2015 and referred to in these accounts as the "Queensland Together Branch").

**AUSTRALIAN SERVICES UNION
NATIONAL OFFICE**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2015**

21. Related Party Information (continued)

21D: Transactions with Other Reporting Units

	2015	2014
	\$	\$
Revenue from Other Reporting Units		
Capitation Fees from Branches as per Note 3(a)	3,309,524	2,957,501
Other Revenue from Branches as per Note 3(b)	973,013	937,768
Investment Revenue from Branches: Note 3(c)	4,859	22,095
Transfer of Equity in Property as per Note 3(d)	-	448,901
Purchases from Other Reporting Units		
Expenses Paid to Other Branch Note 4(a)(1)	4,198	-
Reimbursed to Other Branches in Note 4(g)	100,514	-
Office & Administration Expenses Note 4(b):		
QLD Together Branch	4,761	3,366
QLD (Services & Northern Administration)	8,251	732
NSW United Services Branch	113,797	76,314
VIC/TAS Authorities & Services Branch	81,586	157,503
VIC Private Sector Branch	5,628	2,232
SA & NT Branch	11,967	12,987
WA Branch	10,105	6,614
Amounts Owed by Other Reporting Units		
Current Branch Receivables as per Note 6	569,206	809,890
Non-Current Branch Receivables Note 4(b)(1)	-	100,000
Amounts Owed to Other Reporting Units		
Current Branch Payables as per Note 11	98,439	47,538

Terms & Conditions:

Transactions with other reporting units are made on terms and conditions equivalent to those that prevail in arms-length transactions.

Outstanding balances for sales and purchases at year-end are unsecured and interest-free and settlement is expected to occur in cash.

No guarantees have been given or received for any related party receivable or payable and no impairment has been recorded or considered necessary.

**AUSTRALIAN SERVICES UNION
NATIONAL OFFICE**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2015**

22. Section 272 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 subsections (1) to (3) of section 272, which reads as follows:

Information to be provided to members or General Manager:

- (1) A member of a reporting unit, or the General Manager, 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).

23. Other Information

Going Concern

The ability of National Office to continue as a going concern is reliant on financial support from all other reporting units and such support is required to be provided under the Rules.

Financial Support

No financial support has been provided to other reporting units to ensure that they continue as a going concern.

Union Details & Registered Office

The registered office and principal place of business of the Australian Municipal Administrative Clerical & Services Union trading as "Australian Services Union" is 116-124 Queensberry Street Carlton South Victoria. ABN 28 519 971 998.

Acquisition of assets and liability under specific sections:

National Office did not acquire any asset or a liability during the financial year as a result of:

- An amalgamation under part 2 of Chapter 3, of the RO Act;
- A restructure of the Branches of the organization;
- A determination by the General Manager under s245(1) of the RO Act;
- A revocation by the General Manager under s249(1) of the RO Act;

Acquisition of assets and liability as part of a business combination:

No assets or liabilities were acquired during the year as part of a business combination.

**AUSTRALIAN SERVICES UNION
NATIONAL OFFICE**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2015**

23. Other Information (continued)

Other Disclosure Requirements Under Sec 253

Other than the disclosures made in this financial report, no activity occurred during the year (nor in the previous year) in relation to the following specific items required to be disclosed under the Reporting Guidelines issued under Sec 253 of the *Fair Work (Registered Organisations) Act 2009* –

- Revenue by way of entrance fees, memberships or periodic subscriptions;
- Compulsory levies or voluntary contributions (including “whip-arounds”);
- Fees or allowances paid for attendance at meetings and conferences;
- Expenses for employers making payroll deductions of subscriptions;
- Redundancies, separations or other benefits (officers & other);
- Compulsory levies imposed on the reporting unit;
- Penalties imposed under the Act or Regulations
- Capitation fees paid to other reporting units;
- Recovery of wages activity;

**INDEPENDENT AUDITOR'S REPORT
TO THE NATIONAL EXECUTIVE AND TO THE MEMBERS OF THE
AUSTRALIAN MUNICIPAL ADMINISTRATIVE CLERICAL & SERVICES UNION
NATIONAL OFFICE
FOR THE YEAR ENDED 30TH JUNE 2015**

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 30th June 2015 comprising Statement of Comprehensive Income, Statement of Financial Position, 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
NATIONAL OFFICE
FOR THE YEAR ENDED 30TH JUNE 2015**

Independent Auditor's Opinion

In our opinion –

- (a) the accompanying general purpose financial report of the National Office of the Australian Municipal Administrative Clerical & Services Union is presented fairly in all material respects in accordance with applicable Australian Accounting Standards and the *Fair Work (Registered Organisations) Act 2009*;
- (b) the management's use of the going concern basis of accounting in the preparation of the National Office financial report is considered appropriate.

Signed in Melbourne: 15th October 2015

**Eddy Partners Accountants & Auditors
Certified Practising Accountants**

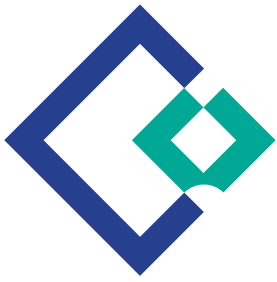


David Eddy, CPA

Registered Company Auditor

Holder of a Current Public Practice Licence

Eddy Partners Accountants & Auditors
Level 8, 501 Latrobe Street Melbourne, Victoria
Postal: Box 13105 Law Courts Melbourne 8010
Tel. 9602-5177 Fax. 9602-5766



A•S•U

Operating Report 2015





A•S•U

Operating Report

File14.1

Period 01/07/14 to 30/06/15

Contents

1. Review of principal activities	2
(a) Award Reviews	2
(b) National ASU Enterprise Bargaining	3
(c) Submissions to Federal Government Inquiries	3
(d) National Campaigns	4
(e) Governance	4
(f) Together Queensland, Industrial Union of Employees and the ASU	6
(g) National Coordination and Service Provision	6
2. Operating Result	7
3. Significant Changes in Financial Affairs	7
4. Right of Members to Resign	7
5. Officers & employees who are superannuation fund trustee(s)	8
6. Officers & employees who are directors of a company or members of a board as at 30/06/2015.	8
7. Number of Members	11
8. Number of Employees	11
9. Names of Committee of Management members and period positions held during the financial year	11
10. Disclosure statements – Officers’ material personal interests	13
12. Name and position of Union officer/s who prepared this Operating Report:	13

The Australian Municipal, Administrative, Clerical and Services Union (ASU) presents its report on the operation of the Union for the financial year ended 30th June 2015.

1. Review of principal activities

The results of those activities and any significant changes in the nature of those activities during the year

This reporting year has been dominated by the following activities:

- Award Reviews – review of all Modern Awards (4 Yearly Review), Enterprise and State Reference Public Sector Transitional Awards by the Fair Work Commission (FWC);
- National ASU Enterprise Bargaining – the negotiation of agreements across all ASU industries;
- Submissions to Federal Government Inquiries;
- National Campaigns, electricity privatisation and local government amalgamations;
- Governance – Regulatory Compliance, rule changes and 2015 ASU elections, WGEA reporting;
- Together QLD entry into ASU - creation of Queensland Together Branch (amalgamation of QLD State Unions; ASU C&SQ and QPSU); and
- National Coordination and Service Provision.

(a) Award Reviews

i. 4 yearly Award Review (2014)

The 2014 (4 yearly) Award Review process commenced in early 2014. The FWC Full Bench determined the first 4 yearly review would comprise of Common Award issues and individual modern awards would be allocated to 4 groups to be reviewed between mid-2014 and the end of 2015. The greater majority of the ASU awards have been allocated to groups 3 and 4 which will be dealt with in 2015-2016. They include:

- Airline Operations-Ground Staff Award 2010
- Business Equipment Award 2010
- Clerks – Private Sector Award 2010
- Contract Call Centres Award 2010
- Educational Services (Post-Secondary Education) award 2010
- Electrical Power Industry Award 2010
- Labour Market Assistance Industry Award 2010
- Legal Services Award 2010
- Local Government Industry Award 2010
- Social, Community, Home Care and Disability Services Industry Award 2010
- State Government Agencies Administration Award 2010
- Water Industry Award 2010

The ASU National Office has lodged applications/submissions with the FWC supporting common claims and opposing employer claims including: annual leave, public holidays; award flexibility/facilitative provisions; casual and part-time employment; transitional/sunset provisions relating to accident pay, district/remote allowances and redundancy, domestic violence and family leave. While the annual leave issues have been settled by the FWC Full Bench, the outstanding issues are yet to be determined in 2015-2016.

ii. Enterprise Awards

By the end date of 31/12/2013 the ASU had made 12 applications to the FWC to make Modern Enterprise Awards. These included:

- Airline Operations - Salaried Staff - Qantas Information Technology Limited - Award 2003
- Airline Officers (Qantas Airways Limited) Award 2000
- Australian Air Express Award 2004
- TABCORP Wagering Employees Award 2003
- UNiTAB Limited Employees Award – State 2003
- Aboriginal Legal Rights Movement Inc. (SA) Award, 1999
- Racecourse Totalisators (State) Award
- TAB Clerical And Administrative Agency Casual Staff Award 2002
- TAB Clerical And Administrative Staff Phonetab Operators Award 2004
- Chubb Security Services Cash Processing and Clerical and Administrative Employees (State) Award
- Travel Industry - Traveland/CMAT - Award 1999
- Sydney Water Award 2004

The ASU has made submissions to the FWC Full Bench regarding these awards and while some have been finalised with approval to modernise the Aboriginal Legal Rights Movement Inc. (SA) Award; others have either been refused or have been withdrawn.

iii. **State Reference Public Sector Transitional Awards**

The ASU made submissions regarding the review of these awards, mainly from Victoria and Tasmania including those in Local Government, Water and Statutory Authorities such as VicRoads and Parks Victoria. The FWC made a new Victorian Local Government Award 2015 and is yet to make a new State Government Agencies Award 2015.

(b) **National ASU Enterprise Bargaining**

The National Office of the ASU negotiates national agreements, occasionally alone but most often with Branches with membership. These negotiations take place across many varied industries as detailed below:

- i. **Airlines** the ASU has completed or is negotiating with the following companies: Malaysia Airlines, South African Airways, PT Garuda Indonesia, Rex Airlines, Qantas Link, Regional Air Express, Toll Dnata Passenger Service, Toll Dnata Ramp and Cargo, Air Niugini Pty Ltd, Menzies, Thai Airways, AaE (Qantas), Air New Zealand and Air France/KLM.
- ii. **Business Equipment** the ASU has completed or is negotiating with the following companies: Canon, CSG, NCR, Ricoh and Tabcorp IT.
- iii. **General Clerical** the ASU has completed or is negotiating with the following companies: Startrack Express, Slater & Gordon Lawyers, Slater & Gordon Support Staff, TNT Express, NBN Co Customer Service, NBN Co Administrative Employees, Spark & Canon and AMWU.
- iv. **Social & Community Services (SACS)** the ASU has completed or is negotiating with the following organisations: TWS Inc/Wilderness Society, Mission Australia, Max Solutions, NEAMI National and Amnesty International.
- v. The ASU has completed or is negotiating with the following organisations: Helloworld, Australian Energy, Market Operator (AEMO) and Federal Members of Parliament Staff Agreement (MOPS).

(c) **Submissions to Federal Government Inquiries**

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

- i. Submission to the Australian Senate Education and Employment Legislation Committee Inquiry into [Family Assistance Legislation Amendment \(Child Care Measures\) Bill \(No. 2\) 2014](#), 25 July 2014.
- ii. Joint Submission by ASU & FSU to the Senate Standing Committees on Economics [Inquiry into Australia's Innovation System](#), 31 July 2014

- iii. Submission in [response to the Productivity Commission's Draft Report on Childcare and Early Childhood Learning](#), 5 September 2014
- iv. Submission to [Fed Govt Dept of Infrastructure & Regional Development - Inquiry into Aviation and Maritime Transport Security Education and Training in Australia](#), 30 September 2014
- v. Submission to [Productivity Commission Inquiry into Natural Disaster Funding](#), 21 October 2014
- vi. Submission to [Senate Standing Committees on Economics, Privatisation of state and territory assets and new infrastructure](#), 30 January 2015
- vii. Submission to [Federal Foreign Affairs, Defence and Trade References Committee Inquiry into Commonwealth's treaty-making process](#), 24 February 2015
- viii. [Submission to Productivity Commission Inquiry into Workplace Relations Framework](#), 13 March 2015
- ix. Submission to [Senate Standing Committees on Community Affairs - Impact on service quality, efficiency and sustainability of recent Commonwealth community service tendering processes by the Department of Social Services Submissions](#), 20 March 2015
- x. Submission to [Senate Inquiry into the Construction Industry Amendment \(Protecting Witnesses\) Bill 2015](#), 9 April 2015
- xi. Submission to [Road Safety Remuneration Tribunal - Third Annual Work Program](#), April 2015
- xii. Submission to [the Australian Government on the Tax discussion paper](#), 1 June 2015

(d) National Campaigns

- i. **Electricity privatisation** – A number of State Governments, particularly in NSW, QLD and WA, have been advocating/actioning the sale of some or all of their electricity assets. National Office has been campaigning with Branches and other unions to oppose these assets sales. The campaign continues as State Governments intend to proceed with the privatisation, and are being encouraged by the Federal Government through its Asset Re-cycling Bill 2014. The election of the Labor Government in QLD has halted the sale of power assets in that state but the NSW Government is progressing with the sell offs at a rapid pace. The National Office with the US Branch is campaigning to ensure the best terms and conditions for members in a privatised industry.
- ii. **Local Government amalgamations** – Various State Governments, particularly in QLD, NSW and WA are in the process of council amalgamations. The National Office, along with its Branches, is opposing this push as it is detrimental to local government employees and local communities. The ASU has met with various stakeholders about the concerns of ASU members regarding council amalgamations. The ASU campaigned successfully to force the WA Government to abandon its council amalgamation plans.

(e) Governance

- i. **Regulatory Compliance**
 - 1. Administration of the ASU 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 Executive of the Union and implementing decisions made by the National Executive.
 - 2. Maintaining the National finances and assets of the Union in accordance with the Union's rules. This includes the lodgement of Financial Statements and the Operating Report.
 - 3. National coordination of ASU governance obligations for consistency across the Union and to assist Branches' obligations. Branch Governance/Compliance teleconferences are held every 6 weeks. The 2015 Annual Return was lodged by the National Office on 27 March 2015 for the first time on behalf of all Branches.
 - 4. The ASU National rules have been amended to meet new obligations, legislative requirements and governance best practice as follows:

FWC lodgement date	Rule number/s	Rule change	FWC approval decision
8 Jul 2014	DIVISION EIGHT Rules 6a, 6b, 9c, new rule 6A amendment to rule 41SCHEDULE	NSW US Branch & VIC PS Branch Rule Changes	R2014/181 31/10/14
18 Jul 2014	DIVISION NINE Rules 5, 6, 7, 8, 9, 13, 14, 16, 17, 18, 18A, 19, 21, 23, 25, 28	VIC/TAS A&S Branch Rule Changes	R2014/192 03/12/14
21 Aug 2014	DIVISION FIVE Rule 6m and new rule 25 – Political Affiliation	WA Branch Rule Changes	R2014/199 31/10/14
9 Sep 2014	National Rules 3, 4, 8, 10, 27, 33, 38, 40, 42, new rule 42A, 49 and 51	National Rule Changes	R2014/223 31/10/14
28 Oct 2014	DIVISION SIX delete existing rules 1-27 replace with rules 1-42	Taxation Officers Branch Rule Changes	R2014/264 16/02/15
31 Oct 2014	DIVISION NINE Rules new transitional rules 5A, 9A and 14A.	Vic & Tas A&S Branch Rule Changes	R2014/192 03/12/14
28 Nov 2014	DIVISION TWO Rules to add DIVISION TWO A	C&SQld C&A Branch Rule Changes	R2014/295 16/02/15
9 Dec 2014	DIVISION SEVEN Rules 10, 13, 25, 26 and 28	NSW & ACT (Services) Branch Rule Changes	R2014/314 17/12/14
19 Dec 2014	DIVISION SIX re delegation of Branch Secretary rule 24(d)	Tax Officers Branch Rule Changes	R2014/328 16/02/15
10 Feb 2015	Taxation Officers' Branch Rule 6 (d) re correct number of Branch Executive Members as originally intended by the Branch Council (further amendments to Vote 07-2014 R2014/264) DIVISION TWO A – QUEENSLAND TOGETHER BRANCH RULES (R2014/295) Branch name change at National rule 6 – STRUCTURE and National rule 9 –NATIONAL AIRLINES INDUSTRY DIVISION	Tax Officers Branch & C&SQld C&A Branch Rule Changes	R2015/23 16/02/15 R2015/21 16/02/15
26 Feb 2015	DIVISION SEVEN Rule 26 c correct an inadvertent error and enable the 5 Committee members for the Transport Industry Division Committee of Management to be elected in the current Branch elections	NSW & ACT (Services) Branch Rule Changes	R2014/315
26 May 2015	National Rule 5 b – Industry & Eligibility re: amending PART XXI and adding a new PART XXVIII in the SA energy industry	Alteration to Eligibility Rules	D2015/53

5. The ASU has been reviewing its governance policies and procedures including writing and re-writing policies as follows:
- Code of Conduct National Executive (updated)
 - Credit Card Policy (updated)
 - Disclosure, Financial Training Audit and Financial Reporting Policy

ii. **Eligibility Rules**

The ASU National Office has maintained and amended the Union's rules, as required, and objecting, where necessary and appropriate to changes to the rules of other registered organisations where the interests of the Union and its members are at stake as follows:

1. An application has been lodged with the FWC to update the eligibility rules in relation to electricity coverage in South Australia. This followed similar successful applications to update State based electricity eligibility rules as requested by the Victorian and Tasmanian Authorities and Services Branch of the ASU in 2013 and the Western Australian Branch in 2014.
2. Following FWC General Manager approval of the uploading of the greater majority of the eligibility rules of registered State counterparts of the ASU in 2014 (R2012/220) there has been further preparation for the uploading of remaining State registered union rules in advance of Transitionally Recognised Associations (TRAs) expiring in 2016.
3. Opposing and settling applications by other organisations where there is overlap with the ASU's eligibility rules. These include an application by the CPSU in the QLD Correctional Services Industry which was withdrawn by the applicant with the change of State Government and prison's policy and application by the AMWU in relation to Resumed which was settled in relation to clerical coverage.

iii. **Elections**

Various rule changes were lodged and processed by FWC in time for the preparation of Prescribed Information required by FWC as per table in 1. (e) i 4 above. The National Office assisted the Branches with pre-election preparation of prescribed information.

All Branch Officers nominating were elected unopposed except for QLD Together where an election was conducted.

All 5 National Office Holders nominating were elected unopposed by the National Executive. The National Office notified FWC of changes as a result of the direct elections and continues to amend the annual return as a result of Union collegiate elections.

iv. **WGEA reporting**

ASU annual compliance report for the period 1 April 2014 to 31 March 2015, was assessed by the Workplace Gender Equality Agency (WGEA) and found to be compliant with Workplace Gender Equality Act 2012 (the Act). The ASU has given consideration to developing policies, strategies, procedures and informal practices including feedback to the Branches Secretaries on how to prepare and improve for the next reporting period.

(f) **Together Queensland, Industrial Union of Employees and the ASU**

FWC has approved the s151 Membership agreement. A s152 agreement in relation to financial arrangements between the unions has been signed and is subject to FWC approval.

The National Office has reached agreement with the State registered Together Queensland, Industrial Union of Employees in relation to member entry into the ASU.

Rule changes were lodged and approved by FWC to create the Queensland Together Branch to replace the C&SQ C&A Branch of the ASU.

(g) **National Coordination and Service Provision**

- i. Providing an industrial advocacy and representation service with regard to national industrial matters and relationships with major employers.
- ii. Acting as national spokesperson on behalf of the Union with regard to national issues and major national employer matters.

- iii. 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.
- iv. Developing and delivering training for Branch Officials and employees as requested, including with regard to Right of Entry and Governance Financial Training provisions of the current Act.
- v. 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.
- vi. Representation on the ACTU Executive, OHS & Workers Compensation Committee and ACTU Indigenous Committee.
- vii. 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.
- viii. 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.
- ix. Maintaining a national communications strategy including the collection and dissemination of information relevant to Branches including through the maintenance of the ASU national website and by other means.
- x. Providing a national purchasing scheme for Branches with regard to telecommunications and other services as well as campaign and other materials through the ASUshop.
- xi. Providing research and information services to Branches on request and in accordance with industry work plans.
- xii. 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.
- xiii. Operating special industry forums as determined by the Rules and decisions of the National Executive, 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.
- xiv. Assisting and coordinating membership organising and recruitment campaigns in conjunction with Branches.

2. Operating Result

The operating result of the Union/Branch for the year ended **30 June 2015** was a surplus of **\$9,098 [2014: \$671,860]**. No provision for tax was necessary as the union/branch is considered exempt.

3. Significant Changes in Financial Affairs

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

4. Right of Members to Resign

All members have the right to resign from the Union in accordance with National Rule 32 - Resignation, of the Union Rules (and Section I 74 of the Act); namely, by providing written notice addressed and delivered to the Secretary of the Branch of which they are a member.

5. Officers & employees who are superannuation fund trustee(s) (include position details) or director of a company that is a superannuation fund trustee

The following Officers/Members/Employees of the organisation are Directors of companies that are trustees of superannuation funds where a criterion for the officer or member being the trustee or director is that the officer or member is an officer or member of a registered organisation:

Officer/Member/Employee	Trustee Company	Entity/Scheme	Position	Period position held for
Julie Bignell	CARE Super Pty Ltd	CARE Super	Director	Current
Ruth McFarlane	QSuper Board	QSuper Board	Trustee	Current
Keith Harvey	CARE Super Pty Ltd	CARE Super	Director	Current
Catherine Wood	CARE Super Pty Ltd	CARE Super	Director	Current
David Smith	E.S.I.S.(QLD) Ltd	Energy Super	Director	Current
Linda White	Legal Super Pty Ltd	Legal Super Pty Ltd	Director	Current
Russell Atwood	Vision Super	Vision Super	Director	Current
Brian Parkinson	Vision Super	Vision Super	Chair	Current
Richard Duffy	Vision Super	Vision Super	Director	Current
Lisa Darmanin	H.E.S.T. Australia Ltd	HESTA	Director	Current
Vicki Rogers	Legal Super Pty Ltd	Legal Super Pty Ltd	Director	Current

6. Officers & employees who are directors of a company or members of a board as at 30/06/2015.

Name of officer or employee	Name of company or board	Principal activities of company or board	How appointed [by virtue of position held, nomination by union or other]
Russell Atwood	VTHC Executive Council, Senior Vice President	Victorian Unions' peak organisation	Nominated by ASU VIC/TAS A&S Branch and VTHC
Ingrid Stitt	VTHC Executive Council	Victorian Unions' peak organisation	Nominated by ASU VIC PS Branch
	Member Business Skills Victoria	Skills/Training Council	Nominated by ASU VIC PS Branch
David Smith	ACTU Executive	National Unions' peak organisation	Nominated by ASU
	ACTU Education Inc.	National Unions' peak organisation education services	Nominated by ACTU Executive
	ACTU Finance Committee	National Unions' peak organisation	Nominated by ASU
	Australian Institute of Superannuation Trustees (AIST)	Representation of Superannuation Trustees	Nominated by Energy Super
Greg McLean	Sport & Recreation Advisory Committee for Service Skills Australia	Skills/Training Council	Nominated by ASU
	Cultural Sector Advisory Committee for Innovation and Business Skills Australia	Skills/Training Council	Nominated by ASU

	Standards Australia – Committee EL-052, Electrical Energy Networks, Construction & Operation	Standards Australia	Nominated by working group
	Director Government Skills Australia - Industry Skills Council (and Member Local Government Industry Advisory Committee) Director	Skills/Training Council	Nominated by ASU
	Director EE-OZ Australia – Electrical Industries Skills Council, Director	Skills/Training Council	Nominated by Industry employers and unions
	Chair & Director, Australian Local Government Training, Chair & Director	Skills/Training Council	Nominated by Industry employers and unions
	Member, Public Services International Public Sector Working Group & Regional Network Coordinator	International public services peak body	Nominated by PSI
Linda White	ACTU Executive	National Unions' peak organisation	Nominated by ASU
	ACTU Vice President	National Unions' peak organisation	Nominated by ACTU Executive (affirmative action nominee)
	Member, Australian Labor Party National Executive	Political party	Conference delegates
	Chifley Research Centre	Research services	Nominated by Chifley Research Board and ALP National Executive
Lisa Darmanin	Community Services & Health Industry Training Board member	Skills/Training Council	Nominated by ASU
	VTHC Executive Council	Victorian Unions' peak organisation	Nominated by ASU
Wendy Phillips	Vision Super, Board Member	Superannuation	Nominated by ASU
Natalie Lang	Advisor, Advisory Board to Work & Organisational Studies, School of Business, Sydney University	School of Business, Sydney University	Nominated by University
	Member, NSW Admin Committee, NSW ALP	Political party	Conference delegates

Sharon Sewell	Associate Director Maritime, Mining, Power Credit Union	Credit Union	Nominated by Credit Union
Alex Scott	Company Secretary Working for Queenslanders Ltd		
	QCU Management Committee	Queensland Unions' peak organisation	Nominated by QCU Delegates
Vivienne Doogan	Director, Working for Queenslanders Ltd		
	Board member of QLD Community Alliance Executive		
	Member of QLD Council of Unions	Queensland Unions' peak organisation	Nominated by QCU Delegates
Ruth McFarlane	Rockhampton QCU	Queensland Unions' peak organisation	Appointed by Rockhampton QCU members
	Q Super	Superannuation	Nominated by State Govt.
Neil Henderson	Union Shopper	Member benefits	Nominated by ASU
Jennifer Thomas	QCU Vice President	Queensland Unions' peak organisation	Nominated by QCU Delegates
Lynette Henson	QCU – Townsville Executive	Queensland Unions' peak organisation	Nominated by QCU Delegates
Joseph Scales	SA Unions Executive	South Australian Unions' peak organisation	Nominated by SA/NT Branch and SA Unions' (Executive)
	Unions NT Council	Northern Territory Unions' peak organisation	Nominated by SA/NT Branch
	SA Govt Superannuation Federation	Federation Management	Nominated by SA/NT Branch
	Electricity Industry Superannuation Scheme (EISS)	EISS Management	Nominated by SA Unions
Abbie Spencer	Deputy member SA Unions Executive	South Australian Unions' peak organisation	Nominated by SA/NT Branch
	Australian Labor Party SA Branch State Executive	Political party	Conference delegates
John O'Neill	Equip Super	Superannuation	Elected by fund members (Director)
Keith Harvey	Aspire Training and Consulting Ltd, Director	Training company	Nominated by ASU

7. Number of Members

In accordance with Regulation 159 of the Fair Work (Registered Organisations) Regulations 2009: 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/branch under sec. 244 of the RAO Schedule was **126,203**.

8. Number of Employees

The number of persons who were at the end of the financial year employees of the organisation/Branch including both full-time and part-time employees measured on a full-time equivalent basis was **15**.

9. Names of Committee of Management members and period positions held during the financial year

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 of officer	Position held	Period for which position held	
Russell Atwood	National President	01/07/14	08/07/15
Ingrid Stitt	National Vice President	16/07/14	30/06/15
David Smith	National Secretary	01/07/14	30/06/15
Linda White	Assistant National Secretary	01/07/14	30/06/15
Greg McLean	Assistant National Secretary	01/07/14	30/06/15
Ruth McFarlane	National Executive Representative	01/07/14	15/06/15
Julie Bignell	National Executive Representative	01/07/14	03/03/15
Irene Monro	National Executive Representative	03/03/15	30/06/15
Alex Scott	National Executive Representative	15/05/15	30/06/15
Vivienne Doogan	National Executive Representative	15/05/15	30/06/15
Sally McManus	National Executive Representative	01/07/14	09/04/15
Michael Flinn	National Executive Representative	01/07/14	09/04/15
Natalie Lang	National Executive Representative	09/04/15	30/06/15
Judith Wright	National Executive Representative	09/04/15	30/06/15
Angus McFarland	National Executive Representative	09/04/15	30/06/15
Graeme Kelly	National Executive Representative	01/07/14	30/06/15
Stephen Birney	National Executive Representative	01/07/14	30/06/15
Sharon Sewell	National Executive Representative	08/05/15	30/06/15
Neil Henderson	National Executive Representative	01/07/14	30/06/15
Jennifer Thomas	National Executive Representative	01/09/14	30/06/15
Justine Moran	National Executive Representative	01/07/14	31/08/14
Lynette Henson	National Executive Representative	23/03/15	30/06/15
Joseph Scales	National Executive Representative	01/07/14	30/06/15
Abbie Spencer	National Executive Representative	01/07/14	30/06/15
Jeff Lapidis	National Executive Representative	01/07/14	30/06/15
Ancel Greenwood	National Executive Representative	01/07/14	30/06/15
Brian Parkinson	National Executive Representative	01/07/14	25/07/14
Richard Duffy	National Executive Representative	25/07/14	30/06/15
Lisa Darmanin	National Executive Representative	01/04/15	30/06/15
Wendy Phillips	National Executive Representative	01/04/15	30/06/15
David Leydon	National Executive Representative	01/07/14	30/06/15
Wayne Wood	National Executive Representative	01/07/14	30/06/15
Paul O'Neill	National Executive Representative	01/07/14	30/06/15

(a) **Disclosure statements – Remuneration and non-cash benefits of highest paid officers**

Union: The five highest paid officers of the Union for the disclosure period ended **30 June 2015** and the amounts of relevant remuneration paid to them and the value or form of non-cash benefits received by them is as set out in the table below:

Remuneration is defined as per ASU Rule 57A xvi as follows:

- includes pay, wages, salary, fees, allowances, leave, benefits or other entitlements (employer superannuation); but
- does not include a non-cash benefit; and
- does not include the reimbursement or payment of reasonable expenses for the costs incurred in the course of the officer carrying out the officers' duties.

	Name of officer	Actual amount of relevant remuneration \$	Value of or form of non-cash benefits \$
1.	Julie Bignell Branch Secretary C&SQ (01/07/14 – 03/03/15) Alex Scott Branch Secretary QLD Together Branch (15/05/15 – 30/06/15)	199,719* 27,239	3,702 2,363
2.	Richard Duffy Branch Secretary VIC & TAS Authorities & Services Branch	184,113	5,333
3.	Graeme Kelly Branch Secretary NSW United Services Branch (<i>N.B. paid by State registered United Services Union</i>)	180,764	10,215
4.	Lisa Darmanin Branch Executive President VIC & TAS Authorities & Services Branch	176,703	2,519
5.	Sally McManus Branch Secretary NSW & ACT (Services) Branch (01/07/14 - 07/04/15) Natalie Lang Branch Secretary NSW & ACT (Services) Branch (09/04/15 - 30/06/15)	169,746* 25,958	36,619 8,655

* includes termination payment of accrued leave entitlements.

(b) **Disclosure statements – Remuneration and non-cash benefits of ASU full-time National Elected Officers**

	Position	Name of National Officer	Actual amount of relevant remuneration \$	Value of or form of non-cash benefits \$
1.	National Secretary	David Smith	172,949	0
2.	Assistant National Secretary	Linda White	140,602	4,291
3.	Assistant National Secretary	Greg McLean	141,586	5,276

10. Disclosure statements – Officers’ material personal interests

The following Officer/s of the Union have disclosed the following material personal interests that they or a relative of theirs has in a matter that relates to the affairs of the Union/Branch in the year ended **30 June 2015**:

Officer	Name of person with interest	Relationship to Officer	Nature of interest
National Secretary	David Smith	National Secretary	Vision Super Agreement with 14.5% employer contribution
Assistant National Secretary	Linda White	Assistant National Secretary	Vision Super Agreement with 14.5% employer contribution
Assistant National Secretary	Greg McLean	Assistant National Secretary	Vision Super Agreement with 14.5% employer contribution

11. Disclosure by Union/Branch of payments to related parties or declared persons

The Union has made no reportable payments to any related party or declared person or body of the Union/Branch in the year ended **30 June 2015**.

The Union has made a total payment to the following declared persons or bodies of the Union/Branch in the year ended **30 June 2015**.

Note: A declared person or body comes into existence if an officer of the Union/Branch has made a declaration of a material personal interest in a matter that relates to the affairs of the Union/Branch – see item 9 above:

Declared person or body	If declared body, name of officer to whom the declaration relates	Total of payments made \$
David Smith	Vision super employer superannuation payments	\$35,893
Greg McLean	Vision super employer superannuation payments	\$24,901
Linda White	Vision super employer superannuation payments	\$24,735

12. Name and position of Union officer/s who prepared this Operating Report:

Signature of designated officer:

.....

Name and title of designated officer: David Smith
National Secretary
Australian Municipal, Administrative and Clerical Services Union

8 October, 2015

Dated:

ASU directory

ASU National Office



Melbourne & Sydney Office

All correspondence to Melbourne Office:

Ground Floor
116 Queensberry Street
Carlton South VIC 3053

T: (03) 9342 1400
F: (03) 9342 1499
E: info@asu.asn.au
W: www.asu.asn.au

David Smith, National Secretary
Linda White, Assistant National Secretary
Greg McLean, Assistant National Secretary

Queensland (Services & Northern Administrative) Branch



State registered entity:
Queensland Services, Industrial Union of Employees

Trading as:
The Services Union

Ground floor, 32 Peel St
South Brisbane QLD 4101
PO Box 3347
South Brisbane QLD 4101
T: (07) 3844 5300
F: (07) 3846 5046
E: general@theservicesunion.com.au
W: www.theservicesunion.com.au
Neil Henderson, Branch Secretary

Queensland Together Branch



State registered entity:
Together Queensland, Industrial Union of Employees

Level 1, 27 Peel Street
South Brisbane QLD 4101
PO Box 3272
South Brisbane BC QLD 4101
T: 1800 177 244
F: (07) 3017 6235
E: members@together.org.au
W: www.together.org.au
Alex Scott, Branch Secretary

NSW United Services Branch



State registered entity:
New South Wales Local Government, Clerical, Administrative, Energy, Airlines and Utilities Union

Level 7, 321 Pitt Street
Sydney NSW 2000
T: (02) 9265 8211
F: (02) 9261 2265
T: 1300 136 604 Support Team
E: united@usu.org.au
W: www.usu.org.au
Graeme Kelly, Branch Secretary

New South Wales and ACT (Services) Branch



State registered entity:
Australian Services Union of NSW

Level 1, 39-47 Renwick Street
Redfern NSW 2016
PO Box 1865
Strawberry Hills NSW 2012
T: (02) 9310 4000
T: 1300 784 278
F: (02) 9698 8936
E: info@asu.org.au
W: www.asumembers.org.au
Natalie Lang, Branch Secretary

South Australian & Northern Territory Branch



State registered entity:
Amalgamated ASU (SA) State Union

5-9 Rundle Street
Kent Town SA 5067
PO Box 2217
Kent Town SA 5071
14/119 Reichardt Road
Winnellie NT 0820
T: (08) 8363 1322
F: (08) 8363 2225
E: union@asu-sant.asn.au
W: www.asu-sant.asn.au
Joseph Scales, Branch Secretary

Taxation Officers' Branch



Operates nationally

Ground Floor, 116 Queensberry Street, Carlton South VIC 3053
T: (03) 9347 6080
F: (03) 9347 8781
E: asutax@asutax.asn.au
W: www.asutax.asn.au
Jeff Lapidos, Branch Secretary

Victorian & Tasmanian Authorities & Services Branch



Melbourne Office

116-124 Queensberry St
Carlton South VIC 3053
PO Box 37
Carlton South VIC 3053
T: (03) 9342 3400
F: (03) 9342 3499



Hobart Office

265 Macquarie Street
Hobart TAS 7000
T: (03) 6224 3411
F: (03) 9342 3499

E: info@asuvictas.com.au
W: www.asuvictas.com.au
T: 1800 133 096
T: 1300 855 570 Member Contact Centre

Richard Duffy, Branch Secretary
Lisa Darmanin, Branch Executive President

Victorian Private Sector Branch



Level 2, 116 Queensberry St
Carlton South VIC 3053
PO Box 447
Carlton South VIC 3053
T: (03) 9342 3300
F: (03) 9342 3399
E: info@asupsvic.org
W: www.asuvic.org
Ingrid Stitt, Branch Secretary

Western Australian Branch



State registered entity:
Western Australian Municipal, Administrative, Clerical and Services Union of Employees

102 East Parade
East Perth 6004
PO Box 8208
Perth Business Centre WA 6849
T: (08) 9427 7777
F: (08) 9427 7700
T: 1800 064 657
E: branch.secretary@asuwa.org
W: www.asuwa.org
Wayne Wood, Branch Secretary



28 July 2015

National Secretary
Australian Municipal, Administrative, Clerical and Services Union
Sent via email: info@asu.asn.au

Dear National Secretary,

**Re: Lodgement of Financial Report - [FR2015/224]
Fair Work (Registered Organisations) Act 2009 (the RO Act)**

The financial year of the Australian Municipal, Administrative, Clerical and Services Union (the reporting unit) ended on 30 June 2015.

This is a courtesy letter to remind you of the obligation to prepare and lodge the financial report for the reporting unit by the due date under s.268 of the RO Act, namely 15 January 2016 (being the expiry date of 6 months and 14 days from 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. For your assistance, the attached *Timeline/Planner* summarises these requirements.

Fact sheets and guidance notes in relation to financial reporting under the RO Act are provided on the Fair Work Commission website. Further, the General Manager's updated Reporting Guidelines that apply to all financial reports prepared on or after 30 June 2014 are also available on the website supported by a webinar presentation.

The Fair Work Commission has developed a model set of financial statements. It is not obligatory to use this model but it is a useful resource to ensure compliance with the RO Act, the Reporting Guidelines and the Australian Accounting Standards. The model statement and other resources can be accessed through our website under [Financial Reporting](#) in the Compliance and Governance section.

I request that the financial report and any statement of loans, grants or donations made during the financial year (statement must be lodged within 90 days of end of financial year) be emailed, rather than posted, to orgs@fwc.gov.au. A sample statement of loans, grants or donations is available at [sample documents](#).

It should be noted that s.268 is a civil penalty provision. Failure to lodge a financial report may result in legal proceedings being issued with the possibility of a pecuniary penalty (up to \$51,000 for a body corporate and \$10,200 for an individual per contravention) being imposed upon an officer whose conduct led to the contravention and/or your organisation.

Should you seek any clarification in relation to the above, please contact me on (03) 8661 7936 or via email at robert.pfeiffer@fwc.gov.au.

Yours sincerely,

Robert Pfeiffer
Senior Adviser
Regulatory Compliance Branch

TIMELINE/ PLANNER

Financial reporting period ending:	/ /	
Prepare financial statements and Operating Report.		
<p>(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.</p> <p>(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).</p>	/ /	As soon as practicable after end of financial year
Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /	<p>Within a reasonable time of having received the GPFR</p> <p>(NB: Auditor's report must be dated on or after date of Committee of Management Statement</p>
<p>Provide full report free of charge to members – s265</p> <p>The full report includes:</p> <ul style="list-style-type: none"> the General Purpose Financial Report (which includes the Committee of Management Statement); the Auditor's Report; and the Operating Report. 	/ /	<p>(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,</p> <p>or</p> <p>(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.</p>
Present full report to:		
(a) General Meeting of Members - s266 (1),(2); OR	/ /	Within 6 months of end of financial year
(b) where the rules of organisation or branch allow* - a Committee of Management meeting - s266 (3)	/ /	Within 6 months of end of financial year
Lodge full report with the Fair Work Commission, 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.