



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

Level 5  
11 Exhibition Street, Melbourne, VIC 3000  
GPO Box 1994, Melbourne, VIC 3001  
Telephone: (03) 8661 7993  
Fax: (03) 9654 6672

Mr D. Smith  
Branch Secretary  
Australian Municipal, Administrative, Clerical and Services Union  
Queensland Services Branch  
PO Box 3347  
SOUTH BRISBANE QLD 4101

Dear Mr Smith,

**Re: Schedule 1 of the Workplace Relations Act 1996 (Schedule 1)  
Financial Report for year ended 30 June 2008 - FR 2008/331**

Receipt is acknowledged of the financial report of the Queensland Services Branch of the Australian Municipal, Administrative, Clerical and Services Union for year ended 30 June 2008. The documents were lodged in the Industrial Registry on 4 December 2008.

The financial report has been filed.

I direct your attention to the following comments concerning the above report and the financial reporting obligations under Schedule 1. Please note that these matters are advised for assistance in the future preparation of financial reports; no further action is required in respect of the subject documents.

**1. Financial Report**

A reporting unit is required by section 262 of Schedule 1 to supply to its members and present to a relevant meeting a copy of the auditor's report, general purpose financial report and operating report (the full report).

I note that the auditor's report and general purpose financial report were lodged under the certificate of the Branch Secretary stating that the documents were circulated among the Branch's membership in September 2008 and presented to the Branch Executive Committee on 28 November 2008.

I further note that the operating report was lodged as a separate document with advice from the Branch Secretary that such document had been made available to the branch membership.

I assume that the operating report was supplied to members of the reporting unit and presented to the Branch Executive Committee meeting with the auditor's report and general purpose financial report.

As the operating report forms part of the full report I suggest in future that one document, being the full report, be lodged in the Industrial Registry.

**2. Auditor's Report**

**Auditor's Qualification**

I note the qualification of the auditor's opinion in relation to the membership subscriptions being recorded in the accounting records on a cash receipt basis. Based on subsection

332(2) of Schedule 1 of the Workplace Relations Act 1996 it is not intended that any further action be taken in respect of this matter.

### **3. Loans, Grants and Donations**

Section 237(1) of Schedule 1 requires an organisation to lodge in the Industrial Registry within 90 days after the end of each financial year a statement showing the relevant particulars in relation to each loan, grant or donation of an amount exceeding \$1,000 made by the organisation during the financial year.

Inspection of the Statement of Income and Expenditure indicates a disclosure "Donations" of \$9,500.

If appropriate, would you please arrange lodgment in the Industrial Registry of a section 237(1) statement covering any donation exceeding \$1,000, setting out particulars of any donation in accordance with subsection 237(6).

### **4. Reference to Schedule 1B**

I note that the auditor in his opinion refers to Schedule 1B of the Workplace Relations Act 1966. Such reference should now be to Schedule 1.

### **Electronic Lodgment**

I encourage you to take advantage of the electronic lodgment service provided by the Registry for future lodgments. You may register as a user and then lodge your documents via the Electronic Lodgment page of the AIRC website at [www.airc.gov.au](http://www.airc.gov.au). Alternatively, you may send an email with the documents attached to [riateam3@air.gov.au](mailto:riateam3@air.gov.au)

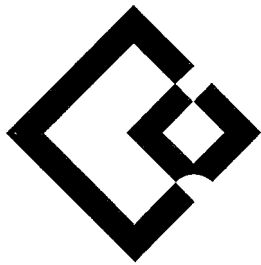
Should you wish to discuss any of the matters raised in this letter, I may be contacted on (03) 8661 7993 or by email at [larry.powell@air.gov.au](mailto:larry.powell@air.gov.au).

Yours sincerely,



Larry Powell  
Statutory Services Branch

10 December 2008



**A•S•U**

**Australian  
Services  
Union**

ABN 86 351 665 653

**Queensland  
Services Branch**

Ground Floor  
32 Peel Street  
South Brisbane  
QLD 4101

PO Box 3347  
South Brisbane  
QLD 4101

Tel: (07) 3844 5300  
Fax: (07) 3846 5046

Web: [www.asuqld.asn.au](http://www.asuqld.asn.au)

**Branch Secretary:**  
David Smith

**Assistant Branch Secretary:**  
Jenny Earl

2<sup>nd</sup> December, 2008

The Deputy Industrial Registrar  
Australian Industrial Relations Commission  
PO Box 5795, Central Plaza  
BRISBANE QLD 4001



Dear Registrar,

**RE: AUDITED STATEMENTS OF ACCOUNTS:  
FINANCIAL YEAR ENDED 30 JUNE 2008**

Please find enclosed copy of the required documentation in respect of the accounts and audit in respect of registered organisations – s.279 of the Act.

- Audited Statement of Accounts for the year ended 30 June 2008.
- Copy of Minutes of the Branch Executive Committee meeting of 28<sup>th</sup> November, 2008 adopting the Financial Statements for the year ended 30<sup>th</sup> June, 2008.
- Branch Secretary's Certificate certifying that the documents filed with the Australian Industrial Registry are true and faithful copies of the documents presented to the Branch Executive Committee on 28<sup>th</sup> November, 2008.

Trusting the enclosed documentation satisfactorily meets the requirements of the ASU Queensland Services Branch in pursuance of the Act.

Yours faithfully

**DAVID SMITH  
BRANCH SECRETARY**

enc.



**Q•S•U**

ABN 13 540 483 194

Australian Municipal, Administrative, Clerical and Services Union

**CERTIFICATE BY PRESIDENT OR SECRETARY**  
**Industrial Organisation Act 1997, Section 214(2)(b)**

I, David Charles Smith, being the Branch Secretary of the Australian Municipal, Administrative, Clerical and Services Union, hereby certify that the documents lodged herewith are true and faithful copies of the documents that were circulated among our membership in September, 2008 and presented to the Branch Executive Committee on 28 November, 2008.

BRISBANE, 2nd December, 2008



.....  
DAVID SMITH  
BRANCH SECRETARY

## AUSTRALIAN SERVICES UNION

Minutes of Meeting of the Branch Executive Committee, Queensland Services Branch, Australian Services Union held at 16 Peel Street, South Brisbane on Friday, the 28<sup>th</sup> of November, 2008 commencing at 9:05 a.m.

### 1. ATTENDANCE:

Mr R Ball	Branch President
Mr M Case	Branch Deputy President (Local Authorities)
Ms L Henson	Vice President (Local Authorities)
Ms D McDonald	Vice President (Ports)
Ms H Moran	Vice President (Brisbane City Council)
Mr D Power	Branch Treasurer
Mr D Smith	Branch Secretary
Ms W Turner	Vice President (SACS)

#### **Observers**

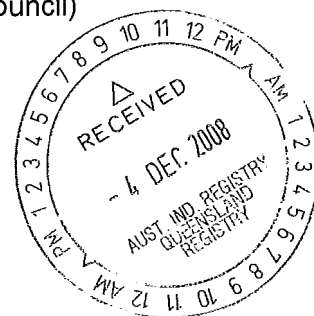
Nil

#### **Apologies**

Mr B Batten	Vice President (Rail)
Mr I Buckley	ASU Deputy Branch Secretary
Ms J Earl	ASU Assistant Branch Secretary
Ms M Ryan	Vice President (Women)
Mr B Thompson	Vice President (Youth)
Mr P Whittaker	Vice President (Energy)

#### **Proxies**

Mr H Snide for Mr P Whittaker (Energy)



6.5 Draft Auditor's Report and Statement of Accounts 2007/2008

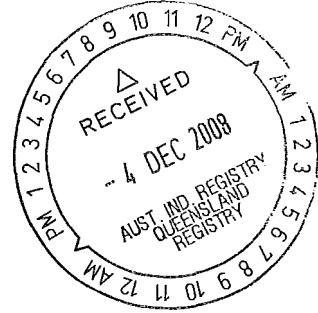
It was moved Mr D Power; seconded Ms H Moran that the Auditor's Report and Statement of Accounts for 2007/2008 financial year be adopted.

**CARRIED**

8.3 Meeting Close

There being no further business, the meeting closed at 10:50 p.m.

.....  
R. Ball  
Chairperson, February, 2009



**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE,  
CLERICAL AND SERVICES UNION  
QUEENSLAND SERVICES BRANCH  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2008**



**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE,  
CLERICAL AND SERVICES UNION  
QUEENSLAND SERVICES BRANCH**

**SURPLUS AND DEFICIT APPROPRIATION  
FOR THE YEAR ENDED 30 JUNE 2008**

	Note	2008 \$	2007 \$
Operating Surplus/(Deficit)		275,133	190,000
Accumulated General Fund Balance at the beginning of the financial year		1,305,685	1,115,685
		<u>1,580,818</u>	<u>1,305,685</u>
Aggregate amounts transferred from/(to) Reserves			
Motor Vehicle Replacement Reserve		-	-
Equipment Reserve		-	-
Computer Reserve		-	-
		<u>          </u>	<u>          </u>
Accumulated General Fund Balance at the end of the financial year		<u>1,580,818</u>	<u>1,305,685</u>

The accompanying notes form part of these financial statements.

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE,  
CLERICAL AND SERVICES UNION  
QUEENSLAND SERVICES BRANCH**

**BALANCE SHEET AS AT 30 JUNE 2008**

	Note	2008 \$	2007 \$
<b>ACCUMULATED FUNDS</b>			
Reserves		775,069	775,069
General Fund		1,580,818	1,305,685
<b>Balance 30 June 2008</b>		<b>2,355,887</b>	<b>2,080,754</b>
Represented by:			
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	2	1,437,341	1,182,950
Trade and other receivables	3	1,455	32,963
<b>Total Current Assets</b>		<b>1,438,796</b>	<b>1,215,913</b>
<b>NON-CURRENT ASSETS</b>			
Property, plant and equipment	5	1,691,570	1,692,086
Security deposit	4	198	198
<b>Total Non-Current Assets</b>		<b>1,691,768</b>	<b>1,692,284</b>
<b>Total Assets</b>		<b>3,130,564</b>	<b>2,908,197</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	6	153,375	233,671
Provisions – employee entitlements		575,591	549,782
<b>Total Current Liabilities</b>		<b>728,966</b>	<b>783,453</b>
<b>NON CURRENT LIABILITIES</b>			
Provisions – employee entitlements		45,711	43,990
<b>Total Non Current Liabilities</b>		<b>45,711</b>	<b>43,990</b>
<b>Total Liabilities</b>		<b>774,677</b>	<b>827,443</b>
<b>NET ASSETS</b>		<b>2,355,887</b>	<b>2,080,754</b>

The accompanying notes form part of these financial statements.

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE,  
CLERICAL AND SERVICES UNION  
QUEENSLAND SERVICES BRANCH**

**STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 30 JUNE 2008**

	<b>Accumulated Fund \$</b>	<b>General Reserve \$</b>	<b>Asset Revaluation Reserve \$</b>	<b>Total \$</b>
<b>Balance at 1 July 2006</b>	1,115,685	191,000	584,069	1,890,754
Operating surplus	190,000	-	-	190,000
Revaluation increment	-	-	-	-
<b>Balance at 30 June 2007</b>	1,305,685	191,000	584,069	2,080,754
Operating surplus	275,133	-	-	275,133
Revaluation increment	-	-	-	-
<b>Balance at 30 June 2008</b>	1,580,818	191,000	584,069	2,355,887

The accompanying notes form part of these financial statements.

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE,  
CLERICAL AND SERVICES UNION  
QUEENSLAND SERVICES BRANCH**

**CASH FLOW STATEMENT FOR THE YEAR ENDED 30 JUNE 2008**

	Note	2008 \$	2007 \$
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>			
Receipts from members		4,600,042	4,237,830
Other income		342,894	89,409
Payments to suppliers and employees		(4,650,275)	(3,898,524)
Interest received		72,278	60,680
<b>Net Cash provided by (used in) Operating Activities</b>	10	<b>364,939</b>	<b>489,395</b>
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>			
Proceeds from sale of property, plant and equipment		81,818	15,865
Purchase of property, plant and equipment		(192,366)	(62,322)
<b>Net Cash provided by (used in) Investing Activities</b>		<b>(110,548)</b>	<b>(46,457)</b>
<b>CASH FLOW FROM FINANCING ACTIVITIES</b>			
Proceeds from borrowings		-	-
Repayment of borrowings		-	(20,000)
<b>Net Cash provided by (used in) Financing Activities</b>		<b>-</b>	<b>(20,000)</b>
<b>Net increase (decrease) in cash held</b>		<b>254,391</b>	<b>422,938</b>
<b>Cast at beginning of year</b>		<b>1,182,950</b>	<b>760,012</b>
<b>Cash at end of year</b>	2	<b>1,437,341</b>	<b>1,182,950</b>

The accompanying notes form part of these financial statements.

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE,  
CLERICAL AND SERVICES UNION  
QUEENSLAND SERVICES BRANCH**

**NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2008**

**Note 1: Statement of Significant Accounting Policies**

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

The financial report of the Australian Municipal, Clerical and Services Union, Queensland Services Branch as an individual entity complies with all Australian equivalents to International Financial Reporting Standards (AIFRS) in their entirety. The entity is registered under Australian industrial relations legislation and domiciled in Australia.

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

*Reporting Basis and Conventions*

The financial report has been prepared on an accruals basis and is based on historical costs modified by the revaluation of selected non-current assets, and financial assets and financial liabilities for which the fair value basis of accounting has been applied.

**Accounting Policies**

**a. Income Tax**

No provision for income tax is necessary, as trade unions are exempt from income tax in accordance with the Income Tax Assessment Act.

**b. Property, Plant and Equipment**

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

**Plant and Equipment**

Plant and equipment are measured on the cost basis less depreciation and impairment losses.

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

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE,  
CLERICAL AND SERVICES UNION  
QUEENSLAND SERVICES BRANCH**

The cost of fixed assets constructed within the entity includes the cost of materials, direct labour, borrowing costs and an appropriate proportion of fixed and variable overheads.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the Branch and the cost of the item can be measured reliably. All other repairs and maintenance are charged to the income statement during the financial period in which they are incurred.

**Depreciation**

The depreciable amount of all fixed assets including building and capitalised lease assets, is depreciated on a straight-line basis over their useful lives to the commencing from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

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

<b>Class of Fixed Assets</b>	<b>Depreciation Rate</b>
Building	3%
Computers	30%
Office Equipment	10%
Motor Vehicles	17%
Motor Vehicles – Regional	20%

The assets' residual values and useful lives are reviewed and adjusted, if appropriate, at each balance date.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the income statement. When revalued assets are sold, amounts included in the revaluation relating to that asset are transferred to retained earnings.

**c. Employee Benefits**

Provision is made for the Branch's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled, plus related on-costs. Employee benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those benefits.

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE,  
CLERICAL AND SERVICES UNION  
QUEENSLAND SERVICES BRANCH**

**NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2008  
(Continued)**

**Note 1: Statement of Significant Accounting Policies (Continued)**

**d. Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, deposits held at-call with banks, other short-term highly liquid, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities on the balance sheet.

**e. Revenue**

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

**f. Membership Contributions**

In accordance with Section 272(3) Workplace Relations Act 1996, membership contributions have been accounted for on a cash receipts basis.

**g. Financial Instruments**

**Recognition and Initial Measurement**

Financial instruments, incorporating financial assets and financial liabilities, are recognised when the entity becomes a party to the contractual provisions of the instrument.

Financial instruments are initially measured at fair value plus transactions costs where the instrument is not classified at fair value through profit or loss. Transaction costs related to instruments classified as at fair value through profit or loss are expensed to profit or loss immediately. Financial instruments are classified and measured as set out below.

**Derecognition**

Financial assets are derecognised where the contractual rights to receipt of cash flows expires or the asset is transferred to another party whereby the entity no longer has any significant continuing involvement in the risks and benefits associated with the asset. Financial liabilities are derecognised where the related obligations are either discharged, cancelled or expire. The difference between the carrying value of the financial liability extinguished or transferred to another party and the fair value of consideration paid, including the transfer of non-cash assets or liabilities assumed is recognised in profit or loss.

**Classification and Subsequent Measurement**

**(i) 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 entity's intention to hold these investments to maturity. They are subsequently measured at amortised cost using the effective interest rate method.

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE,  
CLERICAL AND SERVICES UNION  
QUEENSLAND SERVICES BRANCH**

**NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2008  
(Continued)**

**Note 2: Cash and Cash Equivalents**

	<b>2008</b>	<b>2007</b>
	<b>\$</b>	<b>\$</b>
Cash in hand	1,020	1,020
Cash at bank	915,390	1,161,930
Short-term deposit	520,931	20,000
	<u>1,437,341</u>	<u>1,182,950</u>

The effective interest rate on short term deposits was 8.47%; these deposits have an average maturity of 31 days.

Reconciliation of cash

Cash at the end of financial year as shown in the Cash Flow Statement is reconciled to items in the balance sheet as follows:

Cash and cash equivalents	1,307,381	1,182,950
	<u>1,307,381</u>	<u>1,182,970</u>

**Note 3: Trade and Other Receivables**

CURRENT

Other Receivables	1,455	32,963
	<u>1,455</u>	<u>32,963</u>

**Note 4: Non Current Assets**

Security Deposits Held	198	198
	<u>198</u>	<u>198</u>



**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE,  
CLERICAL AND SERVICES UNION  
QUEENSLAND SERVICES BRANCH**

**NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2008  
(Continued)**

**Note 5: Property, Plant and Equipment**

	<b>2008</b>	<b>2007</b>
	<b>\$</b>	<b>\$</b>
Buildings 32 Peel St South Brisbane (50% interest):		
Independent valuation 2005	768,400	768,400
Accumulated depreciation	69,156	46,041
	<b>699,244</b>	<b>722,359</b>
Land 32 Peel St South Brisbane (50% interest):		
Independent valuation 2005	642,600	642,600
	<b>642,600</b>	<b>642,600</b>
Computers		
At cost / officer valuation	70,333	70,333
Accumulated depreciation	65,733	61,761
	<b>4,600</b>	<b>8,572</b>
Office Furniture & Equipment		
At cost / officer valuation	172,829	165,688
Accumulated depreciation	135,903	125,199
	<b>36,926</b>	<b>40,489</b>
Motor Vehicles		
At cost / officer valuation	432,168	468,955
Accumulated depreciation	129,360	196,281
	<b>302,808</b>	<b>272,674</b>
Library – at written down value	<b>5,392</b>	<b>5,392</b>
<b>Total Property, Plant and Equipment</b>	<b>1,691,570</b>	<b>1,692,086</b>

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE,  
CLERICAL AND SERVICES UNION  
QUEENSLAND SERVICES BRANCH**

**NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2008  
(Continued)**

**Note 5: Property, Plant and Equipment (Continued)**

**Movement in carrying amounts**

Movement in the carrying amounts for each class of property, plant and equipment between the beginning and the end of the current financial year.

	<b>Buildings</b> \$	<b>Land</b> \$	<b>Computers</b> \$	<b>Office Furniture &amp; Equipment</b> \$	<b>Motor Vehicles</b> \$	<b>Library</b> \$	<b>Total</b> \$
Balance at the beginning of year	722,359	642,600	8,572	40,489	272,674	5,392	1,692,086
Additions	-	-	-	7,140	185,226	-	192,366
Disposals	-	-	-	-	76,415	-	76,415
Depreciation expense	23,115	-	3,972	10,703	78,677	-	116,467
	699,244	642,600	4,600	36,926	302,808	5,392	1,691,570

- (a) In July 2005, but referable to 30 June 2005, the land and buildings at 32 Peel Street, South Brisbane were valued by Mr T B Nugent of Richardson & Wrench Valuers. The amount presented in the financial statements represents half of the valuation value for land and buildings as provided in this valuation.
- (b) Computers, office furniture and equipment and motor vehicles were valued at 30 June 2007 and 30 June 2006 using a combination of cost and officer valuations.

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE,  
CLERICAL AND SERVICES UNION  
QUEENSLAND SERVICES BRANCH**

**NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2008  
(Continued)**

**Note 6: Trade and Other Payables**

	2008 \$	2007 \$
CURRENT		
Payable to ASU Social Club	2,052	2,332
Payable to ASU Staff – Purchase of Leave	2,164	1,644
Sundry Creditors and Accrued Expenses	149,159	229,695
	<hr/> 153,375	<hr/> 233,671

**Note 7 Reserves**

**General Reserve**

The general reserve records funds set aside for future expansion of the economic entity.

**Asset Revaluation Reserve**

The asset revaluation reserve records revaluation of financial assets.

**Note 8 Events after the Balance Sheet Date**

The financial report was authorised for issue on 12<sup>th</sup> September 2008.

**Note 9 Related Party Transactions**

During the year the following transactions took place with related parties:

A percentage of the contributions received from members are forwarded on to the National Office. The amount paid to the National Office during the year ended 30 June 2008 was \$449,648 (2007: \$385,632).

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE,  
CLERICAL AND SERVICES UNION  
QUEENSLAND SERVICES BRANCH**

**NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2008  
(Continued)**

**Note 10 Cash Flow Information**

	2008 \$	2007 \$
<b>Reconciliation of Cash Flow from Operations with Operating Surplus/(Deficit)</b>		
Operating surplus/(deficit)	275,133	190,000
Cash flows excluded from profit attributable to operating activities		
Non-cash flows in profit		
- Depreciation	116,467	123,574
- Net Gain/(loss) on disposal of property, plant and equipment	5,403	(408)
Changes in assets and liabilities		
- (Increase)/decrease in receivables	31,508	(31,965)
- Increase/(decrease) in payables	(80,296)	215,808
- Increase/(decrease) in employee benefits	27,530	(8,430)
	364,939	489,395

At 30 June 2008 and 30 June 2007 the Branch did not have any credit stand-by arrangements or credit facilities with a financial institution.

**Note 11 Financial Instruments**

**A Financial Risk Management**

The Branch's financial instruments consist mainly of deposits with banks, local money market instruments, short-term investments, accounts receivable and payable.

The Branch does not have any derivative instruments at 30 June 2008.

**i. Treasury Risk Management**

A finance committee consisting of senior committee members meet on a regular basis to analyse currency and interest rate exposure and to evaluate treasury management strategies in the context of the most recent economic conditions and forecasts.

**ii. Financial Risks**

The main risks the Branch is exposed to through its financial instruments are interest rate risk, liquidity risk and credit risk.

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE,  
CLERICAL AND SERVICES UNION  
QUEENSLAND SERVICES BRANCH**

**NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2008  
(Continued)**

**Note 11 Financial Instruments (Continued)**

*Interest rate risk*

Interest rate risk is managed with a mixture of fixed and floating rate debt.

*Foreign currency risk*

The Branch is not exposed to fluctuations in foreign currencies.

*Liquidity risk*

The Branch manages liquidity risk by monitoring forecast cash flows and ensuring that adequate unutilised borrowing facilities are maintained.

*Credit risk*

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

The Branch does not have any material credit risk exposure to any single receivable or group of receivables under financial instruments entered into by the Branch.

*Price risk*

The Branch is not exposed to any material commodity price risk.

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE,  
CLERICAL AND SERVICES UNION  
QUEENSLAND SERVICES BRANCH  
NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2008  
(Continued)**

**Note 11 Financial Instruments (Continued)**

**B Interest Rate Risk**

The Branch's exposure to interest rate risk, which is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates and the effective weighted average interest rates on those financial assets and financial liabilities, is as follows:

	Weighted Average Effective Interest Rate		Fixed Interest Rate Maturing						Non-interest Bearing	
			Floating Interest Rate		Within 1 Year		1 to 5 Years			
	2008	2007	2008	2007	2008	2007	2008	2007	2008	2007
	%	%	\$	\$	\$	\$	\$	\$	\$	\$
<b>Financial Assets:</b>										
Cash and cash equivalents	5.48%	6.17%	786,450	1,162,950	-	-	-	-	-	-
Short-term Deposits	8.47%	3.25%	520,931	20,000	-	-	-	-	-	-
<b>Total Financial Assets</b>	-	-	1,307,381	1,182,950	-	-	-	-	-	-

	Weighted Average Effective Interest Rate		Fixed Interest Rate Maturing						Non-interest Bearing	
			Floating Interest Rate		Within 1 Year		1 to 5 Years			
	2008	2007	2008	2007	2008	2007	2008	2007	2008	2007
	%	%	\$	\$	\$	\$	\$	\$	\$	\$
<b>Financial Liabilities:</b>										
Lease Liabilities	-	-	-	-	-	-	-	-	-	-
<b>Total Financial Liabilities</b>	-	-	-	-	-	-	-	-	-	-

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE,  
CLERICAL AND SERVICES UNION  
QUEENSLAND SERVICES BRANCH**

**NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2008  
(Continued)**

**Note 11 Financial Instruments (Continued)**

**C Net Fair Values**

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

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

**D Sensitivity Analysis**

**Interest rate risk**

The entity has performed a sensitivity analysis relating to its exposure to interest rate risk at balance date. This sensitivity analysis demonstrates the effect on current year results and equity which could result from a change in this risk.

As at 30 June 2008, the effect on profit and equity as a result of changes in the interest rate, with all other variables remaining constant, would be as follows:

	2008	2007
	\$	\$
Change in profit		
— Increase in interest rate by 2%	23,302	19,636
— Decrease in interest rate by 2%	(22,994)	(19,038)
Change in equity		
— Increase in interest rate by 2%	23,302	19,636
— Decrease in interest rate by 2%	(22,994)	(19,038)

This sensitivity analysis has been performed on the assumption that all other variables remain unchanged.

No sensitivity analysis has been performed for foreign exchange risk, as the entity is not exposed to fluctuations in foreign exchange.

**Note 12 Branch Details**

The principal place of business is:

Australian Municipal, Administrative, Clerical and Services Union  
Queensland Services Branch  
32 Peel Street  
South Brisbane QLD 4101

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE,  
CLERICAL AND SERVICES UNION  
QUEENSLAND SERVICES BRANCH**

**Note 13 Office Bearers**

Persons holding the position of office bearer at any time during the year:

Robert Ball	William Batten	Malcolm Case
Lynette Henson	Debbie McDonald	Damian Power
David Smith	Henrietta Moran	Marianne Ryan
Philip Whittaker	Ben Thompson	Wendy Turner

Aggregate remuneration received or receivable by office bearers during the year ended 30 June 2008 was \$103,303 (2007: \$80,824). Not all office bearers received remuneration during the year. Honorariums were received by some office bearers whilst one full-time elected office bearer received remuneration in the form of a salary.

Aggregate of amounts paid to a superannuation plan in conjunction with the full time elected office bearers during the year ended 30 June 2008 was \$16,954 (2007: \$14,927).

**Note 14 Information to be provided to Members or Registrar**

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

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

**Note 15 Segment Reporting**

The Branch operates within the trade union movement solely in Queensland.



**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE,  
CLERICAL AND SERVICES UNION  
QUEENSLAND SERVICES BRANCH**

**STATEMENT BY MEMBERS OF COMMITTEE**

On <sup>12/09/08</sup> the Committee of Management of Australian Municipal, Administrative, Clerical and Services Union Queensland Services Branch passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30 June 2008.

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

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the GPFR relates and since the end of that year:
  - i. meetings of the committee of management were held in accordance with the rules of the Union including the rules of a branch concerned; and
  - ii. the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
  - iii. the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations.
  - iv. the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
  - v. No requests have been sought, by any member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule; and
  - vi. No orders have been made by the Commission under section 273 of the RAO Schedule during the period.
- (f) There has been no recovery of wages undertaken by the reporting unit during the year ended 30 June 2008.

For Committee of Management:      David Smith  
Title of Office held:                      Branch Secretary

Signature:



Date:

12/9/08

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE,  
CLERICAL AND SERVICES UNION  
QUEENSLAND SERVICES BRANCH**

**STATEMENT OF INCOME AND EXPENDITURE  
FOR THE YEAR ENDED 30 JUNE 2008**

	2008 \$	2007 \$
<b>INCOME</b>		
Members' Subscriptions	4,600,042	4,237,830
Interest Received	72,278	60,680
Gain/(Loss) on the sale of Fixed Assets	5,403	(408)
Sundry Income	186,388	121,374
State Government Grants	125,000	-
	<hr/>	<hr/>
<b>Total Income</b>	<b>4,989,109</b>	<b>4,419,476</b>
<b>EXPENDITURE</b>		
Affiliation & Other Fees	137,132	126,589
Accounting and Audit Fees	9,891	250
Bank Charges	23,899	20,018
Branch Executive Committee of Management	71,517	98,849
Capitation Fees	449,648	385,632
Cleaning	18,445	17,679
Depreciation	116,467	123,574
Donations	9,500	3,321
Electricity	12,467	10,662
Honoraria	10,000	7,637
Insurance	32,966	19,907
Legal & Industrial Expenses	109,859	78,421
Library	9,896	10,458
Loan Repayment Building (Interest)	-	1,211
Maintenance Equipment, Building, etc.	54,080	41,624
Maintenance and Repairs Computer	46,137	15,769
Motor Vehicle Expenses	87,484	89,415
Office Supplies and Contingencies	96,538	82,940
Payroll Tax and FBT	131,354	140,745
Postage	45,016	27,458
Printing and Publications	122,123	112,637
Publicity	11,377	52,656
Refund Subscriptions (Rule 32)	18,517	13,377
Rent	13,680	9,198
Salaries:		
Holders of Office	103,303	80,824
Employees	2,382,969	2,126,345
Staff Uniforms	7,334	7,514
Scholarships and Bursaries	1,500	750
Staff Entitlements	27,530	(8,430)
Sub-Division Expenses	500	-
Superannuation	337,512	310,060
Telephones	73,110	71,290
Travelling	100,820	100,289
Training	24,570	36,179

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE,  
CLERICAL AND SERVICES UNION  
QUEENSLAND SERVICES BRANCH**

**STATEMENT OF INCOME AND EXPENDITURE  
FOR THE YEAR ENDED 30 JUNE 2008  
(Continued)**

	2008 \$	2007 \$
<b>EXPENDITURE (Continued)</b>		
Union Shopper	12,290	10,083
Workers Health Centre	4,545	4,545
	<hr/>	<hr/>
<b>Total Expenditure</b>	<b>4,713,976</b>	<b>4,229,476</b>
	<hr/>	<hr/>
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>275,133</b>	<b>190,000</b>
	<hr/>	<hr/>

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE,  
CLERICAL AND SERVICES UNION  
QUEENSLAND SERVICES BRANCH**

**INDEPENDENT AUDIT REPORT TO THE MEMBERS OF  
AUSTRALIAN MUNICIPAL, ADMINISTRATIVE,  
CLERICAL AND SERVICES UNION  
QUEENSLAND SERVICES BRANCH**

We have audited the financial report of the Australian Municipal, Administrative, Clerical and Services Union, Queensland Services Branch for the year ended 30 June 2008 as set out on pages 2 to 17.

**Committee's Responsibility for the Financial Report**

The committee is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the Workplace Relations Act 1996. This responsibility includes establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

**Auditor's Responsibility**

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance 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 judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's 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 the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, 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.

**Independence**

In conducting our audit, we have complied with the independence requirements of Australian professional ethical pronouncements.

**AUSTRALIAN MUNICIPAL, ADMINISTRATIVE,  
CLERICAL AND SERVICES UNION  
QUEENSLAND SERVICES BRANCH**

**INDEPENDENT AUDIT REPORT (Continued)**

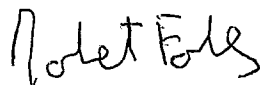
**Qualification**

As membership subscriptions are recorded in the accounting records on a cash receipts basis, we are not in a position to certify that all membership subscriptions have been received and entered into those records. Accordingly, our examination does not extend the income recorded in the accounting records.

**Qualified Audit Opinion**

In our opinion, except for the effects on the financial statements of the matter referred to in the qualification paragraph, the general purpose financial report is presented fairly in accordance with applicable Australian Standards and the requirements imposed by Part 3 of Chapter 8 of Schedule 1B of the Workplace Relations Act 1996.

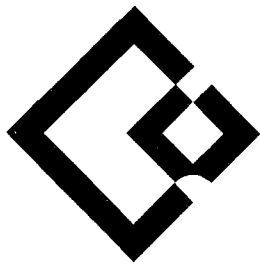
Bentleys  
Brisbane Partnership  
Chartered Accountants



R J Forbes  
Partner – Holder of Public Practice Certificate issued by The Institute of Chartered Accountants in Australia.

Date: *1<sup>st</sup> October 2008*

Level 26, AMP Place  
10 Eagle Street  
Brisbane QLD 4000



**A•S•U**

**Australian  
Services  
Union**

ABN 86 351 665 653

**Queensland  
Services Branch**

Ground Floor  
32 Peel Street  
South Brisbane  
QLD 4101

PO Box 3347  
South Brisbane  
QLD 4101

Tel: (07) 3844 5300  
Fax: (07) 3846 5046

Web: [www.asuqld.asn.au](http://www.asuqld.asn.au)

**Branch Secretary:**  
David Smith

**Assistant Branch Secretary:**  
Jenny Earl

2<sup>nd</sup> December, 2008

Mr Larry Powell  
Statutory Services Branch  
Australian Industrial Registry  
GPO Box 1994S  
MELBOURNE VIC 3001

Dear Mr Powell,

**Re: ASU Queensland Services Branch Operating Report**

I herewith lodge the ASU Queensland Services Branch Operating Report for 2007/2008 in compliance with s254 of the RAO Schedule.

Please note that this document has been made available to our membership.

If you require any further information or clarification please don't hesitate to contact me or our Office Manager, Therese Stephan on 07 3844 5300 or via email [david@asuqld.asn.au](mailto:david@asuqld.asn.au) or [therese@asuqld.asn.au](mailto:therese@asuqld.asn.au) respectively.

Thank you for your assistance in this regard.

Yours faithfully

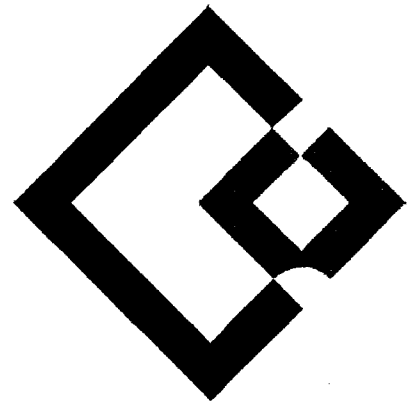
**DAVID SMITH  
BRANCH SECRETARY**



**Q•S•U**


ABN 13 540 483 194

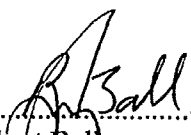
Australian Municipal, Administrative, Clerical and Services Union



**A • S • U**

ASU Queensland Services Branch  
Annual Operating Report  
2007/2008

  
.....  
D C Smith  
**BRANCH SECRETARY**

  
.....  
Robert Ball  
**BRANCH PRESIDENT**

# Table of Contents

<b>Introduction</b> .....	2
<b>Part 1 -</b> .....	2
<b>General Report</b> .....	2
Audited Financial Statement for Year Ending 30 <sup>th</sup> June, 2008.....	2
Branch Membership.....	2
Number of Employees.....	2
Trustees of Superannuation Entities.....	2
Right of Members to Resign - Rule 32.....	2
Your Rights at Work Campaign Update.....	3
Membership Training and Seminars Program for 2007/2008.....	4
ASU Branch Council Workshop 2007.....	5
Outcomes of Workshop – September 2007.....	5
Women’s Officers Report 2007/2008.....	11
Queensland Working Women’s Service.....	11
Focus On Women.....	11
QCU Women’s Committee.....	11
Anna Stewart Dinner.....	11
Youth Officers Report 2007/2008.....	11
Youth Network.....	11
<b>Part 2 -</b> .....	12
<b>Servicing/Industrial Activities</b> .....	12
Overview.....	12
Contact Centre.....	12
Industry Specific Achievements.....	13
Rail.....	13
Energy.....	13
Local Government.....	13
BCC.....	14
SACS.....	14
Port Authorities.....	14
<b>Part 3 -</b> .....	15
<b>Organising Activities</b> .....	15
Organising Campaigns.....	15
Enterprise Bargaining.....	15
Local Government.....	15
Non Amalgamated Councils.....	15
Water.....	15
Brisbane City Council.....	16
Shared Services within Local Government.....	16
SACS Organising campaigns.....	16
Organising Around the Branch’s State Award Application.....	16
EBA and Organising.....	16
Multi Employer Agreements.....	16
GOCs Campaigns.....	16
Energy.....	16
Queensland Rail.....	17
Organising Works Trainees.....	17
<b>Part 4 -</b> .....	18
<b>Membership of Branch Executive Committee</b> .....	18



# Introduction

We are pleased to present our Annual Operating Report in compliance with Schedule 1 of the Workplace Relations Act 1996. Each year the annual report is presented to our Annual State Council and an Annual Operating Report is then lodged on our website made available to interested members.

## Part 1 - General Report

### Audited Financial Statement for Year Ending 30<sup>th</sup> June, 2008

In compliance with the requirements of the Workplace Relations Act, our Audited Financial Statement has been published on the branch website: [www.asuqld.asn.au](http://www.asuqld.asn.au). Members received the Financial Statements in November, 2008 as an inclusion in 'The Organiser'.

### Branch Membership

The membership numbers based on industry are as follows:

Industry	30 June 2007	30 June 2008
Local Authorities	5705	5811
Rail	1639	1618
Energy	1954	2037
SACS	1917	1993
BCC	1602	1553
Ports	171	
Private Sector	226	
Ports & Private Sector		355
Total	13241	13367

This is a net growth of 126 members during the 2007/2008 year.

### Number of Employees

The number of employees in the reporting unit during the year 2007/2008 was 39.

### Trustees of Superannuation Entities

David Smith	ESI Superannuation: Alternate Director to 30 <sup>th</sup> November, 2007 ESI Superannuation: Director from 1 <sup>st</sup> December, 2007
Brian Sullivan	LG Super: Director
Marianne Ryan	LG Super: Director

### Right of Members to Resign - Rule 32

- (a) A member may resign from membership by written notice addressed and delivered to the Branch Secretary.
- (b) A notice of resignation takes effect:
  - (i) Where the member ceases to be eligible for membership of the Union:
    1. on the day on which the notice is received; or

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

whichever is the later; or

(ii) in any other case:

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

whichever is the later.

- (c) Notice of resignation shall be addressed to the Branch Secretary and delivered to that officer.
- (d) Any member resigning shall be liable for the payment of all subscriptions, fines and levies owing to the Union under these rules at the date of leaving, and such monies may be sued for and recovered in the name of the Union.
- (e) Any subscription paid by a member in respect of a period beyond the end of the quarter in which the member's notice of resignation expires shall be remitted to the member if so requested and a member who pays annual subscription by instalments shall not be liable to pay any instalment for any period after the end of the quarter in which the member's notice of resignation expires and a member who resigns where the member ceased to be eligible to become a member of the Union as hereinbefore mentioned shall be entitled to the same remission.
- (f) A notice delivered to the Branch Secretary shall be taken to have been received by the Union when it was delivered.
- (g) A notice of resignation that has been received by the Union is not invalid because it was not addressed and delivered to the Branch Secretary.
- (h) A resignation from membership of the Union is valid, even if not affected in accordance with sub-clauses (a) to (g) of this Rule, if the member is informed in writing by or on behalf of the Union, that the resignation has been accepted.
- (i) A member on leaving the Union after compliance with this Rule shall be entitled, on written application to the Secretary of the member's Branch, to a clearance certificate in the prescribed form.

### **Your Rights at Work Campaign Update**

The ASU has participated in a variety of ways in the ACTUs Your Rights At Work – Worth fighting for 07 to become the Your Rights at Work – worth joining for in 08. This well organised and successful campaign changed the government in October 2007 with a new Labor Rudd government being elected. In the lead up to the election the union used considerable resources, in particular, staff and delegates door knocked, worked on booths and pre-polling and participated in the marginal seats campaign as part of the YRAW team. The union continued to carry out several rounds of phone polling, involving staff and delegates contacting our membership from marginal seats to discuss IR issues and seek their opinion on issues that were important to them in the upcoming election.

In 2008 the union has continued to participate in the ACTU campaign to ensure the newly elected government remembers their promise to workers and our members. Our union continues to participate at the workplace level, community campaigning and supports the ACTUs national advertising campaign to ensure local MPs, the Government and the Senate are committed to fair workplace laws that will put an end to Workchoices for good.

## Membership Training and Seminars Program for 2007/2008

Training courses were conducted for the membership of the union during 2007/2008 as follows:

Date	Location	Course	No. of days	No. of participants
31 July 2007 & 1 August 2007	South Brisbane	Delegate Training	2	24
28 November 2007	South Brisbane	ASU Reform Representative Training	1	76
12 & 13 February 2008	South Brisbane	SACS Delegate Training	2	11
19 & 20 February 2008	South Brisbane	Making Reform Fair	2	50
4 March 2008	South Brisbane	SACS Forum	1	38
12 & 13 March 2008	South Brisbane	Delegate Training	2	20
2 April 2008	South Brisbane	BCC EBA & Campaign Training	1	16

## ASU Branch Council Workshop 2007

Branch Council met on the 13<sup>th</sup> of September, 2007 to review the priorities for the Branch over the next year to September, 2008.

The Branch goals and objectives were reviewed and endorsed.

### Outcomes of Workshop – September 2007

Ports Vision / Goals / Objectives	Strategies
<p>1. Federal Government proposal to take over ports nationally.</p> <p>2. Potential to rationalise all current port awards (downwards).</p> <p>3. Potential to switch current employment relationships i.e. (a) Centralise administration (b) farm out other functions to contractors and service providers.</p> <p>4. Flow on effect to other industries ie: Rail and Transport.</p> <p><b>Should we attempt to influence any industry side issues – YES!</b></p> <p>1. Lobby State Governments, Port Boards of Management and directors that most state owned Port facilities work efficiently and it is the infrastructure of Rail and transport to the ports which generally fail to handle or cope with the increase in demand and volume.</p> <p>2. Commence a dialogue with QSU members in Rail and Transport to look at problems between Ports and Rail and identify where opportunities lay to construct solutions and find ways of operating practices that could be advanced to government/management to achieve mutual advantageous outcomes in EBA negotiations</p>	<p>Resources required</p> <ul style="list-style-type: none"> <li>• Knowledge of the big picture issues in the related industries that will enable the parties to achieve symbiotic relationship.</li> <li>• Establishment of trust and mutual respect that the unions can offer contributions to the industry that will result in the business / employees benefiting equally.</li> <li>• Research facilities from national office to support submissions that can be used in proposals / negotiations with the companies / other industry divisions.</li> <li>• A dedicated Industrial Officer supplied by National Office / Branch, to assist in the higher level negotiations between various companies / ASI, WSU, Industry Divisions / Branches.</li> </ul>

**Outcomes of Workshop – September 2007 – cont.**

<b>Queensland Rail Vision / Goals / Objectives</b>	<b>Strategies</b>
<p><b>What's working</b></p> <ol style="list-style-type: none"> <li>1. Camaraderie</li> <li>2. Award entitlements</li> <li>3. Subsidiary agreements</li> <li>4. Union density (95% all unions regionally)</li> <li>5. Service delivery</li> </ol> <p><b>What's not working</b></p> <ol style="list-style-type: none"> <li>1. Restructure</li> <li>2. EAS</li> <li>3. Job security</li> <li>4. Staffing levels</li> <li>5. Unfilled positions</li> <li>6. Job dissatisfaction</li> <li>7. Health policy (failure)</li> <li>8. Fatigue management</li> </ol>	<ul style="list-style-type: none"> <li>• Presence in the workplace</li> <li>• Members delegates</li> <li>• Notice boards</li> <li>• Official presence</li> <li>• Communications</li> <li>• More staff</li> <li>• Delegate training ongoing</li> <li>• Commitment from delegates that they will engage</li> <li>• Signing "new starts" (delegate involvement)</li> <li>• Building membership density</li> <li>• Delegate secondment</li> <li>• Focus on CBD</li> <li>• Regular visits to regional centres</li> <li>• State office support for external organisers and continued organiser visits.</li> </ul>

**Outcomes of Workshop – September 2007 – cont.**

SACS Vision / Goals / Objectives	Strategies
<p><b>What's working</b></p> <ol style="list-style-type: none"> <li>1. Raised awareness (Youth group campaign – Rock the Vote)</li> <li>2. Threat of the SACS Award being removed</li> <li>3. QCOSS road-show – “Pathway to Parity”</li> <li>4. Awareness is being build re the importance of the union</li> <li>5. State industry has been successful in coordinating at the federal union level.</li> <li>6. Unsure about what mission statement is for the union. Where can it be found?</li> <li>7. What can you say to non-members?</li> <li>8. Profile is slowly improving but needs further improvement</li> <li>9. Membership isn't strong and organising isn't strong</li> <li>10. Standards and conditions need improving.</li> </ol>	<ul style="list-style-type: none"> <li>▪ Educate members and raise the profile of the work they do in the community.</li> <li>▪ Improve connection with social justice principles. Make link to collective bargaining.</li> <li>▪ Mapping – update membership list and give to delegates.</li> <li>▪ Bargaining tool – comparison between community services and public service sectors conditions of employment.</li> <li>▪ Bad employers –naming and shaming.</li> <li>▪ Connections with Ombudsman to assist</li> <li>▪ Visions etc.</li> <li>▪ To develop specific delegate training about the SACS Industry drawn from current objectives in place by ASU.</li> <li>▪ Industry profile/involvement               <ul style="list-style-type: none"> <li>- Strengthening relationships with peak bodies</li> <li>- Targeting non members</li> </ul> </li> <li>▪ Active relevant issues to campaign around</li> <li>▪ More structured well thought out campaigns and recruitment strategies</li> <li>▪ Union Organisation to develop a recruitment kit.</li> <li>▪ How to achieve membership strength?</li> <li>▪ During negotiations for agreements recruitment very important.</li> <li>▪ Union organising</li> <li>▪ Improving standards and conditions.</li> <li>▪ Training for delegates to respond to objections</li> <li>▪ Specific SACS Industry training committee members.</li> <li>▪ Standards and Conditions:</li> <li>▪ Work the hours according to what we are paid</li> </ul>

**Outcomes of Workshop – September 2007 – cont.**

Energy Vision / Goals / Objectives	Strategies
<p><b>What's working?</b></p> <ol style="list-style-type: none"> <li>1. Good delegate structure</li> <li>2. Democratic process</li> <li>3. Communication of industry information</li> <li>4. Professional representation by union officials</li> <li>5. YRAW encouraging membership eg: people signed up in the last 12 months that have been employed for 20 years and not joined. Young people joining also.</li> </ol> <p><b>What's not working</b></p> <ol style="list-style-type: none"> <li>1. Communication regarding victories and wins.</li> <li>2. Delegates in Generation GOC's</li> <li>3. Better consultation / communication between GOC's and Private Contractors</li> <li>4. Recruitment methods</li> <li>5. Communication between delegates within Corporations – all locations.</li> <li>6. Reintroduce payroll deductions</li> </ol>	<p>To be the industry union promoting fairness and equity for all</p> <p>100% Membership</p> <p>More resources both human and technological</p> <p>Maintain current standards and conditions</p> <p>Improve member benefits (eg: death benefit)</p> <p><b>Strategies</b></p> <p>High profile industrial campaign.</p> <p>Merchandising, marketing and self promotion</p> <p>Community promotion eg: sponsorship, school fetes, fundraising, shopping centres</p> <p>Increase membership and benefits</p>

**Outcomes of Workshop – September 2007 – cont.**

<b>BCC / Goals / Objectives</b>	<b>Strategies</b>
<p><b>What's Working?</b></p> <p>Industry profile / involvement</p> <p>Union Reps</p> <p>Respect – management / Council / Unions / Partnering</p> <p>Distribution – communication processes – newsletters – updates etc from ASU.</p> <p>Organisers and IO's present in workplace – improve membership</p> <p>Maintained BCC standards and conditions</p> <p>Newsletters – good relevant content</p> <p>Union density 65%??</p> <p>ASU Reps have a good rapport with members in BCC</p> <p>Where ASU has been involved with BCC restructure good results achieved for members.</p> <p>ASU Services leading the "Unions" in Council</p> <p>Representation for members undergoing performance management ensuring natural justice and procedural fairness.</p>	<p><b>What can be improved?</b></p> <p>Buddy system for the delegate (membership strength)</p> <p>Union info and EBA info in corporate induction processes (industry profile)</p> <p>Communication – ASU membership – Union on line – let delegates know – newsletter (membership &amp; industry)</p> <p>Different approaches (Divisions / Business Units) interpret and act differently – EBA.</p> <p>Review relevance and why there are consultative meetings – educate BCC Staff.</p> <p>More involvement from delegates – WHS, Zero Harm across council – area specific.</p> <p>Further recruitment for more delegates.</p> <p>Communicate - IDC and delegates updates (newsletters)</p> <p>Delegates keep current details up to date with ASU and Henrietta regularly.</p> <p>Update delegates / contacts list.</p> <p>Photo of union delegates and contacts with article in City Link for promotion within BCC</p> <p>Union promotion – the benefits – industrial support – members equity, union shopper, TUH etc. to be communicated to potential and current members.</p> <p>Acknowledge and celebrate successes with members.</p>



**Outcomes of Workshop – September 2007 – cont.**

<b>Local Government Vision / Goals / Objectives</b>	<b>Strategies</b>
<ol style="list-style-type: none"> <li>1. Develop membership density and awareness to achieve a successful new council.</li> <li>2. EBA Campaign (very important)</li> <li>3. Need to know that the campaign will deliver – the best of from all EB's               <ul style="list-style-type: none"> <li>- 3 year salary maintenance</li> <li>- 3 years no forced relocations</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>▪ Raise industry profile and involvement</li> <li>▪ Communication with members</li> <li>▪ Improve and personalise contact – email trees etc.</li> <li>▪ Communication with non members –more delegates</li> <li>▪ Map workplace effectively</li> <li>▪ Identify audience and speak to them</li> <li>▪ More discussions with non members</li> <li>▪ Use appropriate language not union speak</li> <li>▪ Each delegate to find one more delegate. These delegates to talk to five people.</li> <li>▪ Membership strength / density = power</li> <li>▪ Activate current members (through communication)</li> <li>▪ Email members about the LTC</li> <li>▪ If LTC does not agree with three major goals we have opportunity to lobby for members to come on board.</li> <li>▪ Create interest and streamline communication.</li> <li>▪ All newsletters need to be in dot points.</li> <li>▪ Simple tools</li> <li>▪ Slogan</li> <li>▪ Shame councils that don't take on 3 principles.</li> <li>▪ Where you have an amalgamated council, community must be created to achieve equality.</li> <li>▪ Everyone to have ownership of new EB.</li> <li>▪ Identify common ground</li> <li>▪ Identify what's important</li> <li>▪ Put together model agreement</li> <li>▪ Logo and pictures</li> <li>▪ Simple communication</li> <li>▪ Less is more!</li> </ul>

## **Women's Officers Report 2007/2008**

### **Queensland Working Women's Service**

The QWWS have been through a stressful 12 months. They now have another 12 months funding from the federal government. I attended their planning day recently and it was a very interesting and productive day.

The QWWS AGM for 2008 will be held on the 9th of October at 3.30pm DVRC Browning St West End.

### **Focus On Women**

We will look at having an article on the Emma Miller dinner for the next Focus on Women. The committee would also like to have some of the ACTU women's committee reports posted on the ASU website.

### **QCU Women's Committee**

The QCU Women's Committee held a great Emma Miller Awards night in the 2007/2008 financial year and our ASU recipient for 2007 was Michelle Robertson.

The NWCC agreed this year to continue "The Don't Be Too Polite!" Campaign. Materials have been circulated to branches. We are also hoping to set up a chat blog for campaigns or electronic notice boards this year.

### **Anna Stewart Dinner**

The Anna Stewart Dinner was held in July this year at Parliament House. There was a lot of lively discussion at the dinner and it would seem that Marianne Ryan may have been our first Anna Stewart participant.

## **Youth Officers Report 2007/2008**

In March 2008, the Union held its first Youth Committee meeting with delegates and contacts being invited to attend. The purpose of the Youth Committee was to discuss workplace issues that are affecting the youth and how to promote union membership to youth.

The meeting was held on Thursday, the 14th of March, 2008 at the Union Office.

The outcome of the first Youth Committee was to develop a way of conducting the Youth Committee electronically so it negates the need to come into a meeting every month and members can participate at their own convenience.

We are still waiting for the new website to be created to determine how the electronic Youth Committee will function and costs associated.

### **Youth Network**

Whilst the website is being created that maybe able to facilitate the Youth Committee electronically, the Union implemented the Youth Network to ensure that issues affecting youth in the workplace are still being discussed.

The Youth Network is a place to discuss workplace issues that are affecting our youth members. All members who are 28 years old and younger were asked to forward their email address so I can

put them on the Unions Youth Network contact list. The purpose of the Youth Network is to send out regular bulletins which highlights issues that are affecting youth within the workplace and also ask our Youth Network members to provide any feedback or bring any issues that are affecting youth within the workplace to the Union's attention.

To date the Union has received positive feedback from the Youth Network and have had a considerable amount of members asking to be put on the Youth Network contact list.

## **Part 2 - Servicing/Industrial Activities**

### **Overview**

One of the primary objectives for the union has been to continue to increase union membership. The issue of member density in each of our workplaces had become even more important under WorkChoices legislation, where right of entry restrictions to service and recruit new members continues to have currency today. The legislative changes sought by the Rudd government to correct these impositions will have to be supported by the independents in the Senate and there is speculation that much of the Howard legislation will continue as a driver for productivity increases. If that is to be the case then the question of union density will continue to influence the types of outcomes that can be achieved when negotiating Certified Agreements.

In order to remain relative to members during the WorkChoices era our previous strategy was to provide professional service, advice and support to members and to continue to develop the information gathering process to more efficiently respond to and record member enquiries and to improve the manner in which advice is provided to members. As this has proved successful, a continuing program of improvements to and implementing operating procedures has been a feature over the past 12 months.

As part of the information gathering process the contact centre was actively involved in outbound calling along with other ACTU agencies during the *Your Rights at Work* campaign and gathered information on workers concerns for their future job security and career aspirations. As will be indicated below, some of this information was then utilised, as appropriate, to identify areas and issues around which a recruitment campaign could be developed to increase the union's density in those areas where there was vulnerability. The strategy appears to be successful with a net increase in members of 153 during the past financial year.

There has also been a small restructure of the servicing model with each of the Government Owned Corporation's (GOC) being combined into a joint team with greater interaction between the various entities of QR, Energy and Ports being a feature of the servicing/organising functions. While each industrial officer has a specific area of responsibility within the group, there is greater flexibility to support each other during campaigns and periods of high workload.

### **Contact Centre**

The Contact Centre has continued to update its systems and personnel over the past 12 months to improve the provision of advice to members on a consistent basis. This has resulted in specific training programs being provided to Industrial Officers to improve their knowledge to fill the roles within the Contact Centre. The focus of the union continues to be membership growth by establishing improved member networks, which is the primary role of the union's organisers with the Contact Centre being the conduit to identify issues. The Contact Centre provided another avenue, in addition to direct contact with the organiser, for members to access union services, particularly the provision of industrial and WorkCover advice and referral to other legal and cooperative services.

## **Industry Specific Achievements**

### **Rail**

Significant work completed in this industry included the following:

- Continuing implementation of several certified agreements and impacts on them relating to WorkChoices
- Continuing review of policies
- Classification reviews
- Management of restructuring programs
- Preliminary discussions on forthcoming EBA negotiations
- Submissions to state government on plans to privatise and divide QR in to separate companies.

### **Energy**

Significant work completed in this industry included the following:

- Changes to industrial practices as a result of WorkChoices and implementation issues
- Negotiation of workplace agreements
- Campaigns to support Protected Industrial Action in support of EBA claims
- Continuing review of policies
- Classification reviews
- Management of restructuring programs

### **Local Government**

The federal court case in AWU and others v. Etheridge Shire Council has been heard and a determination is expected in the near future. However, legislation introduced in the state parliament as part of the amalgamation of various local governments has decorporatised all of the local governments in Queensland with the exception of Brisbane City Council.

In addition the Local Government Reform process has resulted in boundary changes and amalgamations that have reduced the total number of councils from 157 to 72.

A major exercise was conducted with government departments, council representatives and unions to determine the continuing industrial instruments to be applied in those amalgamated councils following local government elections in March of this year. So far the Code of Practice developed as part of the above process has exceeded expectations and its application has greatly assisted in resolving a highly complex problem of creating new organisational structures while protecting employee's rights.

A similar, but less codified, situation is developing in the proposed restructure of water boards and reticulation by Local Authorities. While bulk water has been dealt with there are still issues that need to be resolved for retail water and how they will be structured and operated.

Other significant work completed included the following:

- Reclassification disputes
- Termination negotiations and settlements
- Unfair Dismissal applications
- Dispute representation
- Wages recovery
- Workplace agreement negotiations and advice
- Local Government Appeals
- Management of restructuring programs
- Shared Service proposals and industrial disputation that has resulted in Ipswich City Council

## **BCC**

The new Union Certified Agreement has been negotiated and a successful ballot of member's conducted which returned a significant "yes" vote. Other significant work completed included the following:

- Brisbane Water restructure in to the new Bulk Water
- Brisbane Best Value submissions
- Organisational reviews
- Reclassification disputes
- Termination negotiations and settlements
- Unfair Dismissal applications
- Dispute representation
- Wages recovery
- Workplace Agreement advice
- Local Government Appeals
- Management of restructuring programs

## **SACS**

SACS industry workplaces are in the main small sized and regulated by an honoury committee of management that conducts its operation around a budget resourced from state and federal government funding. There are few organizations that raise any revenue from trading or financial services. The issue of their constitutional status is therefore a major factor. As such a major project to advise and aid SACS organisations has been jointly funded and resourced between QCOSS and the ASU/QSU.

Resulting from this joint project an application to make a new state award for non constitutional corporations in Queensland has been made with dates now in place to conduct site visits for inspections and hear the merit of the application through sworn evidence at hearings in November 2008. The application will be dealt with in two parts: Stage one will proceed by way of a consent application to have the terms and conditions of the current SACS and CASH awards adopted as a common rule award in Queensland. Stage two is that part of the application which will seek to set wages and allowances based on relativities using wage parity and equity principles in determining their levels. It is already conceded by all parties that the award needs to be made to ensure the sector does not fall further in to decline as a result of not being able to attract and retain employees with the relevant qualifications, skills and experience to support its operations within the community.

## **Port Authorities**

The state government announced the sale of Cairns and Mackay airports to private operators in order that they could fund new hospitals and improved health services in those regional areas. This has involved the hiving off of the airports from the Port Authorities control and will lead to an invitation to tender for their continued operation as private enterprise operations from December 2008. The resultant deconstruction of the Port Authorities has led to a review of the seaport operations that will remain after the sales goes through. Once again the protection of workers rights and entitlements has been the major concern for the union and negotiations to affect a transmission of existing wages and conditions has been undertaken to ensure a reasonable outcome is achieved.

## **Part 3 - Organising Activities**

### **Assistant Branch Secretary – Organising**

The organising team has been re-organised in 2008 to support the changes to our membership largely due to the reform of local government and changes to South East Queensland Water. This team co-ordinated by Jenny Earl can be broken down into 3 divisions – Local Government, SACS and Government Own Corporations. Each team has a lead organiser and the support of a lead negotiator. The regional organisers continue to work across industries within local government and SACS.

Jenny Earl co-ordinated the Organising Unit for 2007/08 and has been involved in:

- Development and co-ordination of in house training;
- Development of training sessions and conferences delivered throughout Queensland;
- Enterprise Bargaining Agreements development of draft models, logs and clauses for all industries;
- Co-ordination and management of all organising staff – lead organisers, lead negotiator, organising administration officer and organisers;
- Negotiation of agreements;
- Negotiation of the code of practice – for Reform Local Governments;
- Negotiations with Queensland Government Departments – ongoing with Ministers, Director Generals and government staff.

### **Organising Campaigns**

#### **Enterprise Bargaining**

Enterprise Bargaining has continued in all industries of the union. The union membership has continued to grow through EBA campaigns.

#### **Local Government**

Following reform in 2007/2008 Local Governments are now negotiating new EBAs in the state jurisdiction. Each organiser and delegates are now at the table and have commenced negotiations for:

- A new EBA;
- Equalisation of wages; and the
- Population of the new structure and dealing with local reform matters via the LGEG.

#### **Non Amalgamated Councils**

Organisers have carried out visits and normal business has recommenced at non-amalgamating Councils – normal negotiations is also resuming at non amalgamated Councils now we are under the state jurisdiction.

Membership is ever increasing for Local Government, with our reform campaign in local government – Make Reform Fair.

#### **Water**

Organising is occurring in Bulk and Sun Water. Further information is needed regarding distribution and retail, the Government have not made up their mind about this yet. Bulk water employees have now been set and established with the EBA to commence at the end of 2008.

## **Brisbane City Council**

EBA negotiations for a roll over are now complete and achieve 4.5% increase for 12 months with some minor changes to sick leave provisions. This is going to ballot in August 08 – the BCC IDC has endorsed the agreement to the membership.

## **Shared Services within Local Government**

- The branch has established a campaign in local government - Council jobs for Council workers in response to the initiative of shared services being implemented in Local Government. In particular the Ipswich City Councils establishment of a company to provide services for customer service, rates and accounts to other Queensland Councils and possibly Australia wide.
- The branch has addressed this matter in all log of claims throughout Queensland in that if shared services are to be set up in Local Government – the employees of shared services, are local government workers and wages and conditions are not to be the competing factor for efficiencies. The branch has also addressed this matter with the state government in consideration of the Local Government Act review which will be completed in 2008/09.

## **SACS Organising campaigns**

### **Organising Around the Branch's State Award Application**

All Organising has been focused on our award application. Organising for 07/08 has been focused on the industrial work the union is doing and our work with QCOSS. It is essential that the branch deliver good membership growth and support from the award application. The branch has held several training programs during the year to assist with delegate development to support our campaigns in this industry. The union held a SACS State Award launch on the 31<sup>st</sup> July 08 – to which we had over 60 key members and stakeholders attend.

### **EBA and Organising**

- The branch is negotiating 4 main EBAs within SACs in 2008. These EBAs cover the state SACS membership. They are: Mission, Life Line, Endeavour and Centacare. The branch will be organising across these large state-wide EBAs.

### **Multi Employer Agreements**

- Youth MEA – the decision of the negotiating committee for the Youth MEA was that this MEA was to be finalised when the award is completed so that they can receive the benefits of the new award.
- The branch will also focus on lobbying the state government with QCOSS this year in preparation for next year's budget following on from our work with the award this year to address the importance of bargaining in the SACs industry and the benefit of MEAs.

### **GOCs Campaigns**

#### **Energy**

Negotiations commenced in Energex, Ergon and Powerlink in 2007 and are yet to be finalised in 2008. With the expiry of the agreements in 2008, industrial action commenced across all 3 GOCs. Industrial action has continued since the last IDC across Power link, Energex and Ergon. The branches organising focus did not change during this time – it has been focused on getting members and new members participating in the industrial action. The branch has held a number of rallies to support members stopping work for 24 hours across the state. Organisers continue to work across the state to run this action and all organising is all focused on the EBA and industrial action.

## **Queensland Rail**

EBA, restructuring and the potential carve up of QR is the branch has focused on when out in the workplace.

Organisers have largely been trying to work in the SEQ area, however have been continuing their scheduled travel throughout the state.

The branch carried out training on the 1 and 2 July 08 – the union ran a 2 day IR training conference attended by approximately 40 delegates.

During July an emergency IDC was called to determine the log and develop a list of possible negotiators for the next round of EBA.

Now in August 20 and 21 we are holding a further 2 days training for key negotiators.

Organising plans are now being set for the remainder of 2008. The branch will focus on working across industries and in teams to provide better resourcing to both industries.

The branch resources are heavily focusing on the GOC section of the branch at present.

## **Organising Works Trainees**

The branch committed to 2 organising works trainees during 2007/08 – Tneka Springett and Chris Jones. Tneka and Chris both successfully completed their traineeship in 2008 and have both been appointed to permanent positions within the union. Tneka has been appointed to an industrial officer's position within the contact centre which also does outbound organising and Chris has been appointed to the position of organiser with the SEQ local government team.

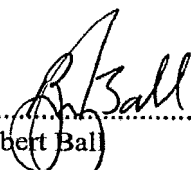
The branch has engaged a further 2 trainees in 2008 with the intent to put them through the organising works trainee program in 2009. Catherine Laherty and Tim Frost were appointed fixed term in 2008. Catherine is working with the SEQ SACS team and Tim is working with the GOC team.




## **Part 4 - Membership of Branch Executive Committee**

The members of the Branch Executive Committee for the financial year 2007/2008 were:

<b>President</b>	Mr Robert Ball
<b>Vice President</b>	
<b>(Local Government &amp; Deputy President)</b>	Mr Malcolm Case
<b>Vice President (Local Government)</b>	Ms Lynette Henson
<b>Vice President</b>	
<b>(Social and Community Services)</b>	Ms Wendy Turner
<b>Vice President (Brisbane City Council)</b>	Ms Henrietta Moran
<b>Vice President (Energy)</b>	Mr Philip Whittaker
<b>Vice President</b>	Ms Debbie McDonald
<b>(Ports and Private Sector)</b>	
<b>Vice President (Rail)</b>	Mr William (Bill) Batten
<b>Vice President (Women)</b>	Ms Marianne Ryan
<b>Vice President (Youth)</b>	Mr Ben Thompson
<b>Treasurer</b>	Mr Damian Power
<b>Secretary</b>	Mr David Smith

  
.....  
Robert Ball

**BRANCH PRESIDENT**

  
.....  
D C Smith

**BRANCH SECRETARY**

12<sup>th</sup> September, 2008