



FAIR WORK
AUSTRALIA

4 May 2010

Ms Katrine Hildyard
Branch Secretary
Australian Municipal, Administrative, Clerical and Services Union - South Australian and Northern Territory Branch
By email to Jude Price: jprice@asu-sant.asn.au

Dear Ms Hildyard,

Re: Financial Report for the year ended 30 June 2009 - FR2009/10106 – Australian Municipal, Administrative, Clerical and Services Union - South Australian and Northern Territory Branch

I refer to the financial accounts, statements and reports lodged by the Branch in the abovementioned matter on 23 February 2010. That material has generally been read in conjunction with the documents which were lodged in Fair Work Australia on 1 December 2009.

The initial material was examined by FWA in December 2009. Various issues were identified as requiring action before the general purpose financial report, auditor's report, operating report and concise report could be filed. Those issues and the necessary action were communicated by letter on 16 December 2009. The material lodged on 23 February 2010 is intended to fulfil the action required of the Branch.

In a telephone conversation on 22 January 2010, Ms Jude Price of your office indicated that various steps had been taken by the Branch in response to our correspondence. It became apparent that because of the action already taken, the obligations imposed by Part 3 of Chapter 8 of the *Fair Work (Registered Organisations) Act 2009* would still not be fully met. Nonetheless, I indicated during that pending examination, the relogged documents might be able to be filed.

I have now examined the material lodged on 23 February 2010.

The current financial accounting and reporting responsibilities of organisations are the result of legislative changes intended to improve the accountability of registered organisations. The legislative amendments included changes to the provision of information to members and access by members to financial information.

In the current matter all of the required accounts, statements and reports have at one time or another been prepared, audited, provided to members and presented to a meeting. The auditor's reports on both the general purpose financial report and the concise report are not subject to modification or qualification. The auditor made those reports in possession of all required information and material. It is unfortunate that the members did not, at one point in time, have ready access to all the documentation necessary to fully meet their information needs. Nevertheless, it seems sufficiently clear that all the required information has ultimately been provided to them. In the circumstances the documents have been filed.

Please be aware that in future years, if all the financial reporting obligations contained in Part 3 of Chapter 8 are not met, the financial documents will not be filed. This includes fulfilling all of the procedural obligations such as timeframe requirements. Should the Branch have any queries in relation to its financial reporting obligations, I am happy to assist.

The contents of the loans, grants and donations statement lodged by the Branch on 23 February 2010 under section 237 of the *Fair Work (Registered Organisations) Act 2009* have also been noted. That statement has been placed on a file which is not available to the public.

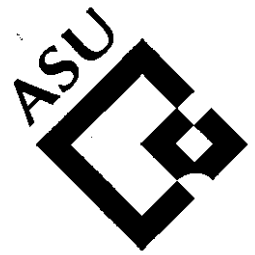
I trust that this information shall be of assistance. Please contact me by email to mark.elliott@airc.gov.au or by telephone on (03) 8661 7811 should you wish to discuss this correspondence.

Kind regards,



MARK ELLIOTT

Tribunal Services and Organisations
Fair Work Australia



23 February 2010

Ms Rebecca Lee
Tribunal Services and Organisations
Fair Work Australia
Via – e-filing

Dear Ms Lee

Re: Financial Report Year Ended 30 June 2009 FR2009/10106 – Australian Municipal, Administrative, Clerical Services Union – South Australia and Northern Territory Branch

Further to your letter dated 16 December 2009 in regards your instructions to re-issue the concise report *accompanied by a signed auditors report* to our members and to provide the general purpose financial report, operating report to the committee of management – in keeping with timelines re-established from the presentation of the signed concise to members on 22 January, please find attached these issues duly complied with.

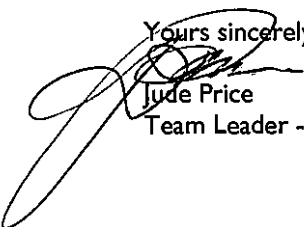
On 22 January I called your office to discuss a matter in relation to the second signing of the concise report, you were not available. I had a discussion with Mr Mark Elliott regarding the re-issued concise report. The dates on the second signing of the report were inadvertently made in a non-sequential manner – with the auditor signing before the "second" signing of the report by the Branch Secretary and the Branch President. However, the report had previously been signed (as per the report presented to the members on 27th October via our website which was signed dated 17 November). As this was not a case of a re-audit, Mr Elliott informed me that the issuance of the audited concise report; even with the non-sequential dated signatures, would be accepted for the purposes of this re-issuance.

Please find attached as requested,

- the Certificate of Secretary (signed 22 February 2010)
- the Operating Report (signed 27 October 2009)
- the Committee of Management's Certificate (Signed 16 February)
- General Financial Report (signed 16 February)
- Independent Auditors Report (signed 18 February)
- Concise Financial Report (Signed by Auditor 18 December, signed by Executive 23 December, made available to members 22 January)
- the Statement of loans, grants and donations exceeding \$1000 for the financial year ending 30/6/2009. (signed 17 December)

Should you have any queries regarding this matter please contact Branch Secretary, Ms Katrine Hildyard. I will be on leave from 26th February up to and including the 5 April 2010.

Yours sincerely


Jude Price
Team Leader - Administration

Australian Services Union
South Australian and
Northern Territory Branch
[abr 55 436 538 739]

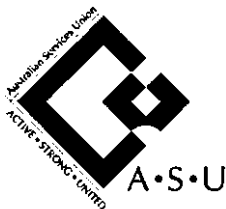
Amalgamated ASU (SA)
State Union
[abr 66 859 395 795]

Branch Secretary
Katrine Hildyard
Branch Assistant Secretary
Ian Steel

Adelaide
5-9 Rundle Street
Kent Town SA 5067
PO Box 2217
Kent Town SA 5071
p [08] 8363 1322
f [08] 8363 2225
e union@asu-sant.asn.au

Darwin
Suite 4, Floor 1,
59 Smith Street
Darwin NT 0800
PO Box 1763
Darwin NT 0800
p [08] 8941 2395
f [08] 89415482
e unionnt@asu-sant.asn.au

www.asu-sant.asn.au



CERTIFICATE OF SECRETARY OR OTHER AUTHORISED OFFICER

s268 OF Schedule 1B Workplace Relations Act 1996

I, Katrine Hildyard, being the Branch Secretary of the Australian Services Union SA & NT Branch certify:

That the documents lodged herewith are copies of the full report and the concise report, referred to in the s268 of the ROA Schedule; and

That the concise report was provided to members on 22 January 2010; and

That the full report was presented to a meeting of the Committee of Management (Branch Council) of the reporting unit on 16 February 2010; in accordance with section 266 of the RAO Schedule.

KATRINE HILDYARD

22 February 2010

Australian Services Union - South Australian and Northern Territory Branch

Branch Secretary Katrine Hildyard Branch Assistant Secretary Ian Steel

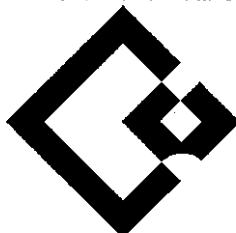
www.asu-sant.asn.au ABN 55 436 538 739

Adelaide 5-9 Rundle Street Kent Town PO Box 2217 Kent Town 5071 Tel: (08) 8363 1322 Fax: (08) 8363 2225

union@asu-sant.asn.au

Darwin Suite 4, Floor 1 – 59 Smith Street PO Box 1763 Darwin NT 0800 Tel: (08) 8941 2395 Fax: (08) 8941 5482

unionnt@asu-sant.asn.au



**Australian Municipal, Administrative, Clerical and Services Union
South Australia and Northern Territory branch (hereafter "the Branch")**

**Operating Report for the Year Ended 30 June 2009
pursuant to s254 of the Workplace Relations Act 1996**

PRINCIPAL ACTIVITIES

The principal activities of the Branch during the financial year ended 30 June 2009 were

- to uphold the rights of organized labour, to improve, protect and foster the best interests of its members and to subscribe to and/or co-operate with a policy of improving the cultural and living standards of its members
- to watch over, improve, foster and protect the interests of its members
- to obtain and maintain for its members reasonable hours of work and fair wages and industrial conditions

RESULTS OF PRINCIPAL ACTIVITIES

Results of the Branch's principal activities were to improve the wages and conditions of employment of the Branch membership, particularly for those members in collective enterprise agreements negotiated by the Branch.

SIGNIFICANT CHANGES IN THE NATURE OF PRINCIPAL ACTIVITIES

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

SIGNIFICANT CHANGES IN THE ASSOCIATION'S FINANCIAL AFFAIRS

No matters or circumstances arose during the reporting year which significantly affected the financial affairs of the Branch.

MANNER OF RESIGNATION

Members may resign from the Branch in accordance with Rule 32 which reads as follows;

Rule 32 – Resignation

- a. A member may resign membership of the Union by written notice addressed and delivered to the Branch Secretary.
- b. A notice of resignation takes effect:
 - i. where the member ceases to be eligible for membership of the Union:
 1. on the day on which the notice is received; or
 2. the day specified in the notice, which is a day not earlier than the day when the member ceases to be eligible to become a member;

whichever is the later; or

- ii. in any other case:
 - 1. at the end of 2 weeks after the notice is received; or
 - 2. on the day specified in the notice;

whichever is the later.

- c. Notice of resignation shall be addressed to the Branch Secretary and delivered to that officer.
- d. Any member resigning shall be liable for the payment of all subscriptions, fines and levies owing to the 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 installments shall not be liable to pay any installment for any period after the end of the quarter in which the member's notice of resignation expires and a member who resigns where the member ceased to be eligible to become a member of the 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.

TRUSTEE OR DIRECTOR OF TRUSTEE COMPANY SUPERANNUATION ENTITY OR EXEMPT PUBLIC SECTOR SUPERANNUATION SCHEME

The following members of the Branch held reserved positions in the following entities:

Raymond Keith Bailey is a member of the Branch and is a Trustee of the Local Government Superannuation Board SA/NT by virtue of the Local Government Act of SA that reserves a Trustee position for a nominee of the Australian Services Union.

Darryl Ross Payne is a member of the Branch, a staff member of the Branch and an alternative Trustee of the Local Government Superannuation Board SA/NT by virtue of the Local Government Act of SA that reserves a Trustee position for an alternate nominee of the Australian Services Union.

The aforementioned Raymond Keith Bailey and Darryl Ross Payne are also Directors of Statewide Superannuation Pty Ltd by virtue of the company's articles of association reserving positions for four Directors nominated by SA Unions.

Darryl Payne is a member of the Branch, a staff member of the Branch, and a member of the Board of the Electricity Industry Superannuation Scheme by virtue of the board reserving two places for nominees of SA Unions.

NUMBER OF MEMBERS

The number of persons who, at the end of the financial year, were recorded on the Register of Members was 6226

NUMBER OF EMPLOYEES

The number of persons who were, at the end of the financial year, employees of the Branch was 24.4 (includes 4 part time employees, 1 casual employee) measured on a full time equivalent basis.

MEMBERS OF THE COMMITTEE OF MANAGEMENT


The persons who held office as members of the committee of management of the Branch at the beginning of the financial year were

Secretary	Katrine Hildyard
Assistant Secretary	Ian Steel
President	Pam Andritsakis
Vice President	Phil Lawson
Vice President	Rachel Abdulla
Vice President	Rosi Reschke
Branch Council – Energy Division	Angela Sloan
Branch Council – Energy Division	Wendy Leech
Branch Council – Local Government	Mario Economou
Branch Council - Local Government	Gordon Lang
Branch Council – Local Government	Kristen Gilbertsen
Branch Council – Local Government	Sara (No Last Name)
Branch Council – Community Services Division	Peter Hall
Branch Council – Community Services Division	Karen Poulton
Branch Council – Commercial Division	Brenton Williamson
Branch Council - Commercial Division	Shannon Schedlich-Day
Branch Council - Commercial Division	Letitia Ashworth
Branch Council – Federal & Airlines Division	Andrew Rentfrey
Branch Council – Federal & Airlines Division	Helen Malby
Branch Council – Legal Division	Robyn Garside
Branch Council – Finance Division	Sheryl Malone
Branch Council – Finance Division	Leith Semmens
Branch Council – NT Division	Shane Kilford

KATRINE HILDYARD

Branch Secretary

ASU SA + NT Branch



Date (2009) 27 October

FINANCIAL REPORT

OF

AUSTRALIAN SERVICES UNION

SA & NT BRANCH

ABN 55 436 538 739

For the Year Ended 30 June 2009

AUSTRALIAN SERVICES UNION
SA & NT BRANCH
ABN 55 436 538 739


COMMITTEE OF MANAGEMENT'S CERTIFICATE

On 16/2/10 2009 the Branch Committee of Management of the Australian Services Union, South Australian & Northern Territory Branch passed the following resolution in relation to the general purpose Financial Report (GPFR) of the branch for the year ended 30 June 2009.

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

- (a) the financial report and notes comply with the Australian Accounting Standards;
- (b) the financial report and notes comply with the reporting guidelines of the Industrial Registrar;
- (c) the financial report and notes give a true and fair view of the financial performance, financial position, changes in equity and cash flows of the branch for the financial year ended 30th June, 2009.
- (d) There are reasonable grounds to believe that the Branch will be able to pay its debts as and when they become due and payable; and
- (e) During the financial year ended 30th June 2009 and since the end of the financial year;
 - (i) meetings of the Branch Committee of Management were held in accordance with the rules of the organisation and the rules of the Branch; and
 - (ii) the financial affairs of the Branch have been managed in accordance with the rules of the organisation and the rules of the Branch; and
 - (iii) the financial records of the branch have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
 - (iv) the financial records of the Branch have been kept, as far as practicable, in a consistent manner to each of the other branches of the organisation; and
 - (v) no information has been sought in any request of a member of the branch or a Registrar under section 272 of the RAO Schedule; and
 - (vi) no order for inspection of the financial records was made by the Commission under section 273 of the RAO Schedule.
- (f) During the financial year ended 30th June 2009 the branch did not participate in any recovery of wages activity.

For the Branch Committee of Management



Date: 16 February 2010

AUSTRALIAN SERVICES UNION
SA & NT BRANCH
ABN 55 436 538 739

BALANCE SHEET
As at 30 June 2009

	Note	30 Jun 2009 \$	30 Jun 2008 \$
CURRENT ASSETS			
Cash on Hand	2	853,351	712,895
Receivables	3	30,631	5,071
TOTAL CURRENT ASSETS		883,982	717,966
NON - CURRENT ASSETS			
Financial Assets	4	521	820
Property, Plant & Equipment	5	3,983,430	4,051,066
TOTAL NON - CURRENT ASSETS		3,983,951	4,051,886
TOTAL ASSETS		4,867,934	4,769,852
CURRENT LIABILITIES			
Payables	7	271,139	188,438
Provisions	8	293,704	338,122
TOTAL CURRENT LIABILITIES		564,843	526,560
NON-CURRENT LIABILITIES			
Provisions	8	153,271	213,226
TOTAL NON-CURRENT LIABILITIES		153,271	213,226
TOTAL LIABILITIES		718,114	739,786
NET ASSETS		\$4,149,820	\$4,030,066
EQUITY			
Reserves		2,750,158	2,765,130
Accumulated Surplus		1,399,662	1,264,936
TOTAL EQUITY		\$4,149,820	\$4,030,066

TO BE READ IN CONJUNCTION WITH THE AUDIT REPORT & NOTES TO A/CS

AUSTRALIAN SERVICES UNION
SA & NT BRANCH
ABN 55 436 538 739

STATEMENT OF CASH FLOWS
For the Year Ended 30 June 2009

	2009	2008
	\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts from members	2,704,325	2,703,954
Other Operating receipts	289,921	155,506
Payments to suppliers and employees	(2,800,215)	(2,578,606)
Interest received	<u>51,664</u>	<u>43,469</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES	2(b) <u>\$245,695</u>	<u>\$324,323</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Financial Asset purchases	---	(1,102)
Plant & Motor Vehicle purchases	(145,694)	(141,770)
Proceeds on sale of fixed assets	<u>40,455</u>	<u>26,818</u>
NET CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES	<u>(\$105,239)</u>	<u>(\$116,054)</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Repayment of borrowings	<u>---</u>	<u>(65,000)</u>
NET CASH USED IN FINANCING ACTIVITIES	<u>---</u>	<u>(65,000)</u>
NET INCREASE/(DECREASE) IN CASH HELD	140,456	143,269
CASH AT THE BEGINNING OF THE FINANCIAL YEAR	<u>\$712,895</u>	<u>\$569,626</u>
CASH AT THE END OF THE FINANCIAL YEAR	2(a) <u>\$853,351</u>	<u>\$712,895</u>

TO BE READ IN CONJUNCTION WITH THE AUDIT REPORT & NOTES TO A/Cs

AUSTRALIAN SERVICES UNION
SA & NT BRANCH
ABN 55 436 538 739

STATEMENT OF INCOME
For the Year Ended 30 June 2009

	30 Jun 2009	30 Jun 2008
	Note	\$
Revenues from Ordinary Activities	9.	2,963,096
Other Revenues		51,664
		3,014,760
Affiliation Fees	10.	(57,844)
Audit Fees		(9,017)
Building & Occupancy Expenses		(144,465)
Campaign Expenses		(2,504)
Commission, Bank Fees & Collection Exes	11.	(33,174)
Computer Expenses		(61,750)
Depreciation Expenses		(137,904)
Employee Benefits Expenses	16.	(1,757,386)
Fringe Benefits Tax		(26,003)
Lease & Rent of Equip		(22,363)
Legal & Professional Fees	13.	(20,446)
Loss on Sale of Fixed Assets		---
Motor Vehicle Expenses		(73,093)
Meeting & Conference Expenses		(14,240)
National Office Capitation Fees		(156,449)
Public Relations & Entertainment		(14,681)
Payroll Tax		(66,024)
Postage & Freight		(36,430)
Printing & Stationery		(47,674)
Telephone		(38,695)
Training		(21,748)
Travel		(69,841)
Other Expenses from Ordinary Activities		(48,004)
Impairment Loss		(299)
		(1,842,881)
Net Income		\$154,726
		2,902,929

STATEMENT OF CHANGES IN EQUITY
For the Year ended 30 June 2009

	Acc. Surplus	Building Maint. Reserve	Asset Reval. Reserve	Total
Balance 1 July 2008	1,264,936	134,580	2,630,550	4,030,066
Profit attributable to Members	154,726	---	---	154,726
Transfers to/from Reserves	(20,000)	20,000	---	---
Building Depreciation	---	---	(34,972)	(34,972)
Revaluation Increment	---	---	---	---
	\$1,399,662	\$154,580	\$2,595,578	\$4,149,820

**TO BE READ IN CONJUNCTION WITH THE AUDIT REPORT AND NOTES TO
THE ACCOUNTS**

AUSTRALIAN SERVICES UNION
SA & NT BRANCH
ABN 55 436 538 739

NOTES TO AND FORMING PART OF THE ACCOUNTS
For the Year Ended 30 June 2009

1.1 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, Urgent Issues Group Interpretations and the Workplace Relations Act 1996.

Compliance with Australian equivalents to International Financial Reporting Standards ensures that the financial report comprising the financial statements and notes thereto, complies with International Financial Reporting Standards.

BASIS OF PREPARATION

The financial report is for the entity Australian Services Union South Australia and Northern Territory Branch, as an individual entity. The Australian Services Union South Australia and Northern Territory Branch is an organisation registered under the Workplace Relations Act 1996. The Australian Services Union South Australia and Northern Territory Branch is a Branch of the registered organisation. In accordance with the Act the Union is a body corporate and has perpetual succession. By virtue of this method of incorporation, the Union and the Branch are not subject to the Corporations Act 2001. The Financial report has been prepared on the basis of historical costs modified by the revaluation of selected financial assets and liabilities for which the fair value basis of accounting has been applied. Cost is based on the fair values of the consideration given in exchange for assets. The accounting policies have been consistently applied, unless otherwise stated.

The following summary of the significant accounting policies adopted by the economic entity in the preparation of the financial statements.

(a) Revenue

Contributions and Entrance Fees are accounted for on a cash receipts basis. Otherwise, the concept of accruals accounting has been adopted in the preparation of the financial statements.

(b) Income Tax

No provision for Income Tax is necessary as the Union is exempt from Income Tax under Section 50 – 15 of the Income Tax Assessment Act 1997.

(c) Provisions for Accrued Annual Leave and Long service Leave

Provisions for current Employee Benefits in the form of accrued Annual Leave, Accrued Long Service Leave and other Leave have been made for the estimated accrued entitlements of all employees on the basis of their terms of employment. Employee Benefits payable later than one year have been measured at their nominal value.

1.2 WORKPLACE RELATIONS ACT 1996

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

- (1) A member of a reporting unit, or a registrar, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making 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 sub section (1).

TO BE READ IN CONJUNCTION WITH THE AUDIT REPORT

AUSTRALIAN SERVICES UNION
SA & NT BRANCH
ABN 55 436 538 739

NOTES TO AND FORMING PART OF THE ACCOUNTS (Cont'd)
For the Year Ended 30 June 2009

NOTE 2. CASH FLOW INFORMATION
(a) Reconciliation of Cash

Cash at the end of the financial year as shown in the Statement of Cash Flows is reconciled to the related items in the statement of the financial position as follows:

	2009	2008
	\$	\$
Cash on Hand	800	800
Cash at Commonwealth Bank Accounts	92,619	81,953
Cash at Power State Credit Union	35,100	7,944
Cash at Members Equity	366,125	290,729
Cash at Adelaide Bank Accounts	358,707	331,469
	\$853,351	\$712,895

(b) Reconciliation of Net Cash from Operating Activities to the Surplus/ (Deficit) For the year.

Profit from Ordinary Activities	154,726	24,210
<i>Non-Cash flows in profit from ordinary activities:</i>		
- Depreciation	137,904	147,290
- Net gain/loss on disposal of plant & equip	---	4,412
- Impairment Loss	299	282
	292,929	176,194
<i>Change in Assets and Liabilities:</i>		
Decrease/(Increase) in Receivables	(25,559)	(3,455)
Decrease/(Increase) in Prepayments	---	1,124
(Decrease)/Increase in Payables	82,700	82,023
Increase/(Decrease) in Provisions	(104,375)	68,437
Cash Flows from Operations	\$245,695	\$324,323

NOTE 3 RECEIVABLES

Other Debtors	30,631	5,071
---------------	--------	-------

NOTE 4. Financial Assets

Shares at Bendigo Bank	820	1,102
Less Impairment Loss	299	282
Market Value as at 30/6/09	521	820

NOTE 5 a). PLANT, PROPERTY & EQUIPMENT

Land & Building at Valuation	3,742,550	3,742,550
Less Accumulated Depreciation	(117,063)	(50,091)
	\$3,625,487	\$3,692,459
Office Furniture & Equipment	339,962	338,734
Less Accumulated Depreciation	(262,959)	(240,794)
	\$77,003	\$97,940
Motor Vehicles	425,126	407,211
Less Accumulated Depreciation	(144,186)	(146,544)
	\$280,940	\$260,667
TOTAL FIXED ASSETS	\$ 3,983,430	\$4,051,066

TO BE READ IN CONJUNCTION WITH THE AUDIT REPORT

AUSTRALIAN SERVICES UNION SA & NT BRANCH
ABN 55 436 538 739

NOTES TO AND FORMING PART OF THE ACCOUNTS (Cont'd)
For the Year Ended 30 June 2009

NOTE 5. Cont'd

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

	Build&Lnd	Plant Equip	Motor Vh	Total
Balance at the beginning of the year	3,692,459	97,940	260,667	4,051,066
Additions	--	1,228	144,831	146,059
Disposals	--	--	(40,454)	(40,454)
Depreciation Expense	(66,972)	(22,165)	(84,104)	(173,241)

Carrying amount at the end of the year	3,625,487	77,003	280,940	3,983,430
--	-----------	--------	---------	-----------

NOTE 5b). LAND AND BUILDINGS

- (1) At 30/6/2009 the Land and Buildings are in the name of:
 "The Australian Municipal Administrative, Clerical & Services Union", of Carlton South Victoria.
- (2) The Commonwealth Bank has a registered mortgage over the title deeds at 5-9 Rundle Street, Kent Town. (See Note 6 Contingent Liability.) The mortgage secures National Office borrowings which have not been included in these statements.
- (3) Valuation
 Land and Buildings Kent Town have been valued by Nathan Robins, Qualified Valuer & Simon Lambert, Certified Practising Valuer for McGees Property on 1/10/07.

NOTE 6. CONTINGENT LIABILITY

A contingent liability - exists for other or further borrowings without restriction against the land & buildings by National Office.
 The National Office auditors have advised that "for financial reporting purposes, the property should be shown as an asset of ASU - SA Branch."
 A contingent liability exists for \$90,000 to the Commonwealth Bank for credit card and banking transactions.

NOTE 7. PAYABLES

	2009	2008
Accounts Payable	61,547	71,183
GST	54,160	45,689
Employee Benefits	48,141	21,472
Grants	<u>107,291</u>	<u>50,094</u>
	<u>271,139</u>	<u>188,438</u>

NOTE 8. PROVISIONS

Current Liabilities

- Prov for Annual & other Leave - Elected Officers	4,588	27,492
- Other Staff	119,936	129,451
- Prov for Long Service Leave - Elected Officers	37,589	58,062
- Other Staff	<u>131,591</u>	<u>123,117</u>
	<u>293,704</u>	<u>338,122</u>

Non Current Liabilities

- Prov for Long Service Leave - Other Staff	22,323	46,621
- Prov for Loss of Office Elected Officers	<u>130,948</u>	<u>166,605</u>
	<u>153,271</u>	<u>213,226</u>

Paid to Officials

& Deducted from the Provision	52,238	---
--	--------	-----

TO BE READ IN CONJUNCTION WITH THE AUDIT REPORT

AUSTRALIAN SERVICES UNION
SA & NT BRANCH
ABN 55 436 538 739

NOTES TO AND FORMING PART OF THE ACCOUNTS (Cont'd)
For the Year Ended 30 June 2009

NOTE 9. REVENUE FROM ORDINARY ACTIVITIES		
- Members Contributions & Fees	2,711,741	2,703,954
- Board Fees for Staff Services (Excl Members)	68,372	49,061
- Rent & Room Hire	35,399	34,418
- Sponsorship	9,318	13,427
- Grants	102,802	49,906
- Other (Excl Members)	<u>35,464</u>	<u>8,694</u>
	<u>2,963,096</u>	<u>2,859,460</u>
NOTE 10. AFFILIATION FEES		
National Airlines Divisional Council	4,365	4,376
SA Unions	28,604	27,460
ALP	19,320	19,320
Other	<u>5,555</u>	<u>4,511</u>
	<u>57,844</u>	<u>55,667</u>
NOTE 11. BANK FEES COMMISSION & COLLECTION		
Includes Comm paid to Employers	<u>907</u>	<u>1,791</u>
NOTE 12. HONORARIA & ALLOWANCES		
Council & Executive Allowances	<u>1,600</u>	<u>606</u>
NOTE 13. LEGAL & PROFESSIONAL FEES		
Legal & Industrial	20,446	21,022
Valuation	<u>--</u>	<u>2,727</u>
	<u>20,446</u>	<u>23,749</u>
NOTE 14. DONATIONS & SPONSORSHIPS IN EXCESS OF \$1,000		
Environment Health Aust Conf	1,364	---
Victorian Bushfire Appeal	1,239	---
SACOSS 2008 Conf	2,000	---
Other	---	22,200
NOTE 15. RENT HIRE AND OPERATING LEASE COMMITMENTS		
Payable within 1 yr	40,412	18,691
Payable >1 & ≤ 5 years	<u>40,375</u>	<u>6,455</u>
	<u>\$80,787</u>	<u>\$25,146</u>
NOTE 16 PAYMENT TO OFFICIALS		
Salaries		
- Elected officers	226,910	161,315
- Other Staff	1,372,520	1,403,610
Reportable Fringe Benefits		
- Elected Officers	9,514	---
- Other Staff	59,672	58,998
Superannuation		
- Elected Officers	31,489	22,377
- Other Staff	166,163	167,560

TO BE READ IN CONJUNCTION WITH THE AUDIT REPORT

AUSTRALIAN SERVICES UNION
SA & NT BRANCH
ABN 55 436 538 739

NOTES TO AND FORMING PART OF THE ACCOUNTS (Cont'd)
For the Year Ended 30 June 2009

NOTE 17 . SEGMENT REPORTING

The Branch operates as a trade union and provides employee support to members.

TO BE READ IN CONJUNCTION WITH THE AUDIT REPORT

AUSTRALIAN SERVICES UNION
SA & NT BRANCH
ABN 55 436 538 739

INDEPENDENT AUDITORS REPORT

Scope

The Financial Report and the Responsibility of the Branch Committee of Management and Branch Secretary

The financial report comprises the balance sheet, income statement, statement of changes in equity, and cash flow statement, accompanying notes to the financial statements and the Branch Committee of Management's statement for the Australian Services Union, South Australia and Northern Territory, for the year ended 30/6/09.

The Branch Committee of Management and the Branch Secretary are responsible for the preparation and fair presentation of the financial report in accordance with the Workplace Relations Act 1996. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

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 upon the auditor's judgement, including the assessment of the risks of material misstatement in 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 decide 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 directors, 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 the Australian professional ethical pronouncements.

Audit Opinion

In our opinion the general purpose financial report of the Australian Services Union, South Australia and Northern Territory Branch is properly drawn up

- so as to present fairly the financial position of the branch as at 30/6/09 and of the performance for the year ended on that date
- the financial report is in accordance with the provisions of the Workplace Relations Act 1996
- and the Australian Accounting Standards (including mandatory professional reporting requirements).

JH Doyle & Co
138 Gilles Street
ADELAIDE SA 5000


C. Wellington FCPA
Registered Company Auditor

18 - 2 - 2010

AUSTRALIAN SERVICES UNION

SA & NT BRANCH

ABN 55 436 538 739

CONCISE FINANCIAL REPORT

For the Year Ended 30 June 2009

AUSTRALIAN SERVICES UNION

SA & NT BRANCH

ABN: 55 436 538 739

TABLE OF CONTENTS

Discussion and Analysis of the Financial Statements

Branch Committee of Management's Statement

Balance Sheet

Income Statement

Statement of Changes in Equity

Cash Flow Statement

Notes

Audit Report

AUSTRALIAN SERVICES UNION
SA & NT BRANCH
ABN: 55 436 538 739

CONCISE FINANCIAL ACCOUNTS
For the Year Ended 30 June 2009

DISCUSSION AND ANALYSIS OF THE FINANCIAL STATEMENTS

Information on the Australian Services Union, SA & NT Branch, Concise Financial Report:

The financial statements and disclosures in the concise financial report have been derived from the 2009 financial report of the Australian Services Union, SA & NT Branch.

A copy of the full financial report and auditors report will be supplied to members, free of charge, upon request.

This discussion and analysis is provided to assist members in understanding the concise report. The discussion and analysis is based on the Australian Services Union, SA & NT Branch, 2009 Financial Report.

Income Statement and Balance Sheet Position:

The end of year financial position shows a surplus of \$154,726. Income was increased by Grants of \$102,802 used during the year.

Cash Flow Statement:

The cash flow of the Branch has been managed to ensure liabilities are met when they fall due. The surplus cash on operations was used principally to replace the aging car fleet, a net outflow of \$105,239.



BRANCH SECRETARY

DATED: 23 December 2009

AUSTRALIAN SERVICES UNION
SA & NT BRANCH
ABN 55 436 538 739
CONCISE FINANCIAL REPORT

BRANCH COMMITTEE OF MANAGEMENT'S STATEMENT

On 2009 the Branch Committee of Management of the Australian Services Union, South Australian & Northern Territory Branch, passed the following resolution in relation to the general purpose Financial Report (GPFR) of the branch for the year ended 30 June 2009.

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

- (a) the financial report and notes comply with the Australian Accounting Standards;
- (b) the financial report and notes comply with the reporting guidelines of the Industrial Registrar;
- (c) the financial report and notes give a true and fair view of the financial performance, financial position, cash flows and changes in equity of the Branch for the financial year ended 30th June, 2009.
- (d) There are reasonable grounds to believe that the Branch will be able to pay its debts as and when they become due and payable; and
- (e) During the financial year ended 30th June 2009 and since the end of the financial year;
 - (i) meetings of the Branch Committee of Management were held in accordance with the rules of the organisation and the rules of the Branch; and
 - (ii) the financial affairs of the Branch have been managed in accordance with the rules of the organisation and the rules of the Branch; and
 - (iii) the financial records of the Branch have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
 - (iv) the financial records of the Branch have been kept, as far as practicable, in a consistent manner to each of the other Branches of the organisation; and
 - (v) no information has been sought in any request of a member of the Branch or a Registrar under section 272 of the RAO Schedule; and
 - (vi) no order for inspection of the financial records was made by the Commission under section 273 of the RAO Schedule.
- (f) During the financial year ended 30th June 2009 the Branch did not participate in any recovery of wages activity.

For the Branch Committee of Management:



BRANCH PRESIDENT

Date: 23/12/09

AUSTRALIAN SERVICES UNION
SA & NT BRANCH
ABN 55 436 538 739
CONCISE FINANCIAL REPORT

BALANCE SHEET
As at 30 June 2009

	30 Jun 2009	30 Jun 2008
	\$	\$
CURRENT ASSETS		
Cash on Hand	853,351	712,895
Receivables	30,631	5,071
TOTAL CURRENT ASSETS	<u>883,982</u>	<u>717,966</u>
NON - CURRENT ASSETS		
Financial Assets	521	820
Property, Plant & Equipment	3,983,430	4,051,066
TOTAL NON - CURRENT ASSETS	<u>3,983,951</u>	<u>4,051,886</u>
TOTAL ASSETS	<u><u>4,867,934</u></u>	<u><u>4,769,852</u></u>
CURRENT LIABILITIES		
Payables	271,139	188,438
Provisions	293,704	338,122
TOTAL CURRENT LIABILITIES	<u>564,843</u>	<u>526,560</u>
NON-CURRENT LIABILITIES		
Provisions	153,271	213,226
TOTAL NON-CURRENT LIABILITIES	<u>153,271</u>	<u>213,226</u>
TOTAL LIABILITIES	<u>718,114</u>	<u>739,786</u>
NET ASSETS	<u><u>\$4,149,820</u></u>	<u><u>\$4,030,066</u></u>
EQUITY		
Reserves	2,750,158	2,765,130
Accumulated Surplus	1,399,662	1,264,936
TOTAL EQUITY	<u><u>\$4,149,820</u></u>	<u><u>\$4,030,066</u></u>

TO BE READ IN CONJUNCTION WITH THE AUDIT REPORT & NOTES TO A/CS

AUSTRALIAN SERVICES UNION
SA & NT BRANCH
ABN 55 436 538 739
CONCISE FINANCIAL REPORT

STATEMENT OF CASH FLOWS
For the Year Ended 30 June 2009

	2009	2008
	\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts from members	2,704,325	2,703,954
Other Operating receipts	289,921	155,506
Payments to suppliers and employees	(2,800,215)	(2,578,606)
Interest received	51,664	43,469
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>\$245,695</u>	<u>\$324,323</u>
 CASH FLOWS FROM INVESTING ACTIVITIES		
Financial Asset purchases	---	(1,102)
Plant & Motor Vehicle purchases	(145,694)	(141,770)
Proceeds on sale of fixed assets	40,455	26,818
NET CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES	<u>(\$105,239)</u>	<u>(\$116,054)</u>
 CASH FLOWS FROM FINANCING ACTIVITIES		
Repayment of borrowings	---	(65,000)
NET CASH USED IN FINANCING ACTIVITIES	<u>---</u>	<u>(65,000)</u>
NET INCREASE/(DECREASE) IN CASH HELD	140,456	143,269
CASH AT THE BEGINNING OF THE FINANCIAL YEAR	<u>\$712,895</u>	<u>\$569,626</u>
CASH AT THE END OF THE FINANCIAL YEAR	<u>\$853,351</u>	<u>\$712,895</u>

TO BE READ IN CONJUNCTION WITH THE AUDIT REPORT & NOTES TO A/CS

AUSTRALIAN SERVICES UNION
SA & NT BRANCH
ABN 55 436 538 739
CONCISE FINANCIAL REPORT
STATEMENT OF INCOME
For the Year Ended 30 June 2009

	30 Jun 2009	30 Jun 2008
	\$	\$
Revenues from Ordinary Activities	2,963,096	2,859,460
Other Revenues	51,664	43,469
	<u>3,014,760</u>	<u>2,902,929</u>
Affiliation Fees	(57,844)	(55,667)
Audit Fees	(9,017)	(8,650)
Building & Occupancy Expenses	(144,465)	(109,100)
Campaign Expenses	(2,504)	(27,568)
Commission, Bank Fees & Collection Exes	(33,174)	(30,682)
Computer Expenses	(61,750)	(51,426)
Depreciation Expenses	(137,904)	(147,290)
Employee Benefits Expenses	(1,757,386)	(1,842,881)
Fringe Benefits Tax	(26,003)	(28,046)
Lease & Rent of Equip	(22,363)	(22,902)
Legal & Professional Fees	(20,446)	(23,749)
Loss on Sale of Fixed Assets	---	(4,412)
Motor Vehicle Expenses	(73,093)	(65,239)
Meeting & Conference Expenses	(14,240)	(11,822)
National Office Capitation Fees	(156,449)	(158,685)
Public Relations Entertainment	(14,681)	(9,080)
Payroll Tax	(66,024)	(68,668)
Postage & Freight	(36,430)	(25,425)
Printing & Stationery	(47,674)	(39,106)
Telephone	(38,695)	(34,055)
Training	(21,748)	(18,198)
Travel	(69,841)	(33,454)
Other Expenses from Ordinary Activities	(48,004)	(62,332)
Impairment Loss	(299)	(282)
	<u>\$154,726</u>	<u>\$24,210</u>
Net Income	\$154,726	\$24,210

STATEMENT OF CHANGES IN EQUITY
For the Year ended 30 June 2009

	Acc. Surplus	Building Maint. Reserve	Asset Reval. Reserve	Total
Balance 1 July 2008	1,264,936	134,580	2,630,550	4,030,066
Profit attributable to Members	154,726	---	---	154,726
Transfers to/from Reserves	(20,000)	20,000	---	---
Building Depreciation	---	---	(34,972)	(34,972)
Revaluation Increment	---	---	---	---
BALANCE 30 JUNE 2009	\$1,399,662	\$154,580	\$2,595,578	\$4,149,820

TO BE READ IN CONJUNCTION WITH THE AUDIT REPORT

AUSTRALIAN SERVICES UNION
SA & NT BRANCH
ABN 55 436 538 739

NOTES TO CONCISE REPORT

Note 1. Basis of Preparation of the Concise Report

The concise financial report is an extract from the full financial report for the year ended 30th June 2009. The concise financial report has been prepared in accordance with Accounting Standard AASB 1039: Concise Financial Reports, and the Workplace Relations Act 1996.

The financial statements, specific disclosures and other information included in the concise financial report are derived from and are consistent with the full report of the Australian Services Union SA & NT Branch for the year ended 30th June 2009. The concise financial report cannot be expected to provide as detailed an understanding of the financial performance, financial position and financing and investing activities of the Australian Services Union SA & NT Branch as the full financial report.

Note 2. 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-Sections [1], [2] and [3] of Section 272 of Schedule 1B which read 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).

A copy of the full audited accounts will be supplied free of charge to the members who request them.

Australian Services Union
SA – NT BRANCH
ABN 55 436 538 739

CONCISE FINANCIAL REPORT
For The Year Ended 30/6/09

Independent Auditors Report to the Members

The accompanying concise financial report of Australian Services Union, SA – NT Branch, comprises the Balance Sheet as at 30 June 2009, the Income Statement, Statement of Changes in Equity and Cash Flow Statement for the year then ended, derived from the audited financial report of Australian Services Union, SA – NT Branch, for the year ended 30 June 2009. The Concise Financial Report does not contain all the disclosures required by the Australian Accounting Standards.

The Branch Committee is responsible for the preparation and presentation of the Concise Financial Report in accordance with Accounting Standard AASB 1039: *Concise Financial Reports* (including the Australian Accounting Interpretations), statutory and other requirements. The responsibility includes establishing and maintaining internal control relevant to the preparation of the Concise Financial Report; selecting and applying the appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditors Responsibility

Our responsibility is to express an opinion on the Concise Financial Report based on our audit procedures. We have conducted an independent audit, in accordance with Australian Auditing Standards, of the financial report of Australian Services Union, SA – NT Branch, for the year ended 30 June 2009. Our audit report on the financial report for the year was signed and was not subject to any modification. The Australian 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 for the year is free from material misstatement.

Our procedures in respect of the Concise Financial Report included testing that the information in the Concise Financial Report is derived from, and is consistent with, the financial report for the year, and examination on a test basis, of evidence supporting the amounts, and other disclosures. These procedures have been undertaken to form an opinion whether, in all material respects, the Concise Financial Report complies with Accounting Standard AASB 1039: *Concise Financial Reports*.

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 the *Australian professional ethical pronouncements*. We confirm that the independence declaration provided to the Committee of the Australian Services Union, SA - NT Branch, would be in the same terms if provided to the Committee as at the date of this audit report.

Auditors Opinion

In our opinion, the Concise Financial Report of Australian Services Union, SA – NT Branch, for the year ended 30 June 2009 complies with Accounting Standard AASB 1039: *Concise Financial Reports*, and the requirements of the *Workplace Relations Act 1996*.

Name of Firm: JH Doyle & Co
Name of Partner: C. Wellington

Address: 138 Gilles Street Adelaide
Dated this 18th day of December, 2009



FAIR WORK
AUSTRALIA

16 December 2009

Ms Katrine Hildyard
Branch Secretary
Australian Municipal, Administrative, Clerical and Services Union - South Australian and Northern Territory Branch
By email: union@asu-sant.asn.au

Cc: C Wellington
JH Doyle & Co
By email: jhdoyle@chariot.net.au

Dear Ms Hildyard,

Re: Financial Report year ended 30 June 2009 - FR2009/10106 – Australian Municipal, Administrative, Clerical and Services Union - South Australian and Northern Territory Branch

I acknowledge receipt of the financial report of the South Australian and Northern Territory Branch of the Australian Municipal, Administrative, Clerical and Services Union for the year ended 30 June 2009. The documents were lodged with Fair Work Australia (FWA) on 1 December 2009.

The financial report has **not** been filed. Following examination of the financial report I have identified a number of matters, the details of which are set out below, that I require you to attend to before the report can be filed.

1. Auditor's Report unsigned

The Australian Auditing Standards require the Auditor's Report to be signed. [Sections 257\(8\) and 257\(9\)](#) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act) require that the form and content of the Auditor's Report be in accordance with the Australian Auditing Standards, and that the report is dated as at the date the auditor signs it.

The Auditor's Reports to the Full Report and Concise Report must be signed and dated before the reports are circulated to Members.

2. Concise Report

Timeline

An organisation is required under the RO Act to undertake certain steps in accordance with specified timelines. Information about these timeline requirements can be found on the [Fair Work Australia website](#). In particular, I draw your attention to [fact sheet 08](#) which explains the timeline requirements, and [fact sheet 09](#) which sets out the timeline requirements in diagrammatical form.

As explained in the fact sheets provided above, the first step is for a reporting unit to prepare and sign a general purpose financial report, operating report and committee of management statement. An initial meeting of the Committee of Management must take place in order to pass the resolutions required by [Reporting Guideline 24](#) and RO Act [section 265\(2\)](#). The statements must then be audited before either the full report or a concise report is provided to members. The full report must then be presented to a general meeting of members or a second Committee of Management meeting before being lodged with FWA.

The Designated Officer's Certificate states that the Concise Report was provided to members on 27 October 2009. However, the Committee of Management Statement and the Discussion and Analysis of Financial Statements are dated 17 November 2009. If these dates are correct it would appear that the complete Concise Report was not provided to members on 27 October.

It is therefore necessary for the Branch to recirculate the complete Concise Report to Members along with the signed Auditor's Report.

Committee of management resolution to provide a concise report

Section 265(2) of the RO Act states that 'a concise report may only be provided if, under the rules of the reporting unit, the committee of management of the reporting unit resolves that a concise report is to be provided'.

There is no statement in the financial report indicating that a resolution to this effect has been passed by the Committee. Please provide FWA with a statement as soon as possible.

3. Donations, Grants or Loans

Note 14 to the financial statements discloses donations and sponsorships in excess of \$1,000. Under [section 237\(1\)](#) of the RO Act, if an individual donation, grant or loan exceeds \$1,000 a statement showing the relevant particulars of each must be lodged with Fair Work Australia. The statement must be signed by an officer of the Branch and must show the amount of each donation, the purpose for which it was made and, unless it was made to relieve a member of the organisation or their dependants from severe financial hardship, the name and address of the person to whom the donation was made. A [sample statement](#) is located on the Fair Work Australia website.

Before the financial report can be filed, we require a statement to be lodged which complies with section 237, other than with respect to the required timeframe.

SUMMARY

In summary, the South Australian and Northern Territory Branch of the Australian Municipal, Administrative, Clerical and Services Union is required to take the following steps:

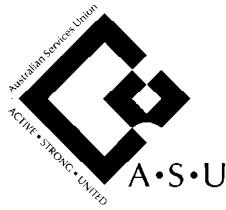
1. Lodge with Fair Work Australia a statement of Loans, Grants and Donations.
2. Provide Fair Work Australia with a statement indicating that the Committee of Management has passed a resolution to provide a concise report to members.
3. Have the Auditor's Report signed.
4. Circulate the complete Concise Report to Members, along with the signed Auditor's Report.
5. Present the reports to a Committee of Management meeting.
6. Within 14 days of the Committee of Management Meeting lodge the reports and a new Designated Officer's Certificate with FWA.

Please call on 03 8661 7882 if you have any queries or wish to discuss the matter further. I have provided your auditor with a copy of this letter.

Yours sincerely,



Rebecca Lee
Tribunal Services and Organisations
Fair Work Australia
Tel: 03 8661 7882
Email: rebecca.lee@fwa.gov.au



CERTIFICATE OF SECRETARY OR OTHER AUTHORISED OFFICER
s268 OF Schedule 1B Workplace Relations Act 1996

I Katrine Hildyard being the Branch Secretary of the Australian Services Union SA & NT Branch certify:

That the documents lodged herewith are copies of the full report and the concise report, referred to in the s268 of the ROA Schedule; and

That the concise report was provided to members on 27 October 2009; and

That the full report was presented to a meeting of the Committee of Management (Branch Council) of the reporting unit on 17 November 2009; in accordance with section 266 of the RAO Schedule.

KATRINE HILDYARD

1st December 2009

|

Australian Services Union - South Australian and Northern Territory Branch

Branch Secretary Katrine Hildyard **Branch Assistant Secretary** Ian Steel

www.asu-sant.asn.au ABN 55 436 538 739

Adelaide 5-9 Rundle Street Kent Town PO Box 2217 Kent Town 5071 Tel: (08) 8363 1322 Fax: (08) 8363 2225
union@asu-sant.asn.au

Darwin Suite 4, Floor 1 – 59 Smith Street PO Box 1763 Darwin NT 0800 Tel: (08) 8941 2395 Fax: (08) 8941 5482
unionnt@asu-sant.asn.au



**Australian Municipal, Administrative, Clerical and Services Union
South Australia and Northern Territory branch (hereafter "the Branch")**

**Operating Report for the Year Ended 30 June 2009
pursuant to s254 of the Workplace Relations Act 1996**

PRINCIPAL ACTIVITIES

The principal activities of the Branch during the financial year ended 30 June 2009 were

- to uphold the rights of organized labour, to improve, protect and foster the best interests of its members and to subscribe to and/or co-operate with a policy of improving the cultural and living standards of its members
- to watch over, improve, foster and protect the interests of its members
- to obtain and maintain for its members reasonable hours of work and fair wages and industrial conditions

RESULTS OF PRINCIPAL ACTIVITIES

Results of the Branch's principal activities were to improve the wages and conditions of employment of the Branch membership, particularly for those members in collective enterprise agreements negotiated by the Branch.

SIGNIFICANT CHANGES IN THE NATURE OF PRINCIPAL ACTIVITIES

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

SIGNIFICANT CHANGES IN THE ASSOCIATION'S FINANCIAL AFFAIRS

No matters or circumstances arose during the reporting year which significantly affected the financial affairs of the Branch.

MANNER OF RESIGNATION

Members may resign from the Branch in accordance with Rule 32 which reads as follows:

Rule 32 – Resignation

- a. A member may resign membership of the Union by written notice addressed and delivered to the Branch Secretary.
- b. A notice of resignation takes effect
 - i. where the member ceases to be eligible for membership of the Union:
 1. on the day on which the notice is received; or
 2. the day specified in the notice, which is a day not earlier than the day when the member ceases to be eligible to become a member;

whichever is the later; or

- ii. in any other case:
1. at the end of 2 weeks after the notice is received; or
 2. on the day specified in the notice;

whichever is the later.

- c. Notice of resignation shall be addressed to the Branch Secretary and delivered to that officer.
- d. Any member resigning shall be liable for the payment of all subscriptions, fines and levies owing to the 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 installments shall not be liable to pay any installment for any period after the end of the quarter in which the member's notice of resignation expires and a member who resigns where the member ceased to be eligible to become a member of the 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.

TRUSTEE OR DIRECTOR OF TRUSTEE COMPANY SUPERANNUATION ENTITY OR EXEMPT PUBLIC SECTOR SUPERANNUATION SCHEME

The following members of the Branch held reserved positions in the following entities:

Raymond Keith Bailey is a member of the Branch and is a Trustee of the Local Government Superannuation Board SA/NT by virtue of the Local Government Act of SA that reserves a Trustee position for a nominee of the Australian Services Union.

Darryl Ross Payne is a member of the Branch, a staff member of the Branch and an alternative Trustee of the Local Government Superannuation Board SA/NT by virtue of the Local Government Act of SA that reserves a Trustee position for an alternate nominee of the Australian Services Union.

The aforementioned Raymond Keith Bailey and Darryl Ross Payne are also Directors of Statewide Superannuation Pty Ltd by virtue of the company's articles of association reserving positions for four Directors nominated by SA Unions.

Darryl Payne is a member of the Branch, a staff member of the Branch, and a member of the Board of the Electricity Industry Superannuation Scheme by virtue of the board reserving two places for nominees of SA Unions.

NUMBER OF MEMBERS

The number of persons who, at the end of the financial year, were recorded on the Register of Members was 6226

NUMBER OF EMPLOYEES

The number of persons who were, at the end of the financial year, employees of the Branch was 24.4 (includes 4 part time employees, 1 casual employee) measured on a full time equivalent basis.

MEMBERS OF THE COMMITTEE OF MANAGEMENT


The persons who held office as members of the committee of management of the Branch at the beginning of the financial year were

Secretary	Katrine Hildyard
Assistant Secretary	Ian Steel
President	Pam Andritsakis
Vice President	Phil Lawson
Vice President	Rachel Abdulla
Vice President	Rosi Reschke
Branch Council – Energy Division	Angela Sloan
Branch Council – Energy Division	Wendy Leech
Branch Council – Local Government	Mario Economou
Branch Council – Local Government	Gordon Lang
Branch Council – Local Government	Kristen Gilbertsen
Branch Council – Local Government	Sara (No Last Name)
Branch Council – Community Services Division	Peter Hall
Branch Council – Community Services Division	Karen Foulton
Branch Council – Commercial Division	Brenton Williamson
Branch Council – Commercial Division	Shannon Schedlich-Day
Branch Council – Commercial Division	Letitia Ashworth
Branch Council – Federal & Airlines Division	Andrew Renfrey
Branch Council – Federal & Airlines Division	Helen Malby
Branch Council – Legal Division	Robyn Garside
Branch Council – Finance Division	Sheryl Malone
Branch Council – Finance Division	Leith Semmens
Branch Council – NT Division	Shane Kilford

KATRINE HILDYARD

Branch Secretary

ASU SA + NT Branch


Date (2009) 27 October