



Australian Government
Australian Industrial Registry

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994, Melbourne, VIC 3001
Telephone: (03) 8661 7993
Fax: (03) 9654 6672

Ms. R. Kemmery
Industrial Officer
Australian Salaried Medical Officers Federation
South Australian Branch
1st Floor, 161 Ward Street
NORTH ADELAIDE SA 5006

Dear Ms. Kemmery,

**Re: Schedule 1 of the Workplace Relations Act 1996 (the RAO Schedule)
Financial Reports for year ended 31 December 2004 - FR 2004/762**

Thank you for forwarding additional documentation being a copy of the operating report in relation to the financial documents of the South Australian Branch of the Australian Salaried Medical Officers Federation for the year ended 31 December 2004.

The above documentation has been placed with the documents previously lodged.

The financial documents have now been filed.

The Industrial Registrar attaches importance to reporting units both fully satisfying the obligations under Schedule 1 and to those obligations being discharged within the requisite timeframes. In the absence of full compliance with your obligations, I advise that the financial report will not be filed. Further, as you are probably aware, the legislation provides for civil penalties where various requirements of the Schedule are not met. I advise future non-compliance with the relevant provisions may attract a penalty(s) as appropriate.

The Industrial Registrar is therefore keen to assist reporting units fully satisfy the requirements of Schedule 1. If you have any concerns regarding your obligations under Schedule 1 and how you can ensure full compliance with the current legislative requirements, I encourage you to contact me by telephone on (03) 8661 7993 or by email at larry.powell@air.gov.au.

To assist you in the preparation of your financial report I remind you that you may access the Act, Regulations and Reporting Guidelines via the Commission's website at www.airc.gov.au. You will also find a number of fact sheets which provide information on various aspects of your financial reporting obligations. In particular you will find a diagrammatic summary of the financial reporting process at www.airc.gov.au/organisations/rao/fact.html which you may wish to refer to for guidance.

Finally, 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. Alternatively, you may send an email with the documents attached to: riateam3@air.gov.au. Please note that the Rules of the Commission allow for electronic signatures to be used, other than for statutory declarations (see subrule 74A(1)).

Yours sincerely,

Larry Powell
Statutory Services Branch
10 April 2006



**Australian
Salaried
Medical
Officers
Federation
(SA Branch)**

24 March 2006

Mr Larry Powell
Statutory Services Branch
Australian Industrial Registry
Level 35 Nauru House
80 Collins Street
Melbourne 3000

REGISTERED OFFICE

1st Floor, 161 Ward St
(PO Box 64)
North Adelaide
South Australia 5006

Telephone: (08) 8267 5063

Fax: (08) 8267 1891

Email: asmofsa@gist.net.au

ABN: 23 172 174 608

Dear Mr Powell

**RE: ASMOF (SA branch) Financial Reports for year ended 31
December 2004**

I refer to your correspondence of 15 November 2005 and to subsequent telephone conversations regarding the preparation and lodgement of the Operating Report for the Branch.

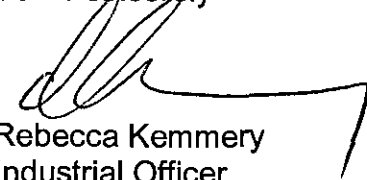
The Operating Report has been prepared and approved for circulation to members by the Committee of Management, circulated to members and approved for lodgement by the Committee of Management as required.

We now lodge the enclosed report with the Registry as requested.

Please contact the writer if you have any further queries in relation to this matter.

Thank you for your assistance with this matter.

Yours sincerely



Rebecca Kemmery
Industrial Officer

Enc.

**Australian Salaried Medical Officers Federation
South Australian Branch
Operating Report for the Year Ended 31 December 2004**

Principal Activities

The principal activities of the Branch during the financial year were:

- To improve and protect the salaries and conditions of employment of members including through assisting other organisations whose objects are to protect and improve the terms and conditions of employment of salaried medical practitioners;
- To provide members with information on their terms and conditions of employment and on matters affecting salaried medical practitioners at both a State and Federal level;
- To promote industrial peace through conciliation and arbitration.

Results of Principal Activities

The Branch's principal activities resulted in the maintenance and improvement of the terms and conditions of employment of members.

Significant Changes in the Nature of the Principal Activities

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

Significant Changes in the Branch's Financial Affairs

There were no significant changes affecting the financial affairs of the Branch.

Trustee or Director of a Trustee Company of a Superannuation Entity or an Exempt Public Sector Superannuation Scheme

No officer of the Branch was a Trustee or Director of a Trustee Company of a Superannuation Entity or an Exempt Public Sector Superannuation Scheme.

Number of Members

The number of persons who, at the end of the financial year, were recorded on the Register of Members was 906.

Number of Employees

There were no persons who were employees of the Branch during the financial year.

**Australian Salaried Medical Officers Federation
South Australian Branch
Operating Report for the Year Ended 31 December 2004**

Member 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:

| | |
|---------------------------------------|---------------------------|
| Branch President: | Dr Christopher Verco |
| Branch Vice President: | Dr Tony Bourne |
| Branch Secretary: | Dr Stephanie Cooper |
| Branch Assistant Secretary/Treasurer: | Dr Mark Fuller |
| Branch Councillors: | Dr Marc Agzarian |
| | Dr Tim Benny |
| | Dr Roger Davies |
| | Dr Hugh Harley |
| | Dr Andrew Potter |
| | Dr Robert Singleton |
| | Dr Thavarajah Visvanathan |
| | Dr Anthony Wong |
| | Dr Christopher Worthley |

Name: Christopher Verco

Title: Branch President

Signature: C. J. Verco

Date: 7/2/06

Manner of Resignation – s254(2)(c)

Members may resign from the Branch in accordance with Rule 11 (Resignation) which reads as follows:

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

**Australian Salaried Medical Officers Federation
South Australian Branch
Operating Report for the Year Ended 31 December 2004**

- (ii) in any other case:
 - (a) at the end of 2 weeks after the notice is received by the Federation; or
 - (b) on the day specified in the notice:whichever is later.
- (3) Any dues payable but not paid by a former member of the Federation, in relation to a period before the member's resignation from the Federation took effect, any be sued for and recovered in the name of the Federation, in a court of competent jurisdiction, as a debt to the Federation.
- (4) A notice delivered to the person mention in sub-rule (1) shall be taken to have received by the Federation when it was delivered.
- (5) A notice of resignation that has been received by the Federation is not invalid because it was not addressed and delivered in accordance with sub-rule (1).
- (6) A resignation from membership of the Federation is valid even if it is not effected in accordance with this Rule if the member is informed in writing by or on behalf of the Federation that the resignation has been accepted.
- (7) In special circumstances the Federal Council may by resolution accept the resignation of a member and release the member from any or all outstanding obligations to the Federation, notwithstanding that the provisions of these Rules have not been complied with.



Australian Government

Australian Industrial Registry

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80 Collins Street, Melbourne, VIC 3000
GPO Box 1994, Melbourne, VIC 3001
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Ms. R. Kemmery
Industrial Officer
Australian Salaried Medical Officers Federation
South Australian Branch
1st Floor, 161 Ward Street
NORTH ADELAIDE SA 5006

Dear Ms. Kemmery,

**Re: Schedule 1B of the Workplace Relations Act 1996 (the RAO Schedule)
Financial Reports for year ended 31 December 2004 - FR 2004/762**

I have received the financial reports of the Australian Salaried Medical Officers Federation - South Australian Branch for the year ended 31 December 2004. The documents were lodged in the Industrial Registry on 25 October 2005.

I advise the documents enclosed appear to have been prepared under the provisions of Division 11 of the Workplace Relations Act 1996. As you would be aware, the Workplace Relations (Registration and Accountability of Organisations) legislation came into operation on 12 May 2003. The accounts for the period covered by the abovementioned documents should have been prepared in accordance with the relevant provisions of Schedule 1B of the Act (the RAO Schedule), the Workplace Relations (Registration and Accountability of Organisations) Regulations 2003 and the Reporting Guidelines issued by the Industrial Registrar. Each of these documents may be accessed on the Commission's website at www.airc.gov.au. You will also find various fact sheets on the new legislative requirements imposed on organisations, branches and reporting entities, including one on financial reporting http://www.airc.gov.au/fact_sheets/factsheets.html.

Alternatively, I have included for your assistance financial documents that have been filed having been determined that, by and large, they complied with the reporting entities' obligations. Given the relative newness of the current regime I am reluctant to nominate these accounts as model accounts but I do think they meet the key requirements.

I suggest we discuss further what is necessary for the branch to do to enable the financial documents to be filed after you have had the opportunity to read the enclosed documents. I can understand the branch's reluctance to recommit to the entire process again. Without pre-empting the outcome of that discussion, it is my view that, as a minimum, the branch will have to prepare a operating report and circulate it to members, and then lodge it with the Registry.

Should you wish to discuss any of the matters raised in this letter, I can be contacted on (03) 8661 7993 or by e-mail at larry.powell@air.gov.au.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'L Powell'.

Larry Powell
Statutory Services Branch

15 November 2005



**Australian
Salaried
Medical
Officers
Federation
(SA Branch)**

REGISTERED OFFICE

1st Floor, 161 Ward St
(PO Box 64)
North Adelaide
South Australia 5006

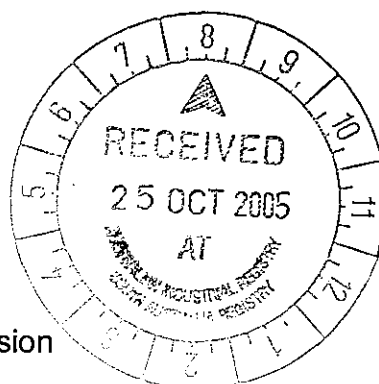
Telephone: (08) 8267 5063

Fax: (08) 8267 1891

Email: asmofsa@gist.net.au

ABN: 23 172 174 608

21 October 2005



Industrial Registrar
Australian Industrial Relations Commission
Riverside Centre
North Terrace
Adelaide 5000

**RE: ASMOF (SA Branch) Financial Report and Relevant
Certificates**

Attached is the ASMOF SA Branch Financial Report for the year ending 31 December 2004 and accompanying certificates as required by the Act.

Attached are:

- . Auditors Report
- . Revenue Statement
- . Balance Sheet
- . Certificate of the Committee of Management
- . Accounting Officer's Certificate
- . Certificate pursuant to Section 280(1)

Please contact me if there is further information required in relation to this matter.

Our apologies for the delay in lodging these documents.

Yours sincerely

Rebecca Kemmery
Industrial Officer

INDEPENDENT AUDIT REPORT TO THE MEMBERS OF
AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION
(SOUTH AUSTRALIAN BRANCH)

I have conducted an independent audit of the financial statements of the Australian Salaried Medical Officers' Federation (South Australian Branch), in respect of the year ended 31st December 2004 and have received all the information and explanations required for the purpose of my audit. The financial statements include:

- (a) Statement of Financial Performance
- (b) Statement of Financial Position
- (c) Statement of Cash Flow
- (d) Notes to the Financial Statement

In my opinion:

1. The Federation has maintained satisfactory accounting records detailing the sources and nature of the income of the Federation (including income from members) and the nature and purpose of expenditure; and
2. The attached accounts and statements, prepared on an accruals basis and in accordance with applicable Accounting Standards and section 273 of the Workplace Relations Act 1996, are properly drawn up so as to give a true and fair view of:

- (a) The financial affairs of the Federation as at 31st December 2004; and
- (b) The income, expenditure and net income for the year ended on that date.

Yours faithfully

HALL CHADWICK
CHARTERED ACCOUNTANTS


IAN SWAN
PARTNER

Dated this 29th day of April, 2005
At Dulwich, South Australia

Adelaide

2nd Floor
191 Fullarton Road
Dulwich 5065
South Australia

PO Box 2540
Kent Town SA 5071

Telephone: (08) 8364 3322
1300 134 613
Facsimile: (08) 8331 0132
Email: hcadinfo
@hallchadwick.com.au
Web: hallchadwick.com.au

Partners
Andrew Faulkner
Ian Swan
Marco De'Corso
Pio De'Corso

Other firms in:
Sydney
Melbourne
Perth
Brisbane
Calms



ABN 50 016 104 426

National Association
Hall Chadwick

International Association
AGN International

Associations of
Independent Firms

**AUSTRALIAN SALARIED MEDICAL OFFICERS'
FEDERATION (SOUTH AUSTRALIAN BRANCH)**

**FINANCIAL STATEMENT FOR THE
YEAR ENDED 31ST DECEMBER 2004**

**AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION
(SOUTH AUSTRALIAN BRANCH)
STATEMENT OF FINANCIAL PERFORMANCE
YEAR ENDED 31ST DECEMBER 2004**

| | 2004 \$ | 2003 \$ |
|--|----------------|---------------|
| INCOME | | |
| Interest Received | 33 | 24 |
| Subscriptions Received | 36,240 | 36,240 |
| Sundry Income | 0 | 0 |
| | <u>36,273</u> | <u>36,264</u> |
| LESS : EXPENDITURE (NET OF GST) | | |
| Accounting, Audit Fees | 1,400 | 1,400 |
| Bank Charges | 17 | 57 |
| Campaign Donation | 227 | 0 |
| Capitation Fees | 28,004 | 28,114 |
| Computer Services | 0 | 0 |
| Printing | 0 | 191 |
| Secretarial Services | 5,000 | 5,000 |
| GST Adjustment | 0 | 199 |
| Union Shopper Subs | 229 | 36 |
| Travel, Accommodation | 2,965 | 874 |
| | <u>37,841</u> | <u>35,870</u> |
| Net Profit/(Loss) for the Year | <u>(1,568)</u> | <u>394</u> |

The accompanying notes form part of these financial statements.
This report is to be read in conjunction with the attached audit report.

**AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION
(SOUTH AUSTRALIAN BRANCH)
STATEMENT OF FINANCIAL POSITION
AS AT 31ST DECEMBER 2004**

| | 2004 \$ | 2003 \$ |
|--|--------------|---------------|
| CURRENT ASSETS | | |
| Bank of South Australia - Cheque Account | 482 | 6,997 |
| Prepayments - Database | 0 | 0 |
| Sundry Debtors | 2,920 | 3,161 |
| TOTAL ASSETS | <u>3,402</u> | <u>10,158</u> |
| CURRENT LIABILITIES | | |
| Sundry Creditors | 312 | 5,500 |
| Accrued Accounting & Audit Fees | 1,540 | 1,540 |
| TOTAL LIABILITIES | <u>1,852</u> | <u>7,040</u> |
| NET ASSETS | <u>1,550</u> | <u>3,118</u> |
| MEMBERS FUNDS | | |
| Balance Brought Forward | 3,118 | 2,724 |
| Prior Year GST Adjustment (Refunds) | 0 | 0 |
| Net Profit/Loss for the Year | (1,568) | 394 |
| TOTAL ACCUMULATED FUNDS | <u>1,550</u> | <u>3,118</u> |

The accompanying notes form part of these financial statements.
This report is to be read in conjunction with the attached audit report.

**AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION
(SOUTH AUSTRALIAN BRANCH)
STATEMENT OF CASHFLOW
YEAR ENDED 31ST DECEMBER 2004**

| | 2004 \$ | 2003 \$ |
|---|----------------|--------------|
| Cashflow from Operating Activities | | |
| Receipts - Ex Members | 36,482 | 38,116 |
| Interest Received | 33 | 24 |
| Sundry Income | 0 | 0 |
| Payments to Suppliers | (43,029) | (31,882) |
| Net Cash Provided by (Used in) Operating Activities | <u>(6,514)</u> | <u>6,258</u> |
| Net Increase/(Decrease) in Cash Held | (6,514) | 6,258 |
| Cash at the Beginning of the Year | 6,996 | 738 |
| Cash at the end of the Year | <u>482</u> | <u>6,996</u> |
| Note : Reconciliation of Net Cash Provided by (Used in) Operating Activities to Net Income | | |
| Net Profit/(Loss) for the Year | (1,568) | 394 |
| Changes in Assets and Liabilities: | | |
| Decrease/(Increase) in Sundry Debtors | 242 | 336 |
| Decrease/(Increase) in Prepayments | 0 | 0 |
| (Decrease)/Increase in Creditors | (5,188) | 3,988 |
| (Decrease)/Increase in Accruals | 0 | 1,540 |
| Net Cash Provided by (Used in) Operating Activities | <u>(6,514)</u> | <u>6,258</u> |

The accompanying notes form part of these financial statements.
This report is to be read in conjunction with the attached audit report.

**AUSTRALIAN SALARIED MEDICAL OFFICERS' FEDERATION
(SOUTH AUSTRALIAN BRANCH)
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST DECEMBER 2004**

1 Summary of Significant Accounting Policies

(a) Basis of Accounting

The financial statements have been prepared on the historical cost basis in accordance with the Industrial Relations Act and applicable Accounting Standards.

(b) Membership Subscriptions

Only subscription receipts are recognised as revenue. Unpaid subscriptions are not brought to account.

(c) Income Tax

The Federation, being a registered Trade Union, is exempt from income tax on all its income.

WORKPLACE RELATIONS ACT, 1996**AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION (SA Branch)****NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2004****1. ACCOUNTING METHODS**

- (a) The accounts are prepared under the historical cost convention and in accordance with Accounting Standards jointly issued by the Australian Professional Accounting Bodies.
- (b) The accounts have not been adjusted to record either changes in the general purchasing power of the dollar or in the price of specific assets.
- (c) The Organisation does not have any fixed assets.
- (d) As the Organisation does not employ staff, no provision has been made for accrual of employees benefits.
- (e) As the Organisation is a "Trade Union" for the purpose of Section (23(f), Income Tax Assessment Act, no liability exists for income tax.

2. INFORMATION TO BE PROVIDED TO MEMBERS OR TO THE REGISTRAR

In accordance with the requirements of the Industrial Relations Act, 1988 as amended, the attention of Members is drawn to the provision of sub-sections (1) and (3) of Section 274 which reads as follows:

SECTION 274 INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

274(1) [Application for information] A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.

274 (2) [Provision of information] An organisation shall, on application made under subsection (1) by a member of the organisation or a Registrar, make the specified information available to the member of Registrar in such manner, and within such time, as is prescribed.

274(3) [Function of Registrar] A Registrar may only make an application under subsection (1) at the request of a member of the organisation concerned, and the Registrar shall provide to a member information received because of an application made at the request of the member.

WORKPLACE RELATIONS ACT, 1996

AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION (SA BRANCH)

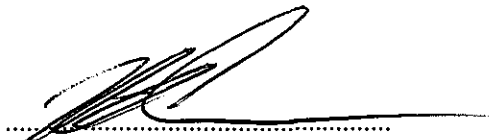
ACCOUNTING OFFICER'S CERTIFICATE

FINANCIAL ACCOUNTS YEAR ENDING 31 DECEMBER 2004

I, Dr Mark Fuller, being the officer responsible for keeping the accounting records of the Australian Salaried Medical Officers Federation, SA Branch, certify that as at 31 December 2004 the number of Members of the Branch was 906.

In my opinion:

- (i) The attached accounts show a true and fair view of the financial affairs of the Branch as at 31 December 2004.
- (ii) A record has been kept of all monies paid by, or collected from, Members and all monies so paid or collected have been credited to the bank account to which those monies are to be credited, in accordance with the Rules of the Organisation.
- (iii) To the extent to which the Rules of the Organisation require approval to be obtained to the incurring of expenditure, such approval was obtained.
- (iv) There are no funds of the Organisation raised by compulsory levy or voluntary contributions from Members, neither are there any funds other than the General Fund;
- (v) No loans or other financial benefits were made to persons holding office in the Organisation;
- (vi) The register of Members of the Organisation was maintained in accordance with the Workplace Relations Act, 1996.



Dr Mark Fuller



Date

WORKPLACE RELATIONS ACT, 1996

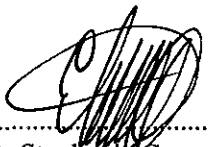
AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION (SA BRANCH)

CERTIFICATE OF THE COMMITTEE OF MANAGEMENT

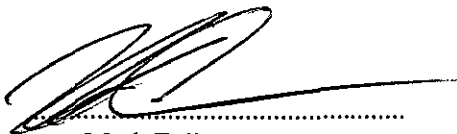
FINANCIAL ACCOUNTS YEAR ENDING 31 DECEMBER 2004

We, Dr Mark Fuller and Dr Stephanie Cooper, being two Members of the Committee of Management of the Australian Salaried Medical Officers Federation, SA Branch, do state on behalf of the Committee and in accordance with a resolution passed by the Committee, that;

- i. In the opinion of the Committee of Management, the attached accounts show a true and fair view of the financial affairs of the Organisation as at 31 December 2004.
- ii. In the opinion of the Committee of Management, meetings of the Committee were held during the year ended 31 December 2004 in accordance with the Rules of the Organisation.
- iii. To the knowledge of any Member of the Committee, there have been no instances where records of the Organisation or other documents (not being documents containing information made available to a Member of the Organisation under sub-section 274 (2) of the Act,) or copies of those records of documents, or copies of the Rules of the Organisation, have not been furnished, or made available, to Members in accordance with the requirements of the Workplace Relations Act, 1996, the Regulations thereto, or the Rules of the Organisation.
- iv. the branch has complied with sub-section 279(1) and (6) of the Act in relation to the financial accounts in respect of the year ended 31 December 2003.


.....
Dr Stephanie Cooper

.....15-4-05.....
Date


.....
Dr Mark Fuller

.....28/6/05.....
Date

WORKPLACE RELATIONS ACT, 1996

Australian Salaried Medical Officers Federation

Certificate pursuant to Section 280 (i)

I, Dr Stephanie Cooper, Secretary of the Australian Salaried Medical Officers Federation, SA Branch, do solemnly certify that the copies of the Auditors Report, Accounts, Notes, Certificates and Statements annexed hereto are copies of documents presented to the Committee of Management held on 20 October 2005.



.....
Dr Stephanie Cooper

.....
20-10-05

Date