



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

Level 35, Nauru House  
80 Collins Street, Melbourne, VIC 3000  
GPO Box 1994S, Melbourne, VIC 3001  
Telephone: (03) 8661 7785  
Fax: (03) 9654 6672

Mr Michael Williamson  
Branch Secretary  
Health Services Union of Australia  
New South Wales Branch  
Level 2, 109 Pitt Street  
SYDNEY NSW 2000

Dear Mr Williamson,

**Re: Financial Documents for year ended 30 June 2004 - FR2004/593**  
**Schedule 1B of the *Workplace Relations Act 1996* (the RAO Schedule)**

Thank you for forwarding additional information in relation to the financial documents of the New South Wales Branch of the Health Services Union of Australia for the year ended 30 June 2004; this has been placed with the documents previously lodged.

The documents have now been filed.

Yours sincerely

A handwritten signature in cursive script that reads 'Sylvia van Riet'.

Sylvia van Riet  
Statutory Services Branch

23 May 2005



11 May 2005  
MW:GIB A035040

**Health Services Union  
of Australia**  
(NSW Branch)  
ABN 93 728 534 595

Level 2, 109 Pitt Street  
Sydney NSW 2000  
Telephone: (02) 9229 4944  
Facsimile: (02) 9223 3100  
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Web Site: www.hsu.asn.au

**HUNTER REGION**  
Suite 3, Level 1, 68 Nelson Street  
Wallsend NSW 2287  
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**SOUTH COAST REGION**  
1 Rawson Street  
Wollongong NSW 2500  
Telephone: (02) 4226 5533  
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**SOUTH EASTERN REGION**  
Unit 3, 289 Canberra Avenue  
Fyshwick ACT 2609  
Telephone: (02) 6280 9390  
Facsimile: (02) 6280 9373

**GREATER MURRAY REGION**  
257 Edward Street  
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Telephone: (02) 6925 4088  
Facsimile: (02) 6925 4788

**MID NORTH COAST REGION**  
Suite 6, 35 Belgrave Street  
Kempsey NSW 2440  
Telephone: (02) 6562 1973  
Facsimile: (02) 6562 1906

**FAR NORTH COAST REGION**  
Telephone: (02) 6687 5381  
Facsimile: (02) 6687 5302

**WESTERN SYDNEY REGION**  
Unit 5, 2 - 6 Hunter Street  
Parramatta NSW 2150  
Telephone: (02) 9687 4492  
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**NEW ENGLAND REGION**  
Level 3, Ray Walsh House  
437 Peel Street  
Tamworth NSW 2340  
Telephone: (02) 6766 9499  
Facsimile: (02) 6766 9422

**WESTERN NSW REGION**  
Level 1, 32 Sale Street  
Orange NSW 2800  
Telephone: (02) 6360 0010  
Facsimile: (02) 6360 0008

The Registrar  
Australian Industrial Registry  
GPO Box 1994S  
MELBOURNE VIC 3001

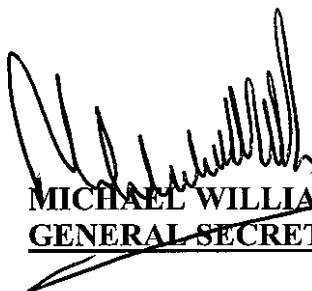
Dear Sir/Madam,

**SECTION 237 CERTIFICATE (DONATIONS)**

Please be advised the Certificate (237) dated 27 January 2005 Reporting Donations of \$91,800.00 was in fact our New South Wales registered union (Health Services Union) financial year 30 September 2004.

Your records should be adjusted to reflect this oversight, please include this letter in your records.

Yours faithfully,

  
**MICHAEL WILLIAMSON**  
**GENERAL SECRETARY**

**YOUR  
HEALTH  
UNION**



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Fax: (03) 9654 6672

**FAX TO:**

Attention: Mr Barry Gibson  
Financial Controller  
Health Services Union of Australia  
New South Wales Branch

**Re: Financial Documents for year ended 30 June 2004 - FR2004/593**  
**Schedule 1B of the *Workplace Relations Act 1996* (the RAO Schedule)**

(4 pages)

As discussed earlier today, please find attached as requested

- a section 237 statement for year ending 30/6/04 regarding various donations totalling \$91,800 lodged in the Industrial Registry by the NSW Branch of the (federally registered) organisation, and
- the most recent statement signed by Michael Williamson indicating "no donations made by NSW Branch 30/6/2004".

**As these two statements appear irreconciliable, a written explanation is requested to be lodged as soon as possible.**

Please contact me on 03-8661 7785 (Monday - Thursday) if you have any queries.

A handwritten signature in black ink, appearing to read 'Sylvia van Riet'.

Sylvia van Riet  
Statutory Services Branch

10 May 2005



**Health Services Union  
of Australia**  
(NSW Branch)

**ABN 93 728 534 595**

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4 May 2005  
MW:GIB A035025

The Registrar  
Australian Industrial Registry  
GPO Box 1994S  
MELBOURNE VIC 3001

Dear Sir/Madam,

**SECTION 268 CERTIFICATE/RELATED REPORTS/DONATIONS**

Please find attached additional and previously supplied documents to finalise June 2004.

Also enclosed copy of Financial Report published in November 2004 and Operating Report, March 2005 "Health Standard".

**Donations:** No Donations made by NSW Branch 30/6/2004.

Yours faithfully,

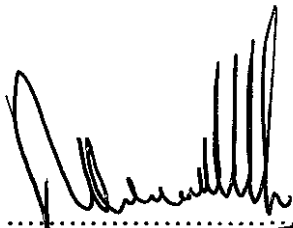
**MICHAEL WILLIAMSON**  
**GENERAL SECRETARY**

Attachs.

**YOUR  
HEALTH  
UNION**

## SECTION 268 CERTIFICATE

In pursuance of the provisions of Section 268 of Schedule 1B – Registration and Accountability of Organisations of the Workplace Relations Act, I, **MICHAEL WILLIAMSON, GENERAL SECRETARY of the Health Services Union of Australia, New South Wales Branch**, certify that the documents attached represent a full report, as per Section 265(a), of the accounts of **Health Services Union of Australia, New South Wales Branch**, for the year ended June 2004, and were the reports presented to the members in accordance with the provisions of Section 265(a) and in a meeting held in accordance with the provisions of Section 266 of the Act on:



.....  
Signature of Secretary

5/5/05

.....  
Date

# HEALTH SERVICES UNION OF AUSTRALIA NEW SOUTH WALES BRANCH

## FINANCIAL REPORT

*for the year ended 30 June 2004*

### COMMITTEE OF MANAGEMENT STATEMENT

On the 18th of October 2004 Committee of Management of the Health Services Union, New South Wales Branch passed the following resolution in relation to the general purpose Financial Report (GPFR) of the Branch for the year ended 30 June 2004.

The 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 and cash flows of the Branch for the financial year ended 30 June 2004;
- (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 30 June 2004 and since the end of the financial year:
  - (i) meetings of the 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 Schedule 1B to the Workplace Relations Act 1996 and the Workplace Relations (Registration and Accountability of Organisations) Regulations 2003; and
  - (iv) the financial records of the Branch have been kept, as far as practical, in a consistent manner to each of the other Branches and National Office 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 Schedule 1B to the Workplace Relations Act 1996; and
  - (vi) no orders have been made by the Industrial Registry under section 273 of Schedule 1B to the Workplace Relations Act 1996.

For the Committee of Management

M A Williamson

18th October 2004

### STATEMENT OF FINANCIAL PERFORMANCE

*for the year ended 30 June 2004*

	2004 \$	2003 \$
<b>Income</b>		
Capitation Fees	530,694	491,525
Contributions	173,366	164,200
Dividend	10	11
Interest	2,911	2,544
<b>Total Income</b>	<u>706,981</u>	<u>658,302</u>
<b>Less Expenditure</b>		
Depreciation	491	788
<b>Employee Benefits Expense</b>		
Fringe Benefits Tax	4,753	17,802
<b>Other Expenses</b>		
Affiliation Fees - Other	3,205	5,418
Audit Fees	5,300	4,150
Capitation Fees - National Office	585,018	501,252
Commission	249	2,947
Deficit on Disposal of Assets	0	2,571
Delegates Expenses	37,108	5,336
General Expenses/Bank Charges	4,351	41,847
Insurance	863	78
Legal and Professional Fees - General	0	62
Motor Car Expenses	0	1,186
National Executive and National Council Expenses	0	7,579
Organising and Travel	22,099	17,902
Printing and Stationery	0	5,950
Rent - ACT Office	8,194	7,262
Service Fee	37,272	30,000
Telephone Expenses	779	858
	<u>704,438</u>	<u>635,100</u>
<b>Total Expenditure</b>	<u>709,682</u>	<u>653,690</u>
<b>Surplus (Deficit) for the Year</b>	(2,701)	4,612
Accumulated Funds at Beginning of Year	96,242	91,630
<b>Accumulated Funds at end of Year</b>	<u>93,541</u>	<u>96,242</u>

(The attached Notes 1 to 7 form part of these Accounts)

HEALTH SERVICES UNION OF AUSTRALIA  
NEW SOUTH WALES BRANCH

FINANCIAL REPORT

for the year ended 30 June 2004

STATEMENT OF FINANCIAL POSITION

as at 30 June 2004

	Note	2004 \$	2003 \$
<b>Accumulated Funds</b>		93,541	96,242
Presented by:			
<b>Current Assets</b>			
GST Receivable		2,093	0
Cash at Bank		49,623	94,386
		<u>51,716</u>	<u>94,386</u>
<b>Investments</b>	4	52,945	51,286
<b>Total Current Assets</b>		<u>104,661</u>	<u>145,672</u>
<b>Non Current Assets</b>			
Office Equipment and Furniture	3	848	1,339
<b>Total Non Current Assets</b>		<u>848</u>	<u>1,339</u>
<b>Total Assets</b>		<u>105,509</u>	<u>147,011</u>
<b>Less Current Liabilities</b>			
Payables			
GST Payable		0	4,628
Sundry Creditors		11,968	46,141
<b>Total Liabilities</b>		<u>11,968</u>	<u>50,769</u>
<b>Net Assets</b>		<u>93,541</u>	<u>96,242</u>

STATEMENT OF CASH FLOWS

for the year ended 30 June 2004

	Note	2004 \$	2003 \$
<b>Cash Flows from Operating Activities</b>			
Contributions		173,366	164,222
Capitation Fees		530,694	533,563
Other Income		2,921	2,555
Payments to Suppliers and Employers		(165,067)	(147,990)
Payment to National Office for Capitation Fees		(585,018)	(501,252)
<b>Net Cash provided by (used in) Operating Activities</b>	5b	<u>(43,104)</u>	<u>51,098</u>
<b>Cash Flows from Investing Activities</b>			
Sale of Motor Car and Office Furniture and Equipment		0	4,000
Purchase of Investments		(1,659)	(2,153)
<b>Net Cash provided by (used in) Investing Activities</b>		<u>(1,659)</u>	<u>1,847</u>
<b>Net Increase (Decrease) in Cash Held</b>		<u>(44,763)</u>	<u>52,945</u>
<b>Cash at 1 July 2003</b>		<u>94,386</u>	<u>41,441</u>
<b>Cash at 30 June 2004</b>	5a	<u>49,623</u>	<u>94,386</u>

(The attached Notes 1 to 7 form part of these Accounts)

(The attached Notes 1 to 7 form part of these Accounts)

HEALTH SERVICES UNION OF AUSTRALIA  
NEW SOUTH WALES BRANCH

FINANCIAL REPORT

for the year ended 30 June 2004

NOTES TO AND FORMING PART OF THE  
FINANCIAL ACCOUNTS

for the year ended 30 June 2004

1. Statement of Accounting Policies

The Financial Report has been prepared in accordance with applicable Accounting Standards, the Australian Workplace Relations Act, 1996 and other mandatory professional reporting requirements. The Financial Report has also been prepared on the basis of historical costs and does not take into account changing money values or, except where stated, current valuations of non-current assets. The accounting policies have been consistently applied, unless otherwise stated.

The following is a summary of the significant accounting policies adopted by the economic entity in the preparation of the Financial Report.

- Depreciation of fixed assets is calculated on the straight line basis in order to write the assets off over their useful lives to the Union.
- Contributions are accounted for on a cash receipt basis. Otherwise, the concept of accruals accounting has been adopted in the preparation of the Financial Report.
- 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.

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:-

- A member of a reporting unit, or 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.
- 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.
- A Reporting unit must comply with an application made under subsection (1).

	2004 \$	2003 \$
<b>3. Office Furniture and Equipment</b>		
At cost	10,275	10,275
Less Accumulated Depreciation	9,427	8,936
	<u>848</u>	<u>1,339</u>

4. Investments

Term Deposit (Credit Union) (at cost)	52,234	50,575
Shares in Listed Company (at cost)	711	711
Realizable within 12 months	<u>52,945</u>	<u>51,286</u>

5. Cash Flow Information

a) Reconciliation of cash

For the purpose of the Statement of Cash Flows, cash includes cash at Bank. Cash at the end of the year as shown in the Statement is reconciled to the related items in the Statement of Financial Position as follows:

Cash at Bank	49,623	94,386
	<u>49,623</u>	<u>94,386</u>

b) Reconciliation of Cash Flows from Operations with Operating Surplus (Deficit)

Net Surplus (Deficit) for the Year	(2,701)	4,612
Non Cash Flows in Operating Surplus		
Deficit on Disposal of Assets	0	2,571
Depreciation	491	788
Changes in Assets and liabilities		
Increase in Debtors (Increase 2003)	(2,093)	43,404
Decrease in GST Payable (Decrease 2003)	(4,628)	4,628
Decrease in Sundry Creditors (Increase 2003)	<u>(34,173)</u>	<u>(4,905)</u>
Cash Flows from Operations	<u>(43,104)</u>	<u>51,098</u>



HEALTH SERVICES UNION OF AUSTRALIA  
NEW SOUTH WALES BRANCH

FINANCIAL REPORT

for the year ended 30 June 2004

6. Financial Instruments

Interest Rate Risk

The Branch's exposure to interest rate risk and the effective weighted average interest rate for each class of financial assets and financial liabilities is set out below:

30 June 2004

	Floating interest rate \$	Fixed interest rate \$	Non interest bearing \$	Total \$
<b>Financial Assets</b>				
Cash at bank	49,623			49,623
Receivables			2,093	2,093
Investments (less than 1 year)		52,234		52,234
	49,623	52,234	2,093	103,950
Weighted Average Interest Rate	0.6%	4.83%		
<b>Financial Liabilities</b>				
Payables			11,968	11,968
Net financial assets/(liabilities)	49,623	52,234	(9,875)	91,982

30 June 2003

	Floating interest rate \$	Fixed interest rate \$	Non interest bearing \$	Total \$
<b>Financial Assets</b>				
Cash at Bank	94,386			94,386
Investments (less than 1 year)		50,575		50,575
	94,386	50,575	0	144,961
Weighted Average Interest Rate	0.6%	4.47%		
<b>Financial Liabilities</b>				
Payables			50,769	50,769
Net financial assets/(liabilities)	94,386	50,575	(50,769)	94,192

Credit Risk Exposure

Credit Risk is the risk that counter parties to a financial assets will fail to discharge their obligations, causing the Branch to incur financial loss.

The credit risk exposure of the Branch to financial assets which have been recognised in the Statement of Financial Position is generally the carrying amount, net any provisions for doubtful debts.

The carrying amounts of cash and non-interest bearing monetary financial assets and liabilities (eg receivables and payables) approximate net fair values.

7. Australian Equivalent to International Financial Reporting Standards (IFRSs)

For the year ending 30 June 2006, all general purpose Financial Reports will be required to comply with Australian equivalents to International Financial Reporting standards (IFRSs) instead of Australian Accounting Standards presently on issue. Comparative Financial Statements must also be presented in accordance with Australian equivalents to IFRSs for the year ending 30 June 2005.

The Committee of Management considers that no key accounting policy changes will arise out of this transition to IFRSs.

A more detailed review will be conducted during the year ending 30 June 2005.

# HEALTH SERVICES UNION OF AUSTRALIA NEW SOUTH WALES BRANCH

## FINANCIAL REPORT

for the year ended 30 June 2004

### INDEPENDENT AUDIT REPORT

To the members of the Health Services Union of Australia, New South Wales Branch

#### Scope

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

The Financial Reports comprises the Statement of Financial Position, Statement of Financial Performance, Statement of Cash Flows, Accompanying Notes to the Financial Statements and the Committee of Management's Statement for the Health Services Union of Australia, New South Wales Branch, for the year ended 30 June 2004.

The Committee of Management and Branch Secretary are responsible for the preparation and true and fair presentation of the Financial Report in accordance with the Workplace Relations Act 1996. This includes responsibility for the maintenance of adequate accounting 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.

#### Audit Approach

We have conducted an independent audit of the Financial Report in order to express an opinion on it to the members of the Branch. Our audit has been conducted in accordance with Australian Auditing Standards in order to provide reasonable assurance whether the Financial Report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgement, selective testing, the inherent limitations of internal controls, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

We performed procedures to assess whether in all material respects the Financial Report presents fairly, in accordance with the Workplace Relations Act 1996, including compliance with Accounting Standards and other mandatory professional reporting requirements in Australia a view of which is consistent with our understanding of the Branch's financial position and its performance as represented by the results of its operations and cash flows.

We formed our audit opinion on the basis of these procedures, which included:

- examining on a test basis, information to provide evidence supporting the amounts and disclosures in the Financial Report, and
- assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the Committee of Management and the Branch Secretary.

While we considered the effectiveness of Management's internal controls over financial reporting when determining the nature and extent of our procedures, our audit was not designed to provide assurance on internal controls.

#### Independence

In concluding our audit, we followed applicable independence requirements of Australian professional ethical pronouncements and the Workplace Relations Act 1996.

#### Audit Opinion

In our opinion the Financial Report of Health Services Union of Australia, New South Wales Branch is in accordance with:

- (a) the Workplace Relations Act 1996, including
  - (i) giving a true and fair view of the Branch's financial position as at 30 June 2004 and its performance for the year ended on that date; and
  - (ii) complying with Australian Accounting Standards; and
  - (iii) complying with any other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of Schedule 1B of the Act; and
- (b) other mandatory professional reporting requirements in Australia.

A.J. Williams & Co  
Chartered Accountants

D.S. McLean  
Registered Company Auditor  
Sydney NSW 2000

18th October 2004

HEALTH SERVICES UNION OF AUSTRALIA  
NEW SOUTH WALES BRANCH

FINANCIAL REPORT

for the year ended 30 June 2004

OPERATING REPORT

The Committee of Management presents its operating report of the Health Services Union of Australia, New South Wales Branch for the financial year ended 30 June 2004.

1. The principal activities of the Branch during the financial year were:
  - a) Use the facilities of the AIRC, for the purposes of determining industrial issues under the Workplace Relations Act 1996;
  - b) NSW Branch also utilises the AIRC services in the ACT, over which this Branch has jurisdictional coverage; and
  - c) No significant change in nature of these activities occurred during the year.
2. The deficit of the Branch for the financial year amounted to \$2,701. There were no significant changes to the Branch's financial affairs during the year.
3. Members retain the right to resign from the Health Services Union of Australia in accordance with Rule 13 of the Federal Rules and Section 174 of the Schedule 1B to the Workplace Relations Act 1996.
4. Mr Michael Williamson is a director of First State Super. In his capacity as General Secretary of the State registered Health Services Union.
5. The number of members of the Branch at the end of the financial year amounted to 37,208.
6. The Branch has no appointed employees in New South Wales. All work performed on behalf of the Branch is undertaken by persons who are employees of the State Registered Health Services Union or who are elected Officers of the HSUA NSW Branch.
7. The names of each person who were members of Committee of Management, at any time, during the financial year are as follows:

1 JULY 2003 TO 30 JUNE 2004

Stephen Pollard Iris Knight  
Sean O'Connor Kim Goodlock  
Anthony Llewellyn Margaret Pike  
David Vealey Kevin Caldwell  
Robyn Adams Chris Gilkinson  
Lynne Russell Deborah Neumann  
Sharon Joseph Michael Coffey  
Michael Williamson

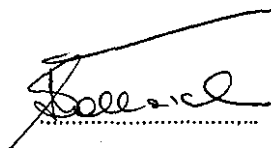
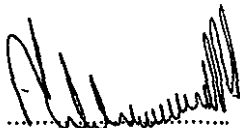
APPOINTED 11/2/04

Mike O'Donnell  
Sheila Hughes  
Kerrie Thompson

APPOINTED 23/3/04

Robyne White  
Graham Conroy

Signed in accordance with a resolution of the Committee of Management



18th October 2004



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

Level 35, Nauru House  
80 Collins Street, Melbourne, VIC 3000  
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Fax: (03) 9654 6672

Mr Michael Williamson  
Branch Secretary  
Health Services Union of Australia  
New South Wales Branch  
Level 2, 109 Pitt Street  
SYDNEY NSW 2000

Dear Mr Williamson,

**Re: Financial Documents for year ended 30 June 2004 - FR2004/593  
Schedule 1B of the *Workplace Relations Act 1996* (the RAO Schedule)**

Receipt is acknowledged of the financial documents of the New South Wales Branch of the Health Services Union of Australia for financial year ended 30 June 2004. The documents were lodged in the Industrial Registry on 31 January 2005. I apologise for the delay in this response.

The following matters concerning the reports and the financial reporting obligations under the RAO Schedule of the *Workplace Relations Act 1996* require your further attention.

**Designated Officer's Certificate (Secretary's Certificate)**

While certain details required in the Designated Officer's Certificate as per RAO section 268 have been provided in your covering letter, it is required to be signed by an officer of the organisation (as per RAO Regulation 162) and not by someone else on your behalf as occurred in this case.

Secondly, while your letter indicates that the statements have been published in the union journal, I note from the attached Minutes of the Branch Committee of Management meeting that you "advised that a summary of the Financial Accounts was published in the Union's bulletin", however a copy of the Concise Report was not lodged as per RAO sub-section 268(b). A Concise Report is comprised of documents as set out in RAO sub-section 265(3), RAO Regulation 161 and the Industrial Registrar's Guidelines.

**Accordingly, you are requested to lodge as soon as possible**

1. a fresh Designated Officer's Certificate indicating clearly whether the full report (as per RAO sub-section 265(a)) or a Concise Report as outlined above, was provided to members, and
2. the Concise Report, if a copy of the Concise Report was provided to members.

**Committee of Management Resolution to provide members with Concise Report**

If indeed a Concise Report was provided to members, there is no indication in the Committee of Management statement whether the committee of management resolved to provide the concise report to members as required by sub-section 265(2).

This matter is drawn to your attention in order to assist you to comply with the legislation in the future preparation of financial reports.

**Donations**

On 27 January 2005 a section 237 statement regarding various donations made by your branch was lodged in the Industrial Registry however the financial documents lodged on 31 January 2005 provide no commensurate details as required by the Industrial Registrar's Guidelines 10(e).

**Accordingly, a written explanation for this discrepancy is requested to be lodged as soon as possible.**

**Timing**

Please note that unless an extension of time is granted by the Industrial Registrar, financial documents must be lodged in the Industrial Registry within 14 days of the meeting at which they were presented as per RAO section 268.

You may be aware that failure to comply with the various fixed time limits in future could make your reporting unit or its officers liable to financial or "civil penalties". We appreciate that sometimes circumstances beyond your reporting unit's control may delay completion of a financial return. If you believe your reporting unit is going to be unable to meet a time limit please tell us as soon as you know. We can advise you if the step is one for which you may apply under RAO to the Industrial Registrar for extra time to complete. The maximum extra time allowed can be no more than one month.

Should you wish to discuss this letter or if you require further information on the financial reporting requirements of the Act, I may be contacted on 03-8661 7785 (Monday - Thursday inclusive).

Yours sincerely



Sylvia van Riet  
Statutory Services Branch

27 April 2005



27 January 2005  
MW:GIB A034658

**Health Services Union  
of Australia**  
(NSW Branch)  
ABN 93 728 534 595

Australian Industrial Registry  
GPO Box 1994S  
MELBOURNE VIC 3001

Level 2, 109 Pitt Street  
Sydney NSW 2000  
Telephone: (02) 9229 4944  
Facsimile: (02) 9223 3100  
e-mail: info@hsu.asn.au  
Web Site: www.hsu.asn.au

Dear Sir/Madam,

**FINANCIAL STATEMENTS – HEALTH SERVICES UNION OF  
AUSTRALIA (NSW BRANCH), YEAR ENDED 30 JUNE 2004**

Please find attached the full Financial Statements which was presented to a meeting of the Branch's Committee of Management on 17 December 2004. A copy of the resolution passed is attached.

The Statements have been published in the November 2004 edition of the Union's Journal.

Yours faithfully,

**MICHAEL WILLIAMSON  
GENERAL SECRETARY**

Attach.

**HUNTER REGION**  
Suite 3, Level 1, 68 Nelson Street  
Wallsend NSW 2287  
Telephone: (02) 4955 0055  
Facsimile: (02) 4955 0044

**SOUTH COAST REGION**  
1 Rawson Street  
Wollongong NSW 2500  
Telephone: (02) 4226 5533  
Facsimile: (02) 4227 5005

**SOUTH EASTERN REGION**  
Unit 3, 289 Canberra Avenue  
Fyshwick ACT 2609  
Telephone: (02) 6280 9390  
Facsimile: (02) 6280 9373

**GREATER MURRAY REGION**  
257 Edward Street  
Wagga Wagga NSW 2650  
Telephone: (02) 6925 4088  
Facsimile: (02) 6925 4788

**MID NORTH COAST REGION**  
Suite 6, 35 Belgrave Street  
Kempsey NSW 2440  
Telephone: (02) 6562 1973  
Facsimile: (02) 6562 1906

**FAR NORTH COAST REGION**  
Telephone: (02) 6687 5381  
Facsimile: (02) 6687 5302

**WESTERN SYDNEY REGION**  
Unit 5, 2 - 6 Hunter Street  
Parramatta NSW 2150  
Telephone: (02) 9687 4492  
Facsimile: (02) 9687 4493

**NEW ENGLAND REGION**  
Level 3, Ray Walsh House  
437 Peel Street  
Tamworth NSW 2340  
Telephone: (02) 6766 9499  
Facsimile: (02) 6766 9422

**WESTERN NSW REGION**  
Level 1, 32 Sale Street  
Orange NSW 2800  
Telephone: (02) 6360 0010  
Facsimile: (02) 6360 0008

**YOUR  
HEALTH  
UNION**

## HEALTH SERVICES UNION OF AUSTRALIA – NSW BRANCH

The Minutes of the Ordinary Meeting of the NSW Branch Committee of Management held in Union's Boardroom, 109 Pitt Street, Sydney on Friday 17/12/04 at 1.35 p.m.

---

### IN ATTENDANCE:

### MEMBERS OF BRANCH COMMITTEE OF MANAGEMENT:

M Williamson, (General Secretary), I Knight, R Adams, K Caldwell, M Coffey, K Goodlock, D Vealey, S Joseph, D Neumann, M Pike, A Llewellyn, L Russell, S O'Connor, R White, K Thompson, G Conroy, M O'Donnell, P Mylan

### CHAIRMAN:

Branch President S Pollard

### MINUTES:

Moved L Russell/I Knight that the Minutes of the Ordinary meeting of the NSW Branch of Management on 18/10/04 be received and adopted.

Motion put and carried.

### ITEM 1:

### FINANCIAL ACCOUNTS

The General Secretary referred to the Financial accounts of the Branch to 30 June 2004. He advised that the summary of the Financial Accounts was published in the Union's bulletin Health Standard in November 2004.

Moved S O'Connor/K Caldwell that the correspondence be noted and the income and expenditure account and balance sheet for the period 1/7/03 – 30/6/04 together with the auditor's report and notes on the same and the accounting officers and Branch Committee of Management Certificates be received and adopted and the Registrar informed accordingly. Operating report to be published in the March 2005 edition of Health Standard.

Motion put and carried.

### ITEM 2

### EXTRAORDINARY VACANCY NATIONAL COUNCIL AND NSW BRANCH COMMITTEE OF MANAGEMENT

The Branch Secretary advised that in light of recent appointment and resignations that it was now necessary to fill a number of vacant positions.

**RESOLUTION**

Moved D Neumann/R White that the following names listed below be appointed to the positions of Union Council and delegates to National Council in accordance with Rule 52 (g) (i), a (a) for the remainder of the term and National Secretary being informed accordingly.

**Union Council**

Warren Boon replaces Sean O'Connor  
Mark Hanlon replaces Christine Gilkinson  
Lynette Guymer replaces Carole Baty

**Delegates to National Council**

Mark Hanlon replaces Christine Gilkinson.

Motion put and carried.

**GENERAL BUSINESS:** Nil.

**NEXT MEETING:** The next meeting of the Branch Committee of Management will be held on Wednesday 9/2/05.

The meeting closed at 1.45 p.m.

---

Chairman



**HEALTH SERVICES UNION OF AUSTRALIA  
NEW SOUTH WALES BRANCH**

**FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2004**

**HEALTH SERVICES UNION OF AUSTRALIA - NEW SOUTH WALES BRANCH**

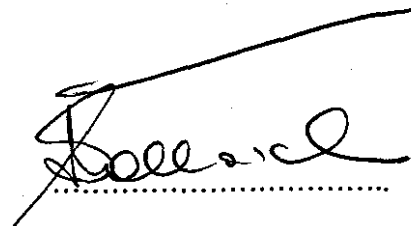
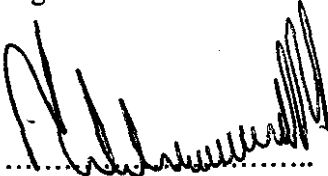
**OPERATING REPORT**

The Committee of Management presents its operating report of the Health Services Union of Australia, New South Wales Branch for the financial year ended 30 June 2004.

1. The principal activities of the Branch during the financial year were:
  - a) Use the facilities of the AIRC, for the purposes of determining Industrial issues under the Workplace Relations Act 1996;
  - b) NSW Branch also utilizes the AIRC services in the ACT, over which this Branch has jurisdictional coverage; and
  - c) No significant change in nature of these activities occurred during the year.
2. The deficit of the Branch for the financial year amounted \$2,701. There were no significant changes to the Branch's financial affairs during the year.
3. Members retain the right to resign from the Health Services Union of Australia in accordance with Rule 13 of the Federal Rules and Section 174 of the Schedule 1B to the Workplace Relations Act 1996.
4. Mr Michael Williamson is a director of First State Super. In his capacity as General Secretary of the State registered Health Services Union.
5. The number of members of the Branch at the end of the financial year amounted to 37,208.
6. The Branch has no appointed employees in New South Wales. All work performed on behalf of the Branch is undertaken by persons who are employees of the State Registered Health Services Union or who are elected Officers of the HSUA NSW Branch.
7. The names of each person who were members of Committee of Management, at any time, during the financial year are as follows:-

1 July 2003 to 30 June 2004		Appointed 11/2/04	Appointed 23/2/04
Stephen Pollard	Iris Knight	Mike O'Donnell	Robyne White
Sean O'Connor	Kim Goodlock	Sheila Hughes	Graham Conroy
Anthony Llewellyn	Margaret Pike	Kerrie Thompson	
David Vealey	Kevin Caldwell		
Robyn Adams	Chris Gilkinson		
Lynne Russell	Deborah Neumann		
Sharon Joseph	Michael Coffey		
Michael Williamson			

Signed in accordance with a resolution of the Committee of Management



18<sup>th</sup> October 2004

## HEALTH SERVICES UNION OF AUSTRALIA - NEW SOUTH WALES BRANCH

### COMMITTEE OF MANAGEMENT'S STATEMENT

On the 18<sup>th</sup> of October 2004 Committee of Management of the Health Services Union, New South Wales Branch, passed the following resolution in relation to the general purpose financial report (GPFR) of the Branch for the year ended 30 June 2004.

The 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 and cash flows of the Branch for the financial year ended 30 June 2004;
- (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 30 June 2004 and since the end of the financial year:
  - (i) meetings of the 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 Schedule 1B to the Workplace Relations Act 1996 and the Workplace Relations (Registration and Accountability of Organisations) Regulations 2003; 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 and national office 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 Schedule 1B to the Workplace Relations Act 1996; and
  - (vi) no orders have been made by the Industrial Registry under section 273 of Schedule 1B to the Workplace Relations Act 1996

For the Committee of Management:

  
.....  
M A WILLIAMSON

18<sup>th</sup> October 2004

**HEALTH SERVICES UNION OF AUSTRALIA - NEW SOUTH WALES BRANCH**

**STATEMENT OF FINANCIAL PERFORMANCE  
FOR THE YEAR ENDED 30 JUNE 2004**

	2004 \$	2003 \$
<b>INCOME</b>		
Capitation Fees	530,694	491,525
Contributions	173,366	164,222
Dividend	10	11
Interest	2,911	2,544
<b>TOTAL INCOME</b>	<u>706,981</u>	<u>658,302</u>
<b>LESS EXPENDITURE</b>		
<b>Depreciation</b>	<u>491</u>	<u>788</u>
<b>Employee Benefits Expense</b>		
Fringe Benefits Tax	<u>4,753</u>	<u>17,802</u>
<b>Other Expenses</b>		
Affiliation Fees – Other	3,205	5,418
Audit Fees	5,300	4,150
Capitation Fees - National Office	585,018	501,252
Commission	249	2,947
Deficit on Disposal of Assets	0	2,571
Delegates' Expenses	37,108	5,336
General Expenses/Bank Charges	4,351	41,847
Insurance	863	780
Legal and Professional Fees – General	0	62
Motor Car Expenses	0	1,186
National Executive and National Council Expenses	0	7,579
Organising and Travel	22,099	17,902
Printing and Stationery	0	5,950
Rent - ACT Office	8,194	7,262
Service Fee	37,272	30,000
Telephone Expenses	779	858
	<u>704,438</u>	<u>635,100</u>
<b>TOTAL EXPENDITURE</b>	<u>709,682</u>	<u>653,690</u>
<b>SURPLUS (DEFICIT) FOR THE YEAR</b>	(2,701)	4,612
Accumulated Funds at Beginning of Year	<u>96,242</u>	<u>91,630</u>
<b>ACCUMULATED FUNDS AT END OF YEAR</b>	<u>93,541</u>	<u>96,242</u>

[The attached Notes 1 to 7 form part of these accounts]

**HEALTH SERVICES UNION OF AUSTRALIA - NEW SOUTH WALES BRANCH****STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2004**

	Note	2004 \$	2003 \$
<b>ACCUMULATED FUNDS</b>		<u>93,541</u>	<u>96,242</u>
<u>Represented by:</u>			
<b>CURRENT ASSETS</b>			
GST Receivable		2,093	0
Cash at Bank		<u>49,623</u>	<u>94,386</u>
		<u>51,716</u>	<u>94,386</u>
<b>INVESTMENTS</b>	4	<u>52,945</u>	<u>51,286</u>
<b>TOTAL CURRENT ASSETS</b>		<u>104,661</u>	<u>145,672</u>
<b>NON CURRENT ASSETS</b>			
Office Furniture and Equipment	3	<u>848</u>	<u>1,339</u>
<b>TOTAL NON CURRENT ASSETS</b>		<u>848</u>	<u>1,339</u>
<b>TOTAL ASSETS</b>		<u>105,509</u>	<u>147,011</u>
<b>LESS CURRENT LIABILITIES</b>			
<b>Payables</b>			
GST Payable		0	4,628
Sundry Creditors		<u>11,968</u>	<u>46,141</u>
<b>TOTAL LIABILITIES</b>		<u>11,968</u>	<u>50,769</u>
<b>NET ASSETS</b>		<u>93,541</u>	<u>96,242</u>

[The attached Notes 1 to 7 form part of these Accounts]

**HEALTH SERVICES UNION OF AUSTRALIA - NEW SOUTH WALES BRANCH**

**STATEMENT OF CASH FLOWS FOR THE  
YEAR ENDED 30 JUNE 2004**

	Note	2004 \$	2003 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Contributions		173,366	164,222
Capitation Fees		530,694	533,563
Other Income		2,921	2,555
Payments to Suppliers and Employers		(165,067)	(147,990)
Payment to National Office for Capitation fees		<u>(585,018)</u>	<u>(501,252)</u>
<b>NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES</b>	5b	<u>(43,104)</u>	<u>51,098</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Sale of Motor Car & Office Furniture & Equipment		0	4,000
Purchase of Investments		<u>(1,659)</u>	<u>(2,153)</u>
<b>NET CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES</b>		<u>(1,659)</u>	<u>1,847</u>
<b>NET INCREASE (DECREASE) IN CASH HELD</b>		(44,763)	52,945
<b>CASH AT 1 JULY 2003</b>		94,386	41,441
<b>CASH AT 30 JUNE 2004</b>	5a	<u>49,623</u>	<u>94,386</u>

(The attached Notes 1 to 7 form part of these accounts)

# HEALTH SERVICES UNION OF AUSTRALIA - NEW SOUTH WALES BRANCH

## NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2004

### 1. STATEMENT OF ACCOUNTING POLICIES

The financial report has been prepared in accordance with applicable Accounting Standards, the Australian Workplace Relations Act, 1996 and other mandatory professional reporting requirements. The financial report has also been prepared on the basis of historical costs and does not take into account changing money values or, except where stated, current valuations of non-current assets. The accounting policies have been consistently applied, unless otherwise stated.

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

- a] Depreciation of fixed assets is calculated on the straight line basis in order to write the assets off over their useful lives to the Union.
- b] Contributions are accounted for on a cash receipts basis. Otherwise, the concept of accruals accounting has been adopted in the preparation of the financial report.
- c] 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.

### 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).

	2004	2003
	\$	\$
<b>3. OFFICE FURNITURE AND EQUIPMENT</b>		
At Cost	10,275	10,275
Less Accumulated Depreciation	<u>9,427</u>	<u>8,936</u>
	<u>848</u>	<u>1,339</u>
<b>4. INVESTMENTS</b>		
Term Deposit (Credit Union) (at cost)	52,234	50,575
Shares in listed company (at cost)	<u>711</u>	<u>711</u>
Realizable within 12 Months	<u>52,945</u>	<u>51,286</u>

**HEALTH SERVICES UNION OF AUSTRALIA - NEW SOUTH WALES BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL  
ACCOUNTS  
FOR THE YEAR ENDED 30 JUNE 2004**

**5. CASH FLOW INFORMATION**

	<b>2004</b>	<b>2003</b>
	<b>\$</b>	<b>\$</b>
<b>a] RECONCILIATION OF CASH</b>		
<p>For the purposes of the Statement of Cash Flows, cash includes cash at Bank. Cash at the end of the year as shown in the Statement is reconciled to the related items in the statement of financial position as follows:</p>		
Cash at Bank	<u>49,623</u>	<u>94,386</u>
	<u>49,623</u>	<u>94,386</u>
<b>b] RECONCILIATION OF CASH FLOWS FROM OPERATIONS WITH OPERATING SURPLUS (DEFICIT)</b>		
Net Surplus (Deficit) for the Year	(2,701)	4,612
Non Cash Flows in Operating Surplus		
Deficit on Disposal of Assets	0	2,571
Depreciation	491	788
Changes in Assets and liabilities		
Increase in Debtors (Increase 2003)	(2,093)	43,404
Decrease in GST Payable (Decrease 2003)	(4,628)	4,628
Decrease in Sundry Creditors (Increase 2003)	<u>(34,173)</u>	<u>(4,905)</u>
Cash Flows from Operations	<u>(43,104)</u>	<u>51,098</u>



**HEALTH SERVICES UNION OF AUSTRALIA - NEW SOUTH WALES BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS  
FOR THE YEAR ENDED 30 JUNE 2004**

**6. FINANCIAL INSTRUMENTS**

**Interest Rate Risk**

The Branch's exposure to interest rate risk and the effective weighted average interest rate for each class of financial assets and financial liabilities is set out below:

<b>30 June 2004</b>	<b>Floating interest rate \$</b>	<b>Fixed interest rate \$</b>	<b>Non- interest bearing \$</b>	<b>Total \$</b>
<b>Financial Assets</b>				
Cash at Bank	49,623			49,623
Receivables			2,093	2,093
Investment (less than 1 year)		52,234		52,234
	<u>49,623</u>	<u>52,234</u>	<u>2,093</u>	<u>103,950</u>
Weighted average Interest rate	0.6%	4.83%		
<b>Financial Liabilities</b>				
Payables			11,968	11,968
Net financial assets/(liabilities)	<u>49,623</u>	<u>52,234</u>	<u>(9,875)</u>	<u>91,982</u>
<b>30 June 2003</b>				
<b>Financial Assets</b>				
Cash at Bank	94,386			94,386
Investments (less than 1 year)		50,575		50,575
	<u>94,386</u>	<u>50,575</u>	<u>0</u>	<u>144,961</u>
Weighted average Interest rate	0.6%	4.47%		
<b>Financial Liabilities</b>				
Payables			50,769	50,769
Net financial assets/(liabilities)	<u>94,386</u>	<u>50,575</u>	<u>(50,769)</u>	<u>94,192</u>

**Credit Risk Exposure**

Credit risk is the risk that counter parties to a financial asset will fail to discharge their obligations, causing the Branch to incur a financial loss.

The credit risk exposure of the Branch to financial assets which have been recognised in the Statement of Financial Position is generally the carrying amounts, net of any provisions for doubtful debts.

The carrying amounts of cash and non-interest bearing monetary financial assets and liabilities (eg receivables and payables) approximate net fair values.

**HEALTH SERVICES UNION OF AUSTRALIA - NEW SOUTH WALES BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS  
FOR THE YEAR ENDED 30 JUNE 2004**

**7. AUSTRALIAN EQUIVALENTS TO INTERNATIONAL  
FINANCIAL REPORTING STANDARDS (IFRSs)**

For the year ending 30 June 2006, all general purpose financial reports will be required to comply with Australian equivalents to International Financial Reporting standards (IFRSs) instead of Australian Accounting Standards presently on issue. Comparative financial statements must also be presented in accordance with Australian equivalents to IFRSs for the year ending 30 June 2005.

The Committee of Management considers that no key accounting policy changes will arise out of this transition to IFRSs.

A more detailed review will be conducted during the year ending 30 June 2005.

# HEALTH SERVICES UNION OF AUSTRALIA - NEW SOUTH WALES BRANCH

## INDEPENDENT AUDIT REPORT

To the members of the Health Services Union of Australia, New South Wales Branch.

### SCOPE

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

The financial report comprises the statement of financial position, statement of financial performance, statement of cash flows, accompanying notes to the financial statements and the committee of management's statement for the Health Services Union of Australia, New South Wales Branch, for the year ended 30 June 2004.

The committee of management and branch secretary are responsible for the preparation and true 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.

#### *Audit Approach*

We have conducted an independent audit of the financial report in order to express an opinion on it to the members of the Branch. Our audit has been conducted in accordance with Australian Auditing Standards in order to provide reasonable assurance whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgment, selective testing, the inherent limitations of internal controls, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

We performed procedures to assess whether in all material respects the financial report presents fairly, in accordance with the Workplace Relations Act 1996, including compliance with Accounting Standards and other mandatory professional reporting requirements in Australia a view which is consistent with our understanding of the Branch's financial position and its performance as represented by the results of its operations and cash flows.

We formed our audit opinion on the basis of these procedures, which included:

- examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report, and
- assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the committee of management and the branch secretary.

While we considered the effectiveness of management's internal controls over financial reporting when determining the nature and extent of our procedures, our audit was not designed to provide assurance on internal controls.

**HEALTH SERVICES UNION OF AUSTRALIA - NEW SOUTH WALES  
BRANCH**

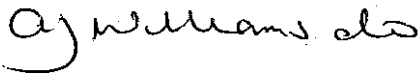
**Independence**

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements and the Workplace Relations Act 1996.

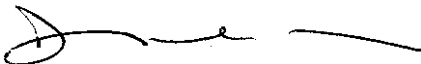
**Audit Opinion**

In our opinion the financial report of Health Services Union of Australia, New South Wales Branch is in accordance with:

- (a) the Workplace Relations Act 1996, including:
  - (i) giving a true and fair view of the Branch's financial position as at 30 June 2004 and its performance for the year ended on that date; and
  - (ii) complying with Australian Accounting Standards; and
  - (iii) complying with any other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of Schedule 1B of the Act; and
- (b) other mandatory professional reporting requirements in Australia.



**A.J. WILLIAMS & CO.**  
Chartered Accountants.



**D. S. MCLEAN**  
Registered Company Auditor.  
SYDNEY NSW 2000

18<sup>th</sup> October 2004