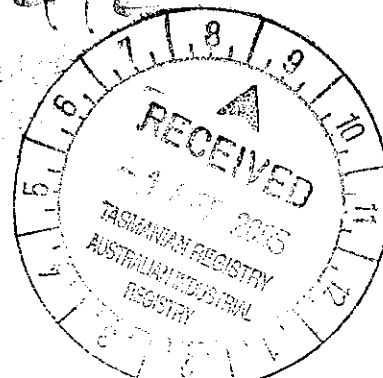


FR 2005/412



**Health Services Union**  
**TASMANIA NO 2 BRANCH**  
**University of Tasmania**



31 August 2005

University of Tasmania  
Private Bag 100  
Hobart TAS 7001

Ph: 6226 2114

Mr Terry Nassios  
Deputy Industrial Registrar  
39-41 Davey Street  
HOBART 7000

Dear Mr Nassios,

Please find attached a copy of the unions Annual Financial Statements which includes:

- Statement of Financial Performance
- Statement of Financial Position
- Notes to and forming part of the accounts
- Statement of Cash Flows
- Notes to the statement of Cash Flows
- Committee of Management Statement
- Auditors Report
- Operating Report
- Designated Officers Certificate

as requested under the Workplace Relations Act 1996.

The Financial Statements were sent to all members on 9 August 2005.

The Financial Statements were passed by members at today's Annual General Meeting in accordance with subsection 279 (6).

Yours faithfully

Zita D Mitchell  
**Branch Secretary**

**HEALTH SERVICES UNION OF AUSTRALIA  
(TASMANIA NO. 2 BRANCH)**

**DESIGNATED OFFICER'S CERTIFICATE**

I Zita Mitchell being the Secretary of the Branch Council of the Health Services Union of Australia (Tasmania No.2 Branch) certify:

- That the documents lodged herewith are copies of the full report, referred to in s268 of the RAO Schedule; and
- That the full report was provided to members on the <sup>9<sup>th</sup></sup> ~~17<sup>th</sup>~~ August 2005 and;
- That the full report was presented to the Annual General Meeting of the reporting unit on the <sup>31<sup>st</sup></sup> August 2005 in accordance with s266 of the RAO schedule.

Signature: .....

*Z Mitchell*

Date: .....

*31/8/05*

**HEALTH SERVICES UNION OF AUSTRALIA  
(TASMANIA NO. 2 BRANCH)**

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30th JUNE 2005**

Page	Contents
1-2	Statement of Financial Performance
3	Statement of Financial Position
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7	Notes to the statement of Cash Flows
8	Committee of Management Statement
9-10	Auditors Report
11-12	Operating Report
13	Designated Officers Certificate

**HEALTH SERVICES UNION OF AUSTRALIA  
(TASMANIA NO. 2 BRANCH)**

DETAILED STATEMENT OF FINANCIAL PERFORMANCE  
FOR THE YEAR ENDED 30th JUNE 2005

	<u>2005</u>	<u>2004</u>
	\$	\$
<b>INCOME</b>		
Fees & Contributions	5,090	5,872
Interest Received	4,712	4,285
	9,802	10,157
<b>LESS: EXPENSES</b>		
Affiliation Fee - TTLC	251	248
Audit Fees	330	545
Bank Charges	5	7
Computer Expenses	-	77
Depreciation - Plant	890	890
Federal Office Capitation Fees	1,102	1,109
Honorariums	533	500
Musicians Union	-	1,036
Office Equipment	-	99
Postage	10	5
Staff Functions/Meetings	384	303
Subscriptions	-	30
Sundry Expenses	30	-
Travelling & Conference Exp	294	340
Total Expenses	3,829	5,188
<b>SURPLUS FOR THE YEAR</b>	<b>\$ 5,972</b>	<b>\$ 4,969</b>

**HEALTH SERVICES UNION OF AUSTRALIA  
(TASMANIA NO. 2 BRANCH)**

STATEMENT OF FINANCIAL PERFORMANCE  
FOR THE YEAR ENDED 30th JUNE 2005

	Note	<u>2005</u>	<u>2004</u>
		\$	\$
Surplus for the year before income tax	1	5,972	4,969
Income tax attributable to surplus	2	-	-
		5,972	4,969
 <b>Surplus after Income Tax</b>			
Retained Surplus at the beginning of the financial year		78,045	73,076
		78,045	73,076
Total available for appropriation		84,017	78,045
<b>Retained surplus at the end of the Financial Year</b>		<b>84,017</b>	<b>78,045</b>

**HEALTH SERVICES UNION OF AUSTRALIA  
(TASMANIA NO. 2 BRANCH)**

STATEMENT OF FINANCIAL POSITION  
AS AT 30th JUNE 2005

	Note	<u>2005</u> \$	<u>2004</u> \$
<b>Current Assets</b>			
Cash	3	102,140	95,278
<b>Non Current Assets</b>			
Property Plant & Equipment	6	893	1,783
<b>TOTAL ASSETS</b>		103,033	97,061
<b>NET ASSETS</b>		<u>103,033</u>	<u>97,061</u>
 <b>MEMBERS EQUITY</b>			
Reserves	8	19,016	19,016
Retained Surplus		<u>84,017</u>	<u>78,045</u>
<b>Total Members Equity</b>		<u>103,033</u>	<u>97,061</u>

**HEALTH SERVICES UNION OF AUSTRALIA  
(TASMANIA NO. 2 BRANCH)**

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30th JUNE 2004<sup>15</sup>

	<u>2005</u>	<u>2004</u>
	\$	\$
<b>Note 1 - Operating Revenue</b>		
Other revenue		
Fees & contributions	5,090	5,872
Interest Received	4,712	4,285
	<b>9,802</b>	<b>10,157</b>
<b>Note 2 - Surplus</b>		
Operating surplus before income tax has been determined after:		
<b>Charging as expense</b>		
Depreciation and amortisation of property, plant and equipment:		
- Plant & Equipment		
<b>Note 3 - Cash</b>		
Bank Accounts		
Cash at Bank S1	7,597	5,463
Cash at Bank I22	94,403	89,694
Other Cash Items		
Cash on hand	140	121
	<b>102,140</b>	<b>95,278</b>
<b>Note 6 - Property Plant and Equipment</b>		
Plant and equipment at WDV	893	1,783
<b>Note 8 - Reserves</b>		
Balance 1st July 2004	19,016	19,016

**HEALTH SERVICES UNION OF AUSTRALIA  
(TASMANIA NO. 2 BRANCH)**

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30th JUNE 2004 <sup>5</sup>

**1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accounts are prepared under the Historical Cost Convention and in accordance with the Accounting Standards jointly issued by the Australian Professional Accounting Bodies. Unless otherwise stated, the accounts have not been adjusted to take to account of the current costs of specific assets of their impact on the operating statement.

**2 DEPRECIATION OF FIXED ASSETS**

Depreciation has been provided for on fixed assets so to write them off progressively over their useful economic lives. The Prime costs method is used and applied consistently.

**3 PLANT AND EQUIPMENT**

	2004 Opening WDV	Depreciation	2005 Closing WDV
Photocopier	200	101	99
Computer Equip.	1,583	789	794
<b>Total</b>	1,783	890	893

**4 INFORMATION TO BE PROVIDED TO MEMBERS ON REGISTRAR**

In accordance with the requirements of the Workplace Relations ct 1996, the attention of members is drawn to the provisions of sub-sections (1), (2) and (3) of section 274 and section 323 which reads as follows:-

Section 274

- (1) A Member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.
- (2) An organisation shall, on application made under sub-section (1) by a member of an organisation or a registrar, make the specified information available to the member or Registrar in such manner, and within such time, as is prescribed.
- (3) A Registrar may only make an application under sub-section (1) at the request of a member of the organisation concerned, and the Registrar shall provide to a member information received on an application made at the request of the member.

Section 323

- (4) An Organisation shall not contravene sections 272, 272 or 274.  
Penalty \$1,000.



**HEALTH SERVICES UNION OF AUSTRALIA  
(TASMANIA NO. 2 BRANCH)**

**CASH FLOW STATEMENT  
FOR THE YEAR ENDED 30th JUNE 2005**

	<u>2005</u>	<u>2004</u>
<b>Cash Flows from operating activities</b>		
Cash Receipts from members	5,090	5,872
Cash paid to suppliers	2,939	4,298
Cash generated from operations	<u>2,151</u>	<u>1,574</u>
<i>Net Cash used in operating activities</i>	<i>2,151</i>	<i>1,574</i>
 <b>Cash flows from investing activities</b>		
Interest received	4,711	4,285
<i>Net cash used in investing activities</i>	<u><i>4,711</i></u>	<u><i>4,285</i></u>
 <b>Net Increase in cash and cash equivalents (note 3)</b>	<b>6,862</b>	<b>5,859</b>
<b>Cash &amp; cash equivalents at beginning of period</b>	<u><b>95,278</b></u>	<u><b>89,419</b></u>
<b>Cash &amp; cash equivalents at end of period (note 1)</b>	<u><b>102,140</b></u>	<u><b>95,278</b></u>

**HEALTH SERVICES UNION OF AUSTRALIA  
(TASMANIA NO. 2 BRANCH)**

NOTES FORMING PART OF THE STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30th JUNE 2005

**Note 1. Reconciliation of Cash**

	<u>2005</u>	<u>2004</u>
Bank Accounts		
Cash at Bank S1	7,597	5,463
Cash at Bank I22	94,403	89,694
Cash on hand	140	121
	<u>102,140</u>	<u>95,278</u>

**Note 3. Reconciliation of Net cash used in Operating Activities to  
Operating Results**

	<u>2005</u>	<u>2004</u>
Operating Result	5,972	4,969
Depreciation	890	890
<i>Net cash used in operating activities</i>	<u><u>6,862</u></u>	<u><u>5,859</u></u>

**HEALTH SERVICES UNION OF AUSTRALIA  
(TASMANIA NO. 2 BRANCH)**

**COMMITTEE OF MANAGEMENT STATEMENT**

We, J Wanless and Z Mitchell, being President and Secretary/Treasurer of the Branch Council of the Health Services Union of Australia (Tasmania No.2 Branch), do state on behalf of the Council and in accordance with a resolution passed by the Council that: -

- (a) The financial statements and notes comply with the Australian Accounting Standards;
- (b) The financial statements and notes comply with the reporting guidelines of the industrial registrar;
- (c) The financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) There are reasonable grounds to believe that the Health Services Union of Australia (Tasmania No.2 Branch) will be able to pay its debts as and when they become due and payable; and
- (e) During the financial year
  - (i) meetings of the committee of management were held in accordance with the rules of the union
  - (ii) The financial affairs of the reporting unit have been managed in accordance with the rules of the union.
  - (iii) The financial records of the reporting entity have been kept and maintained in accordance with the RAO Schedule and the RAO regulations; and
  - (iv) The information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member or Registrar; and
  - (v) There has been compliance with any order for inspection of financial records made by the commissioner under section 273 of the RAO schedule.

ON BEHALF OF THE BRANCH COUNCIL



J Wanless



Z Mitchell

Dated this <sup>8<sup>th</sup></sup> day of August 2005.

**HEALTH SERVICES UNION OF AUSTRALIA  
(TASMANIA NO. 2 BRANCH)**

**AUDITORS REPORT**

**Scope**

I have audited the attached financial report, comprising of the Statement of Financial Position and the Statement of Financial Performance of the Health Services Union of Australia (Tasmania No. 2 Branch) for the year ended 30<sup>th</sup> June 2004. The Branch Council is responsible for the preparation and presentation of the financial report and the information contained therein. I have conducted an independent audit of the financial report in order to express an opinion on it to the members of the Health Services Union of Australia (Tasmania No. 2 Branch). No opinion is expressed as to whether the accounting policies used are appropriate to the needs of the members.

The financial report has been prepared for distribution to members for the purpose of fulfilling the Committee of Management's financial reporting requirements under the Branches constitution. We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

Our audit has been conducted in accordance with Australian Auditing Standards. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report and the evaluation of significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with the Australian Accounting concepts and standards (and relevant statutory and other requirements) so as to present a view of the Health Services Union of Australia (Tasmania No. 2 Branch) which is consistent with our understanding of its financial position and the results of its operations.

The audit opinion expressed in the report has been formed on the above basis.

**Qualification**

As is common for organisations of this type, it is not practicable for the Health Services Union of Australia (Tasmania No. 2 Branch) to maintain an effective system of internal control over donations, subscriptions and other Income raising activities until their initial entry into the accounting records. Accordingly, our audit in relation to Income raising was limited to amounts recorded.

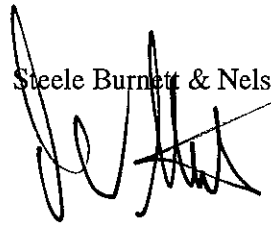
In my opinion,

- (i) There were kept by the Branch in respect of the year under review, satisfactory accounting records detailing the sources and nature of the income of the Branch (including income from members) and the nature and purposes of expenditure and;
- (ii) The attached General Purpose financial report is presented fairly in accordance with applicable Australian Accounting Standards and the requirements of the RAO schedule. The accounts set out on pages 4 to 6 have been prepared from the accounting records of the Branch and are properly drawn up so as to give a true and fair view of:

- (a) The financial affairs of the branch as at 30<sup>th</sup> June 2004, and;
- (b) The income and expenditure, and surplus of the Branch for the period ended on that date.

Date: 28<sup>th</sup> July, 2005  
Address: PO Box 28 Rosny Park TAS 7018

PH 03-6244 5044

Firm: Steele Burnett & Nelson  
Partner: 

**HEALTH SERVICES UNION OF AUSTRALIA  
(TASMANIA NO. 2 BRANCH)**

**OPERATING REPORT**

**Number of Members**

The number of persons who, at the end of the reporting period, were recorded on the Register of Members of the association was 54.

**Number of Employees**

No employees were engaged by the Branch during the reporting period.

**Principal Activities**

The **Principle activities** of the Branch during the reporting period were to provide industrial and representational services to the members consistent with the objectives of the Union and particularly the object of protecting and improving the interests of the members.

The Branch's principal activities **resulted** in maintaining and improving the wages and conditions of employment of the membership, particularly for those members in collective enterprise agreements negotiated by the Union.

**Significant Changes**

There were no **significant changes** in the nature of the Union's principal activities during the reporting period.

**Manner of Resignation**

Members may resign from the Association in accordance with rule 13 **Termination of membership**, which reads as follows

**13 – TERMINATION OF MEMBERSHIP**

(a) Membership of a member of the Union shall be terminated:

- (i) by resignation in accordance with these rule,
- (ii) by expulsion in accordance with these rules,
- (iii) by the member's ceasing to be eligible to become a member of the Union other than by being elected as a Member of Parliament or unless the member is a life member pursuant to Rule 12 of these rule.

Provided that any person who is or becomes a member of the Union by virtue solely of his/her election or appointment or employment as a full-time officer or organizer or employee (other than clerical or administrative employee) of the Union or any Branch thereof shall, unless otherwise eligible to become or remain a member of the Union, forthwith cease to be a member of the Union upon her/his ceasing to hold such a position in the Union or Branch.

(b) A member may resign from membership of the Union by notice in writing addressed and delivered to the secretary of the member's Branch.

(c) A notice of resignation from membership of the Union by notice in writing addressed and delivered to the Secretary of the member's Branch.

- (i) Where the member ceases to be eligible to become a member of the Union –
  - A. On the day upon which the notice is received by the Union, or

B. on the day specified in the notice, which is a day not earlier than the day where the member ceased to be eligible to become a member,

- (ii) In any other case –
- A. at the end of two weeks after the notice is received by the Union, or
  - B. On the day specified in the notice,
- Which ever is the later

(d) A notice delivered to the secretary of the member's branch shall be taken to have received the union when it was delivered.

(e) A notice resignation that has been received by the Union shall not be invalid because it was addressed and delivered in accordance with paragraph (b) of this rule.

(f) A resignation from membership of the Union shall be valid even if it is not effected in accordance with the foregoing provisions of this Rule if the member is informed in writing by or on behalf of the Union that the resignation has been accepted.


**Trustee or director of trustee company of superannuation entity or exempt public sector superannuation scheme**

No officers or members of the Branch held positions as a trustee or director of a trustee company of a superannuation entity or exempt public sector superannuation scheme where the criteria for the officer or member being the trustee or director is that the officer or member is an officer or member of the Union.

**Members of Committee of Management**

The persons who held office as members of the Committee of Management of the Association during the reporting period are:

- John W Wanless (Branch President)
- Keith Bolton (Senior Branch Vice President)
- Geoffrey Piggott (Junior Branch Vice President)
- Zita Mitchell (Branch Secretary)
- Andrea Kingston (Branch Assistant Secretary)
- Marshall Hughes (Branch Trustee)
- Geoffrey Appleby (Branch Trustee)
- Christine Davey (Committee Member)
- Lynette Rainbird (Committee Member)
- Tula Lord (Committee Member)
- Angela Traill (nee Richardson)(Committee Member)
- Katie O'May (Committee Member)

  
Signed Zita Mitchell (Secretary)

Date: 8th August 2005



# STEELE BURNETT & NELSON

CHARTERED ACCOUNTANTS

A.B.N. 36 009 552 694



Chartered Accountants  
Business Advisers  
Tax Agents  
Registered Auditors

Partners & Directors:

D. W. STEELE F.C.A.

M. J. BURNETT B.Com., F.C.A.

Associates:

K. A. NELSON B.Com., C.A.

D. R. RICHARDS B.Com., C.A.

K. L. BULL B.Com., C.A.

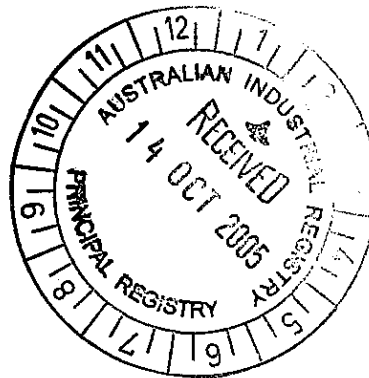
Established 1975

Steele Burnett & Nelson Services Pty Ltd

Member of CA Associates Australasia  
& CPA Associates International

12<sup>th</sup> October 2005

The Deputy Industrial Registrar  
Australian Industrial Registry  
GPO Box 1994S  
Melbourne  
VIC 3001



Dear Sir

**Re: Health Services Union of Australia – Workplace Relations Act 1996 Financial Documents for year ended 30 June 2005 – FR2005/412**

We refer to your letter of the 6<sup>th</sup> October 2005 and the letter to the Secretary of the Health Services Union of Australia (Tasmania No 2 Branch) a copy of which was enclosed.

Firstly we must apologise for the typing error in our report which refers to 2004 twice when it should have read 2005. No doubt a direct result of not taking sufficient time when proof reading the final product.

The matter of the qualification regarding income is a simple fact that any organization without paid employees and with all income being received by one voluntary secretary that person is the only one who can know if all income received has been accounted for. The Secretary's records are immaculate and we have no reason to doubt their accuracy, however we cannot know if she received any income not recorded. This qualification is used in nearly all not for profit organizations with a limited ability to implement internal control procedures.

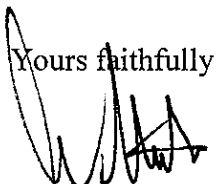
You will appreciate the difficulty of this branch to comply fully with your reporting requirements having no expertise in the preparation of financial statements. With an income of less than ten thousand dollars a year they are reluctant to pay the appropriate cost associated with their incorporation. We find ourselves in a position of honorary accountants as the quoted audit fee is based on the audit of and not the preparation of annual financial reports. The added time associated with responding to your investigations only further exasperates this situation.

We understand from earlier correspondence that the size of the branch cannot provide any relief from the legal requirements and consequently we must either continue to donate our time or withdraw our services. We will be providing the branch with a copy



of this letter and review with them what needs to be done to satisfy your Act for the current financial year.

We have advised Ms Mitchell that our letter will provide all of the explanation you will need and that she need not respond to the letter referred to above other than by reference to this letter unless a further request is received from you.

Yours faithfully  
  
(D.W. Steele)

Cc Ms Z Mitchell  
Branch Secretary



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

Level 36, 80 Collins Street  
Melbourne, VIC 3000  
GPO Box 1994S, Melbourne, VIC 3001  
Telephone: (03) 8661 7777  
Fax: (03) 9655 0401  
Email: melbourne@air.gov.au

Ms Zita D Mitchell  
Branch Secretary  
Health Services Union of Australia  
Tasmania No 2 Branch  
University of Tasmania  
Private Bag 100  
HOBART TAS 7001

Dear Ms Mitchell

**Re: Health Services Union of Australia - Workplace Relations Act 1996  
Financial Documents for year ended 30 June 2005 - FR2005/412**

I have received your letter dated 31 August 2005 accompanied by a copy of the financial documents of the Tasmania No 2 Branch (reporting unit) for the year ended 30 June 2005. The documents were received in this office on 1 September 2005.

Auditor's Report

The Auditor's Report accompanying the documents contains the following qualification:

“As is common for organisations of this type, it is not practicable for the Health Services Union of Australia (Tasmania No.2 Branch) to maintain an effective system of internal control over donations, subscriptions and other Income raising activities until their initial entry into the accounting records. Accordingly, our audit in relation to Income raising was limited to amounts recorded.”

Under subsection 332(1) of Schedule 1B of the Act a Registrar is obliged to investigate any deficiency, failure or shortcoming disclosed in an auditor's report. However, the Registrar is not required to investigate the deficiency, failure or shortcoming if after consultation with the reporting unit (branch) concerned, and the auditor, the Registrar is satisfied that the deficiency, failure or shortcoming is trivial or will be remedied in the following year refer s332(2). *[Section 332 and related sections 252 and 257 are reproduced at Attachment 1]*

Accordingly, I seek your written response and that of the auditor, Steele, Burnett & Nelson, concerning further information to the Registry about the nature and detail of the qualification. I request that the information include the auditor's opinion as to whether the qualification is a “deficiency, failure or shortcoming” in the context of the sections reproduced at *Attachment 1*, and, if the auditor considers it to be such, the auditor's opinion as to the materiality of the deficiency, failure or shortcoming.

I note the Auditor's Report refers to the financial year ended 30 June 2004. Should these references read 30 June 2005?

Notes to the Financial Statements

Under Note 4, "Information to be Provided to Members Or Registrar", the reference to "section 274" of the Act should read "section 272" and the reference to section 323 is not necessary.

If you wish to discuss the matters raised in this letter you may contact Mr Paul Herrod on 03-86617990.

Yours sincerely,

Terry Nassios  
Deputy Industrial Registrar  
6 October 2005

cc: Steele Burnett & Nelson  
PO Box 28  
ROSNY PARK TAS 7018

### **332 Investigations arising from auditor's report**

(1) Subject to subsection (2), a Registrar must:

(a) where the documents lodged in the Industrial Registry under section 268 include a report of an auditor setting out any:

(i) defect or irregularity; or

(ii) deficiency, failure or shortcoming; and

(b) where for any other reason the Registrar considers that a matter revealed in the documents should be investigated—investigate the matter.

(2) The Registrar is not required to investigate the matters raised in the report of the auditor if:

(a) the defect, irregularity, deficiency, failure or shortcoming consists solely of the fact that the organisation concerned has kept financial records for its membership subscriptions separately on a cash basis as provided in subsection 252(4); or

(b) after consultation with the reporting unit and the auditor, the Registrar is satisfied that the matters are trivial or will be remedied in the following financial year.

(3) Where, having regard to matters that have been brought to notice in the course of, or because of, an investigation under subsection (1), a Registrar forms the opinion that there are grounds for investigating the finances or the financial administration of the reporting unit, the Registrar may make the further investigation.

### **252 Reporting unit to keep proper financial records**

(1) A reporting unit must:

(a) keep such financial records as correctly record and explain the transactions and financial position of the reporting unit, including such records as are prescribed; and

(b) keep its financial records in such a manner as will enable a general purpose financial report to be prepared from them under section 253; and

(c) keep its financial records in such a manner as will enable the accounts of the reporting unit to be conveniently and properly audited under this Part.

(2) Where an organisation consists of 2 or more reporting units, the financial records for each of the reporting units must, as far as practicable, be kept in a consistent manner.

Note 1: This would involve, for example, the adoption of consistent accounting policies and a common chart of accounts for all reporting units in the organisation.

Note 2: This requirement is subject to subsection (4) which allows reporting units to keep some records on a cash basis.

(3) Financial records of an organisation may, so far as they relate to the income and expenditure of the organisation, be kept on a cash basis or accrual basis, at the option of the organisation.

(4) If an organisation keeps the financial records referred to in subsection (1) on an accrual basis, it may keep the financial records for its membership subscriptions separately on a cash basis.

(5) An organisation must retain the financial records kept under subsection (1) for a period of 7 years after the completion of the transactions to which they relate.

## **257 Powers and duties of auditors**

(1) An auditor of a reporting unit must audit the financial report of the reporting unit for each financial year and must make a report in relation to the year to the reporting unit.

(2) An auditor, or a person authorised by an auditor for the purposes of this subsection, is:

(a) entitled at all reasonable times to full and free access to all records and other documents of the reporting unit relating directly or indirectly to the receipt or payment of money, or to the acquisition, receipt, custody or disposal of assets, by the reporting unit; and

(b) entitled to seek from any designated officer, or employee of the reporting unit, such information and explanations as the auditor or authorised person wants for the purposes of the audit.

(3) If an auditor requests an officer, employee or member of an organisation to produce records or other documents under paragraph (2)(a), the request must:

(a) be in writing; and

(b) specify the nature of the records or other documents to be produced; and

(c) specify how and where the records or other documents are to be produced; and

(d) specify a period (of not less than 14 days after the notice is given) within which the records or other documents are to be produced.

(4) If an auditor authorises a person for the purposes of subsection (2), the auditor must serve on the reporting unit a notification that sets out the name and address of the person.

(5) An auditor must, in his or her report, state whether in the auditor's opinion the general purpose financial report is presented fairly in accordance with any of the following that apply in relation to the reporting unit:

(a) the Australian Accounting Standards;

(b) any other requirements imposed by this Part.

If not of that opinion, the auditor's report must say why.

(6) If the auditor is of the opinion that the general purpose financial report does not so comply, the auditor's report must, to the extent it is practicable to do so, quantify the effect that non-compliance has on the general purpose financial report. If it is not practicable to quantify the effect fully, the report must say why.

(7) The auditor's report must describe:

(a) any defect or irregularity in the general purpose financial report; and

(b) any deficiency, failure or shortcoming in respect of the matters referred to in subsection (2) or section 252.

(8) The form and content of the auditor's report must be in accordance with the Australian Auditing Standards.

(9) The auditor's report must be dated as at the date that the auditor signs the report and must be given to the reporting unit within a reasonable time of the auditor having received the general purpose financial report.

(10) An auditor must not, in a report under this section, make a statement if the auditor knows, or is reckless as to whether, the statement is false or misleading.

Note: This subsection is a civil penalty provision (see section 305).

(11) If:

(a) the auditor suspects on reasonable grounds that there has been a breach of this Schedule or reporting guidelines; and

(b) the auditor is of the opinion that the matter cannot be adequately dealt with by comment in a report or by reporting the matter to the committee of management of the reporting unit;

the auditor must immediately report the matter, in writing, to the Industrial Registrar.

Note: This subsection is a civil penalty provision (see section 305).



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

Level 36, 80 Collins Street  
Melbourne, VIC 3000  
GPO Box 1994S, Melbourne, VIC 3001  
Telephone: (03) 8661 7777  
Fax: (03) 9655 0401  
Email: melbourne@air.gov.au

Ms Zita D Mitchell  
Branch Secretary  
Health Services Union of Australia  
Tasmania No 2 Branch  
University of Tasmania  
Private Bag 100  
HOBART TAS 7001

Dear Ms Mitchell

**Re: Health Services Union of Australia - Workplace Relations Act 1996  
Financial Documents for year ended 30 June 2005 - FR2005/412**

I have received correspondence dated 12 October 2005 from D W Steele, of Steele Burnett & Nelson, auditor of the Tasmania No 2 Branch (reporting unit) for the year ended 30 June 2005. Their response is in relation to my letter dated 6 October about a qualification appearing in their audit report accompanying the abovementioned financial documents.

After considering the auditor's response I am satisfied that the "qualification" concerns the extent of the audit procedures followed and not the adequacy of the disclosures. Having in mind the provisions of s252, 253 and s257(5),(7)&(8) of Schedule 1B of the Act I am satisfied that the qualification is not a deficiency, failure or shortcoming requiring investigation under s332 of the Act.

If you wish to discuss this letter you may contact Mr Paul Herrod on 03-86617990.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Terry Nassios', with a horizontal line above it and a vertical line extending downwards.

Terry Nassios  
Deputy Industrial Registrar  
28 October 2005

cc D W Steele  
Steele Burnett & Nelson



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

Level 36, 80 Collins Street  
Melbourne, VIC 3000  
GPO Box 1994S, Melbourne, VIC 3001  
Telephone: (03) 8661 7777  
Fax: (03) 9655 0401  
Email: melbourne@air.gov.au

Mr D W Steele  
Steele Burnett & Nelson  
Chartered Accountants  
PO Box 28  
ROSNY PARK TAS 7018

Dear Mr Steele,

**Re: Health Services Union of Australia - Workplace Relations Act 1996  
Financial Documents for year ended 30 June 2005 - FR2005/412**

I have enclosed for your information a copy of my correspondence of to-days date to Ms Zita Mitchell, Branch Secretary, of the Tasmanian No. 2 Branch of the abovenamed organisation. Thank you for your early response in relation to my request about this matter.

If you wish to discuss the matters raised in my correspondence to Ms Mitchell you may contact Mr Paul Herrod on 03-86617990.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Terry Nassios', with a horizontal line extending to the right from the end of the signature.

Terry Nassios  
Deputy Industrial Registrar  
28 October 2005