



24 April 2014

Mr Dan Hill,
Secretary, Western Australian Branch
Health Services Union

Sent by email: dhill@hsuwa.com.au

Dear Mr Hill,

Health Services Union, Western Australian Branch - Financial Report for year ended 30 June 2013 - (FR2013/318)

I refer to the financial report of the Health Services Union, Western Australian Branch, (the reporting unit). The documents were lodged with the Fair Work Commission on 5 November 2013. Your email clarifying the issues I raised in relation to the report in my email of 18 March 2014, was received today. Your undertakings with respect to those issues are noted.

The report has now been filed.

The financial report was filed based on a primary review. This involved confirming that the financial reporting timelines required under s.253, s.265, s.266 and s.268 of the *Fair Work (Registered Organisations) Act 2009* (RO Act) have been satisfied, all documents required under s.268 of the RO Act were lodged and that various disclosure requirements under the Australian Accounting Standards, RO Act and reporting guidelines have been complied with. A primary review does not examine all disclosure requirements.

Please note that the financial report for the year ending 30 June 2014 may be subject to an advanced compliance review.

I make the following comment to assist you when you next prepare a financial report. You are not required to take any further action in respect of the report lodged for 2013. The Fair Work Commission will confirm these matters have been addressed prior to filing next year's report.

Auditor's report: declaration regarding going concern

Paragraph 45 of the reporting guidelines requires an auditor to include in the auditor's statement a declaration that as part of the audit of the financial statement they have concluded that management's use of the going concern basis of accounting in the preparation of the reporting unit's financial statements is appropriate. This declaration was not included in the auditor's statement.

Activities under Reporting Guidelines not disclosed

Item(s) 14, 16, 18, 20, 22, 24, 26, 33 and 38 of the Reporting Guidelines state that if any activities identified in the items to which they relate have not occurred in the reporting period, a statement to this effect must be included in the notes to the GPFR. I note that for activities described in items 11, 12, 13, 15(b), 15(c), 15(d), 17(a), 17(c)-(k), 21(a)-(d), 23, and 27, no such disclosure or statement appears to have been made.

I note the explanations regarding employee wages and conditions in the operating report and regarding income and financial support from the state-registered union at Note 8. However the disclosures or statements prescribed by the Reporting Guidelines should be explicitly made in the financial statements or Notes.

I attach a copy of the Reporting Guidelines for your reference. If you have any queries regarding this letter, I may be contacted on (02) 6723 723 or by email at stephen.kellett@fwc.gov.au.

Yours sincerely

A handwritten signature in black ink that reads "Stephen Kellett". The signature is written in a cursive style with a long horizontal stroke extending to the right from the end of the name.

Stephen Kellett
Senior Adviser, Regulatory Compliance Branch

From: KELLETT, Stephen
To: ["dhill@hsuwa.com.au"](mailto:dhill@hsuwa.com.au)
Subject: Financial report y/e 30 June 2013 - filing
Date: Thursday, 24 April 2014 5:56:00 PM
Attachments: [HSU WA FR2013 318 \(primary final\).pdf](#)
[fr_guidelines_253_2013.pdf](#)
Importance: High

Dear Mr Hill,

Thank you for your email received today. Please see attached my letter in relation to the above, and a copy of the Reporting Guidelines.

Yours sincerely

STEPHEN KELLETT
Regulatory Compliance Branch
FAIR WORK COMMISSION

80 William Street
EAST SYDNEY NSW 2011

(ph) (02) 6723 7237
(email) stephen.kellett@fwc.gov.au

From: Dan Hill [mailto:dhill@hsuwa.com.au]
Sent: Thursday, 24 April 2014 4:29 PM
To: KELLETT, Stephen
Cc: Martin Shone (Martin@amwaudit.com.au)
Subject: RE: Financial report y/e 30 June 2013 - advice requested
Importance: High

Dear Mr Kellett

I have reviewed your comments and have investigated the issues raised in your email dated 18 March 2014 and respond as follows:

1. It appears that in the 30 June 2013 financial report membership contributions were reported on the cash basis. Having now obtained a full understanding of the requirements future financial reports will report membership contributions on an accruals basis as required by AASB 101.
2. With regard to the missing disclosure item relating to the "National Office membership", in the 30 June 2013 financial report this was unintentionally omitted, a simple oversight that will be corrected in future financial reports.

I have discussed these issues with our Auditor and work is already underway to ensure that our 2014 report meets all requirements of the Act and the Reporting Guidelines.

Should you require anything further or wish to discuss please do not hesitate to contact me.

Yours faithfully

Dan Hill, GAICD | *Secretary* / HSUWA | Tel: (08) 9328 5155 | Fax: (08) 9328 9107 | Mobile: 0407 770 417 | Email: dhill@hsuwa.com.au

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From: Dan Hill [mailto:dhill@hsuwa.com.au]
Sent: Wednesday, 23 April 2014 3:38 PM
To: KELLETT, Stephen
Subject: RE: Follow-up to email 18 March 2014

Dear Mr Kellett

Please accept my apology for the delay in responding. I am yet to verify the issues with our auditor but anticipate being in a position to respond to you by the end of next week. I trust this is satisfactory.

Regards

Dan Hill, GAICD | *Secretary* / HSUWA | Tel: (08) 9328 5155 | Fax: (08) 9328 9107 | Mobile: 0407 770 417 | Email: dhill@hsuwa.com.au

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From: Dan Hill [mailto:dhill@hsuwa.com.au]
Sent: Tuesday, 18 March 2014 10:50 AM
To: KELLETT, Stephen
Subject: RE: Financial report y/e 30 June 2013 - advice requested

Dear Mr Kellett

I acknowledge receipt of your email and advise that I will investigate the matters you have raised and respond as soon as possible.

Regards

Dan Hill, GAICD | *Secretary* / HSUWA | Tel: (08) 9328 5155 | Fax: (08) 9328 9107 | Mobile: 0407 770 417 | Email: dhill@hsuwa.com.au

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From: KELLETT, Stephen
To: ["Dan Hill"](#)
Subject: Financial report y/e 30 June 2013 - advice requested
Date: Tuesday, 18 March 2014 9:19:00 AM
Attachments: [HSU WA Branch HSU WA FR2013 318 GPFR and Designated Officers Certificate .pdf](#)
[Letter L Powell FR2012-410-HSU-WA Br.pdf](#)

Dear Mr Hill,

I am currently reviewing the financial report for the Branch for the year ended 30 June 2013, which was lodged with the Fair Work Commission on 5 November 2013. I am also having regard to the FWC correspondence (letter, Larry Powell, 4/2/13) to you in relation to the 2012 report. I must bring to your attention two compliance issues about which I would ask you or your financial officer to clarify or advise, as appropriate. These relate to two of the issues raised by Mr Powell. I attach the documents and Mr Powell's letter here for your convenient reference. My aim is to ensure that where particular legislative and accounting requirements have been raised in the previous FWC correspondence, these are correctly understood and applied.

I seek firstly your confirmation that the Branch's revenue from membership contributions is reported/presented on the accruals basis of accounting, as required by the Act and the relevant Accounting Standard. Note 1 states that "*the financial report has been prepared on an accruals basis*" and Note 1(b) states that "*revenue from membership contributions is recorded when received*".

Both statements are consistent with the Branch's previous reports. My own reading of these two statements is that the first encompasses all reporting items including membership contributions, and that the second reflects the distinction between *keeping contribution records on a cash basis* as permitted by section 252(3) of the RO Act, and the *reporting of the same on an accruals basis* as required by AASB 101, and that accordingly the Branch appears to have complied. However it is a distinction that has sometimes been mistaken or overlooked by different organisations and in any case, a question arose for FWC last year and in his letter, Mr Powell drew your attention to the requirement that membership contributions be reported on an accrual basis. He did not, in his letter, request a specific confirmation, response or undertaking from you with respect to this particular issue, but to avoid any misreading by FWC or any future uncertainty or question, I seek your confirmation that membership contributions are indeed reported on an accruals basis, or your undertaking if necessary that this will be the case in future reports.

I wish to make clear that there is no issue with reporting units keeping their membership contribution records on a cash basis, since this is permitted by the Act, but compliance with the requirement to report membership contributions on the accruals basis is most clearly indicated, and any doubt removed, where notes on the accounting policy for membership contributions revenue state this explicitly also.

In his letter, Mr Powell also drew your attention to the requirement of former Reporting Guideline 15 that the name of any other reporting unit within the organisation which was the source or recipient of a cash flow to or from the Branch, and the amount of such cash flow, be separately disclosed in the notes. That requirement is now found in new Reporting Guideline 25. The itemised expense "National Office membership" appearing in the Branch's Statements of Financial Performance indicates or suggests that a corresponding cash flow identifying the

National Office of the federally registered union should have been disclosed in the notes. This was not reflected in the 2013 report, and I seek your advice as to the reason for this omission.

Please contact me if you have any questions in relation to these matters. I look forward to your advice.

Yours sincerely

STEPHEN KELLETT
Senior Adviser, Regulatory Compliance Branch
FAIR WORK COMMISSION
80 William Street
EAST SYDNEY NSW 2011

(ph) (02) 6723 7237

(email) stephen.kellett@fwc.gov.au

From: [Dan Hill](#)
To: [Orgs](#)
Subject: [Kellett] ON CMS - HSU-WA3 Branch FR for 30/6/2013
Date: Tuesday, 5 November 2013 3:09:32 PM
Attachments: [image001.png](#)
[HSU WA Branch 2013 GPFR and Designated Officers Certificate .pdf](#)

[FR2013/318](#)

Please see attached for filing.

Dan Hill, GAICD | *Secretary* | HSUWA | Tel: (08) 9328 5155 | Fax: (08) 9328 9107
| Mobile: 0407 770 417 | Email: dhill@hsuwa.com.au

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Designated Officer's Certificate
S268 of the Fair Work (Registered Organisations) Act 2009

I Daniel Patrick Hill being the Branch Secretary of the Health Services Union, WA Branch certify:

- That the documents lodged herewith are copies of the full report referred to in s268 of the Fair Work (Registered Organisations) Act 2009; and
- That the full report was provided to members on the 11th October 2013 and
- That the full report was presented to a meeting of the Committee of Management of the reporting unit on 28th October 2013, in accordance with S266(3) of the Fair Work (Registered Organisations) Act 2009.

Signature:



Date: 5th November 2013

**HEALTH SERVICES UNION
WESTERN AUSTRALIAN BRANCH**

GENERAL PURPOSE FINANCIAL REPORT

FOR THE YEAR ENDED
30 JUNE 2013

**HEALTH SERVICES UNION
WA BRANCH**

Committee of Management Statement

On the 23rd September, 2013 the Committee of Management of the Health Services Union WA Branch passed the following resolution in relation to the general purpose financial report (GPFR) of the HSU WA Branch for the financial year ended 30 June 2013:

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

- a) the financial statements and notes comply with the Australian Accounting Standards;
- b) the financial statements and notes comply with the reporting guidelines of the General Manager;
- c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the HSU WA Branch for the financial year to which they relate;
- d) there are reasonable grounds to believe that the HSU WA Branch will be able to pay its debts as and when they become due and payable;
- e) during the financial year to which the GPFR relates and since the end of the year:
 - (i) meetings of the committee of management were held in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (ii) the financial affairs of the HSU WA Branch have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (iii) the financial records of the HSU WA Branch have been kept and maintained in accordance with the Fair Work (Registered Organisations) Act 2009 and the Fair Work (Registered Organisations) Regulations 2009; and
 - (iv) the organisation consists of two or more reporting units and the financial records of the HSU WA Branch have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
 - (v) no request of a member of the HSU WA Branch or the General Manager was made under Section 272 of the Fair Work (Registered Organisations) Act 2009.
 - (vi) no orders have been made by Fair Work Australia under section 273 of the Fair Work (Registered Organisations) Act 2009 during the period.
 - (vii) there has been no recovery of wages activity during the period.

For Committee of Management: Daniel Patrick Hill
Title of Office held: Branch Secretary

Signature:



Date:

23rd September 2013

**HEALTH SERVICES UNION
WA BRANCH**

**OPERATING REPORT
FOR THE YEAR ENDED 30 JUNE 2013**

This report is compiled to meet requirements under Section 254 of the Fair Work (Registered Organisations) Act 2009.

Review of principal activities, the results of those activities and any significant changes in the nature of those activities during the year

The principal activities and results of those activities during the year were as follows:

- Representing individual members in grievance disputes with employers resulting in members being treated fairly and their rights respected.
- Representing all members at various workplaces regarding disputes with employers resulting in a fair outcome.
- Negotiating Enterprise Agreements resulting in increased wages and conditions for members covered by those Agreements.
- Negotiating agreements at a number of worksites resulting in the settlement of disputes or in flexibility in working arrangements.
- Providing union Workplace Representatives with training and education to enable them to better represent members in the workplace.
- Providing union members with training and education resulting in them better understanding their rights and responsibilities in the workplace and under their Enterprise Agreement.
- Providing members with professional indemnity insurance resulting in increased security for members.
- Providing members with a range of ancillary services resulting in improved lifestyle and protection for members

There have been no significant changes in the nature of these activities during the year.

Significant Changes in Financial Affairs

The net assets of the Union decreased by \$5,749 during the Financial Year.

Rights of Members to resign

Subject to Rule 13 of the rules of the Union and sec 174 of the Fair Work (Registered Organisations) Act 2009 a member has the right to resign from membership by giving written notice addressed and delivered to the Branch Secretary.

Officers & employees who are superannuation fund trustees or director of a company that is a superannuation fund trustee

No officer or member of the reporting unit holds a position as a trustee of a superannuation entity or exempt public sector superannuation scheme or as a director of a company that is a trustee of a superannuation entity or an exempt public sector superannuation scheme where the criterion for holding such a position is that they are an officer or member of a registered organisation

Number of Members

The number of persons that were members of the union at 30 June 2013 was 5,549.

Number of Employees

As at 30 June 2013, there are currently 13 persons who are appointed employees of the Branch. These employees hold joint positions with the Health Services Union of WA (HSUWA) a union registered under the WA Industrial Relations Act and by agreement between the Union and the HSUWA salary and conditions of employment are provided by the HSUWA.

Members of the Committee of Management

The following persons were members of the Committee of Management of the reporting unit during the 2012/2013 Financial Year.

<u>Name</u>	<u>Position</u>	<u>Date</u>
Daniel Hill	Branch Secretary	01/07/2012 to 30/06/2013
Christopher Panizza	Branch Assistant Secretary	01/07/2012 to 30/06/2013
Cheryl Hamill	Branch President	01/07/2012 to 30/06/2013
Anthony Farrall	Branch Vice President	01/07/2012 to 30/06/2013
Alison Beagley	Branch Junior Vice President	01/07/2012 to 30/06/2013
David Shaw	Branch Trustee	01/07/2012 to 30/06/2013
Robyn O'Brien	Branch Trustee	01/07/2012 to 30/06/2013
John Shehade	Branch Committee Member	01/07/2012 to 30/06/2013
Douglas Anderson	Branch Committee Member	01/07/2012 to 30/06/2013
Dean Clair	Branch Committee Member	01/07/2012 to 30/06/2013
Shaun Keshavarz	Branch Committee Member	01/07/2012 to 30/06/2013
Kim Larsen	Branch Committee Member	01/07/2012 to 30/06/2013
Jodie Freeman	Branch Committee Member	01/07/2012 to 30/06/2013
Margaret Thwaites	Branch Committee Member	01/07/2012 to 05/04/2013
Brendan McKernan	Branch Committee Member	05/04/2013 to 30/06/2013

Officers & employees who are directors of a company or a member of a board

Name of Officer or Employee	Company or Board Name and positions held	Principal Activities of Company or Board	Whether or not the position is held because of nomination by the reporting unit or a peak council.
Dan Hill WA Branch Secretary	Community Services & Health Industry Skills Council Ltd Director	CS&HISC provides the direction for workforce development for Australia's Community Services and Health industries by: <ul style="list-style-type: none"> • Providing advice and intelligence • Developing skills • Supporting growth Working in collaboration	YES – nominated by the HSU National Executive
	WA State Training Board Board member	The STB is a statutory body established in accordance with the <i>Vocational Education and Training Act 1996</i> . The Board is the peak industry training advisory body to the Minister for Training and Workforce Development in Western Australia	YES – nominated by UnionsWA (peak union body in WA)
	Unions WA Incorporated <ul style="list-style-type: none"> • Councillor of the Unions WA Council • Alternate Member of the Executive (Management Committee) 	Unions WA is the State's peak union body	NO
	Health Services Union of Western Australia (Union of Workers) <ul style="list-style-type: none"> • Secretary by appointment 	The HSUWA is an Organisation of Employees registered under the provisions of the Industrial Relations Act 1979 (WA), whose objective is to protect and further the interests of members by any lawful means.	NO
Christopher Panizza WA Branch Assistant Secretary	Unions WA Incorporated <ul style="list-style-type: none"> • Councillor of the Unions WA Council • Trustee on 	Unions WA is the State's peak union body	NO

	<p>the Finance Committee</p> <p>Member of the Executive (Management Committee)</p>		
	<p>Industrial Relations Society of Western Australia Incorporated • Committee Member (Unions representative)</p>	<p>The IR Society of WA is an independent, non-partisan association which encourages, education, discussion and debate on the wide range of issues affecting the employer employee relationship. It is an association of industrial relations practitioners.</p>	NO
	<p>Health Services Union of Western Australia (Union of Workers) • Assistant Secretary by appointment • Advisor to the Committee of Management and the Finance & Executive Committee. • Act in the position of Secretary when appointed to do so</p>	<p>The HSUWA is an Organisation of Employees registered under the provisions of the Industrial Relations Act 1979 (WA), whose objective is to protect and further the interests of members by any lawful means.</p>	NO
Cheryl Hamill WA Branch National Councillor WA Branch President	<p>Unions WA Incorporated Councillor of the Unions WA Council</p>	<p>Unions WA is the State's peak union body</p>	NO
	<p>Health Services Union of Western Australia (Union of Workers) Elected President</p>	<p>The HSUWA is an Organisation of Employees registered under the provisions of the Industrial Relations Act 1979 (WA), whose objective is to protect and further the interests of members by any lawful means</p>	NO

Anthony Farrall WA Branch National Councillor WA Branch Vice President	Unions WA Incorporated Councillor of the Unions WA Council	Unions WA is the State's peak union body	NO
	Health Services Union of Western Australia (Union of Workers) Elected Vice President	The HSUWA is an Organisation of Employees registered under the provisions of the Industrial Relations Act 1979 (WA), whose objective is to protect and further the interests of members by any lawful means	NO
David Shaw WA Branch National Councillor WA Branch Trustee	Unions WA Incorporated Councillor of the Unions WA Council	Unions WA is the State's peak union body	NO
	Health Services Union of Western Australia (Union of Workers) Elected Treasurer	The HSUWA is an Organisation of Employees registered under the provisions of the Industrial Relations Act 1979 (WA), whose objective is to protect and further the interests of members by any lawful means	NO
Allison Beagley WA Branch National Councillor WA Branch Committee Member	Unions WA Incorporated Councillor of the Unions WA Council	Unions WA is the State's peak union body	NO
	Health Services Union of Western Australia (Union of Workers) Elected Committee of Management Member	The HSUWA is an Organisation of Employees registered under the provisions of the Industrial Relations Act 1979 (WA), whose objective is to protect and further the interests of members by any lawful means	NO
John Shehade WA Branch National Councillor WA Branch Committee Member	Health Services Union of Western Australia (Union of Workers) Elected Committee of Management Member	The HSUWA is an Organisation of Employees registered under the provisions of the Industrial Relations Act 1979 (WA), whose objective is to protect and further the interests of members by any lawful means	NO
	Western Australian State Branch of AOPA elected Vice	The Australian Orthotic Prosthetic Association Inc. (AOPA) is the peak	NO

	President	professional body representing orthotist/prosthetists	
Robyn O'Brien WA Branch Trustee Kim Larsen WA Branch Committee Member	Unions WA Incorporated Councillor of the Unions WA Council	Unions WA is the State's peak union body	NO
	Health Services Union of Western Australia (Union of Workers) Elected Committee of Management Member	The HSUWA is an Organisation of Employees registered under the provisions of the Industrial Relations Act 1979 (WA), whose objective is to protect and further the interests of members by any lawful means	NO
Jodie Freeman, Dean Clair, Douglas Anderson, Shaun Keshavarz, Brendan McKernan WA Branch Committee Members	Health Services Union of Western Australia (Union of Workers) Elected Committee of Management Member	The HSUWA is an Organisation of Employees registered under the provisions of the Industrial Relations Act 1979 (WA), whose objective is to protect and further the interests of members by any lawful means	NO
Corinne Drew Senior Industrial Officer	Unions WA Incorporated Councillor of the Unions WA Council	Unions WA is the State's peak union body	NO

Signed by Designated Officer:



(Daniel Hill)

Title of Office Held:

Branch Secretary

Date:

23rd September 2013

STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2013

	Note	2013 \$	2012 \$
CURRENT ASSETS			
Cash assets	2	9,116	12,183
Receivables		-	4,836
ATO Refunds		2,269	115
TOTAL CURRENT ASSETS		<u>11,385</u>	<u>17,134</u>
NON CURRENT ASSETS			
TOTAL NON-CURRENT ASSETS		<u>-</u>	<u>-</u>
TOTAL ASSETS		<u>11,385</u>	<u>17,134</u>
CURRENT LIABILITIES			
TOTAL CURRENT LIABILITIES		<u>-</u>	<u>-</u>
NON CURRENT LIABILITIES			
TOTAL NON CURRENT LIABILITIES		<u>-</u>	<u>-</u>
TOTAL LIABILITIES		<u>-</u>	<u>-</u>
NET ASSETS		<u>11,385</u>	<u>17,134</u>
EQUITY			
Retained profits	3	11,385	17,134
TOTAL EQUITY		<u>11,385</u>	<u>17,134</u>

The accompanying notes form part of this financial report

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30 JUNE 2013**

	Note	2013 \$	2012 \$
Revenue			
Transfers		63,869	55,000
Union Subscriptions		5,479	6,352
Other Income		-	314
Interest		3	3
Total Revenue		<u>69,351</u>	<u>61,669</u>
Expenses			
Audit Fees		(760)	(732)
National Office Membership		(74,340)	(53,455)
Bank Fees		-	-
		<u>(75,100)</u>	<u>(54,187)</u>
Profit from ordinary activities before income tax expense		<u>(5,749)</u>	<u>7,482</u>
Income tax expense relating to ordinary activities		-	-
Net profit from ordinary activities after income tax expense attributable to members of the union	3	<u>(5,749)</u>	<u>7,482</u>
Total changes in equity of the Union		<u>(5,749)</u>	<u>7,482</u>

The accompanying notes form part of this financial report

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2013**

	Note	2013 \$	2012 \$
CASH FLOW FROM OPERATING ACTIVITIES			
Receipts from members		6,028	6,987
Transfer from HSU of WA		63,869	55,000
Payments to suppliers and employees		(72,967)	(57,561)
Interest received		3	3
Net cash provided by (used in) operating activities	4b	<u>(3,067)</u>	<u>4,429</u>
CASH FLOW FROM INVESTING ACTIVITIES			
Net cash provided by (used in) investing activities		<u>-</u>	<u>-</u>
CASH FLOW FROM FINANCING ACTIVITIES			
Net cash used in financing activities		<u>-</u>	<u>-</u>
Net increase in cash held		<u>(3,067)</u>	<u>4,429</u>
Cash at beginning of the financial year		12,183	7,754
Cash at end of the financial year	4a	<u><u>9,116</u></u>	<u><u>12,183</u></u>

The accompanying notes form part of this financial report.

STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2013

	Retained Earnings \$	Total Equity \$
Balance as at 30 June 2011	9,652	9,652
Net Profit for the year	7,482	7,482
Balance as at 30 June 2012	<u>17,134</u>	<u>17,134</u>
Net profit for the year	(5,749)	(5,749)
Balance as at 30 June 2013	<u>11,385</u>	<u>11,385</u>

The accompanying notes form part of this financial report.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2013**

1. Statement of Significant Accounting Policies

This financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards, Urgent Issues Group Consensus Views and other authoritative pronouncements of the Australian Accounting Standards Board and the requirements of Sections 253 and 254 of the Fair Work (Registered Organisations) Act 2009.

The financial report covers HEALTH SERVICES UNION WA BRANCH as an individual entity.

The financial report has been prepared on an accruals basis and is based on historical costs and does not take into account changing money values or, except where stated, current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets.

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

a. Cash

For the purposes of the Statement of Cash Flows, cash includes cash on hand, at banks and on deposit.

b. Revenue

Revenue from membership contributions is recorded when received.

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

c. Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the Statement of Financial Position are shown inclusive of GST.

	2013	2012
	\$	\$
2. Cash Assets		
Cash at bank	9,116	12,183
	9,116	12,183
3. Retained Profits		
Retained profits at the beginning of the financial year	17,134	9,652
Net profit attributable to the union	(5,749)	7,482
Retained profits at the end of the financial year	11,385	17,134

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2013**

	2013	2012
	\$	\$
4. Cash Flow Information		
a. Reconciliation of Cash		
Cash at bank	9,116	12,183
	9,116	7,754
b. Reconciliation of Net Cash provided by Operating Activities to Profit from Ordinary Activities after Income Tax		
Profit from ordinary activities after income tax	(5,749)	7,482
Changes in assets and liabilities:		
(Increase)/decrease in receivables	2,682	(3,053)
Net cash provided by operating activities	(3,067)	4,429

5. Information to be Provided to Members or General Manager

In accordance with the requirements of the Fair Work (Registered Organisations) Act 2009, the attention of members is drawn to the provisions of sections 272(1), 272(2) and 272(3), which reads as follows:

272(1): A member of a reporting unit or the General Manager, may apply to the reporting unit for specified prescribed information in relation to the organisation to be made available to the person making the application; and

272(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; and

272(3): A reporting unit must comply with an application made under subsection (1).

6. Membership Contributions

Membership contributions are currently banked into the operating account of the Health Services Union of Western Australia. This is consistent with the fact that members have dual membership of both Unions. Monies are then transferred as and when required to the Health Services Union WA Branch, to meet all relevant operating costs.

7. Union Details

The principal place of business of the union is: 8 Coolgardie Terrace PERTH WA 6000

8. Related Parties

The Health Services Union of WA (Union of Workers) is registered as an industrial organisation under the provisions of the Industrial Relations Act 1979 (WA) and has since the inception of the HSU WA Branch in September 1992 provided financial and other resource support to the Branch. The HSU of WA has in correspondence dated 20 September 2013 formalised the nature of that support and resolved to continue to fund the operations of the Branch by way of transfer of funds from time to time and/or the provision of staff and other resources.

The HSU of WA has undertaken to consult with the Branch should it become necessary to alter or cease this support and in any event will give at least three months notice of any such alteration or cessation.



Anderson Munro & Wyllie

CHARTERED ACCOUNTANTS

Unit 8 / 7 Hector Street, Osborne Park WA 6017

PO Box 1357, Osborne Park WA 6916

Phone: (08) 9445 9955 Fax: (08) 9445 9966

ABN 59 125 425 274

Website: www.amwaudit.com.au

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INDEPENDENT AUDIT REPORT TO THE MEMBERS OF

HEALTH SERVICES UNION WA BRANCH

Scope

We have audited the financial report of the Health Services Union WA Branch for the year ended 30 June 2013 as set out in the previous pages. The financial report comprises the statement of financial position, statement of financial performance, statement of cash flows, statement of changes in equity, accompanying notes to the financial statements, and the statement by members of the committee.

The WA Branch Committee is responsible for the preparation and true and fair presentation of the financial report in accordance with the applicable legislation. 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

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial report is free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates.

These procedures have been undertaken to form an opinion as to whether, in all material aspects, the financial report is presented fairly in accordance with the Australian Accounting Standards, the requirements of Part 3 of Chapter 8 of the Fair Work (Registered Organisations) Act 2009 and other mandatory professional reporting requirements in Australia so as to present a view which is consistent with our understanding of the union's financial position and performance as represented by the results of its operations and its cash flows.

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 conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements.

Audit Opinion

In our opinion, the financial report of Health Services Union WA Branch presents fairly in accordance with applicable Accounting Standards the requirements of Part 3 of Chapter 8 of the Fair Work (Registered Organisations) Act 2009, the financial position of Health Services Union WA Branch as at 30 June 2013, and the results of its operations and its cash flows for the year then ended.

Dated the 10th day of October 2013.

AMW (AUDIT) PTY LTD

Anderson Munro & Wyllie

ANDERSON MUNRO & WYLLIE
Chartered Accountants

Christopher McLaughlin

CHRISTOPHER McLAUGHLIN
Director



18 July 2013

Mr Daniel Hill
Secretary
Health Services Union-Western Australia Branch

Sent by email: dhill@hsuwa.asn.au

Dear Mr Hill,

Re: Lodgement of Financial Report - [FR2013/318]
Fair Work (Registered Organisations) Act 2009 (the RO Act)

The financial year of the Western Australia Branch of the Health Services Union (the reporting unit) ended on 30 June 2013.

This is a courtesy letter to remind you of the obligation to prepare and lodge the financial report for the reporting unit by the due date, namely 15 January 2014 (that is the period within 6 months and 14 days of the end of the financial year) under s.268 of the RO Act.

The RO Act sets out a particular chronological order in which financial documents and statements must be prepared, audited, provided to members and presented to a meeting. For your assistance, the attached *Timeline/Planner* summarises these requirements.

Fact sheets regarding financial reporting under the RO Act are provided on the Fair Work Commission website at: [Financial Reporting Fact Sheets](#).

The documents can be emailed to orgs@fwc.gov.au . If it is envisaged that the financial report cannot be lodged by the due date you are requested to contact this office prior to the due date to discuss the issue.

It should be noted that s.268 is a civil penalty provision. Failure to lodge a financial report may result in legal proceedings being issued with the possibility of a pecuniary penalty (up to \$33,000 for a body corporate and \$6,600 for an individual per contravention) being imposed upon an officer whose conduct led to the contravention and/or your organisation.

Should you seek any clarification in relation to the above, please contact me on (03) 8661 7936 or via email at robert.pfeiffer@fwc.gov.au .

Yours sincerely,

Robert Pfeiffer
Senior Adviser
Regulatory Compliance Branch

TIMELINE/ PLANNER

Financial reporting period ending:	/ /	
Prepare financial statements and Operating Report.		
(a) A Committee of Management Meeting must consider the financial statements, and if satisfied, pass a resolution declaring the various matters required to be included in the Committee of Management Statement.	/ /	As soon as practicable after end of financial year
(b) A # designated officer must sign the Statement which must then be forwarded to the auditor for consideration as part of the General Purpose Financial Report (GPFR).		
Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /	Within a reasonable time of having received the GPFR (NB: Auditor's report must be dated on or after date of Committee of Management Statement)
Provide full report free of charge to members – s265 The full report includes: <ul style="list-style-type: none"> the General Purpose Financial Report (which includes the Committee of Management Statement); the Auditor's Report; and the Operating Report. 	/ /	(a) if the report is to be presented to a General Meeting (which must be held within 6 months after the end of the financial year), the report must be provided to members 21 days before the General Meeting, or (b) in any other case including where the report is presented to a Committee of Management meeting*, the report must be provided to members within 5 months of end of financial year.
Present full report to:		
(a) General Meeting of Members - s266 (1),(2); OR	/ /	Within 6 months of end of financial year
(b) where the rules of organisation or branch allow* - a Committee of Management meeting - s266 (3)	/ /	Within 6 months of end of financial year
Lodge full report with the Fair Work Commission, together with the #Designated Officer's certificate++ – s268	/ /	Within 14 days of meeting

* the full report may only be presented to a committee of management meeting if the rules of the reporting unit provide that a percentage of members (not exceeding 5%) are able to call a general meeting to consider the full report.

The Committee of Management Statement and the Designated Officer's certificate must be signed by the Secretary or another officer who is an elected official and who is authorised under the rules (or by resolution of the organisation) to sign the statement or certificate – s243.

++ The Designated Officer's certificate must state that the documents lodged are copies of the documents provided to members and presented to a meeting in accordance with s266 – dates of such events must be included in the certificate. The certificate cannot be signed by a non-elected official.