

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

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

**PRINCIPAL ACTIVITIES**

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

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

**RESULTS OF PRINCIPAL ACTIVITIES**

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

**SIGNIFICANT CHANGES IN THE NATURE OF PRINCIPAL ACTIVITIES**

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

**SIGNIFICANT CHANGES IN THE ASSOCIATION'S FINANCIAL AFFAIRS**

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

**MANNER OF RESIGNATION**

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

**Rule 32 – Resignation**

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

whichever is the later; or

South Australian and Northern Territory Branch

Continued /-2

Branch Secretary Katrine Hildyard, Branch Assistant Secretary Ian Steel  
ABN 55 436 538 739

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[www.asu-sant.asn.au](http://www.asu-sant.asn.au)

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

whichever is the later.

- c. Notice of resignation shall be addressed to the Branch Secretary and delivered to that officer.
- d. Any member resigning shall be liable for the payment of all subscriptions, fines and levies owing to the Union under these Rules at the date of leaving, and such monies may be sued for and recovered in the name of the Union.
- e. Any subscription paid by a member in respect of a period beyond the end of the quarter in which the member's notice of resignation expires shall be remitted to the member if so requested and a member who pays annual subscription by installments shall not be liable to pay any installment for any period after the end of the quarter in which the member's notice of resignation expires and a member who resigns where the member ceased to be eligible to become a member of the Union as hereinbefore mentioned shall be entitled to the same remission.
- f. A notice delivered to the Branch Secretary shall be taken to have been received by the Union when it was delivered.
- g. A notice of resignation that has been received by the Union is not invalid because it was not addressed and delivered to the Branch Secretary.
- h. A resignation from membership of the Union is valid, even if not affected in accordance with sub-clauses a. to g. of this Rule, if the member is informed in writing by or on behalf of the Union, that the resignation has been accepted.
- i. A member on leaving the Union after compliance with this Rule shall be entitled, on written application to the Secretary of the member's Branch, to a clearance certificate in the prescribed form.

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

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

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

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

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

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

**NUMBER OF MEMBERS**

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

**NUMBER OF EMPLOYEES**

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

## MEMBERS OF THE COMMITTEE OF MANAGEMENT

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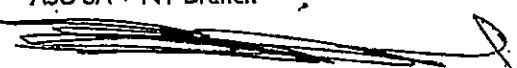
The persons who held office as members of the committee of management of the Branch at the beginning of the financial year were

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

KATRINE HILDYARD

Branch Secretary

ASU SA + NT Branch

  
Date (2009) 27 October

AUSTRALIAN SERVICES UNION

SA & NT BRANCH

ABN 55 436 538 739

**CONCISE FINANCIAL REPORT**

**For the Year Ended 30 June 2009**

**AUSTRALIAN SERVICES UNION**

**SA & NT BRANCH**

**ABN: 55 436 538 739**

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

**CONCISE FINANCIAL ACCOUNTS**  
**For the Year Ended 30 June 2009**

**DISCUSSION AND ANALYSIS OF THE FINANCIAL STATEMENTS**

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

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

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

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

**Income Statement and Balance Sheet Position:**

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

**Cash Flow Statement:**

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



BRANCH SECRETARY

DATED: 23 December 2009

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

**BRANCH COMMITTEE OF MANAGEMENT'S STATEMENT**

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

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

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

For the Branch Committee of Management:

  
\_\_\_\_\_  
BRANCH PRESIDENT

Date: 23/12/09

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

**BALANCE SHEET**  
**As at 30 June 2009**

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

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

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

**STATEMENT OF CASH FLOWS**  
**For the Year Ended 30 June 2009**

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

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

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

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

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

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

**TO BE READ IN CONJUNCTION WITH THE AUDIT REPORT**

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

**NOTES TO CONCISE REPORT**

**Note 1. Basis of Preparation of the Concise Report**

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

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

**Note 2. Information to be provided to Members or Registrar**

In accordance with the requirements of the Workplace Relations Act 1996, the attention of members is drawn to the provisions of Sub-Sections [1], [2] and [3] of Section 272 of Schedule 1B which read as follows:

- [1] A member of a reporting unit, or a Registrar, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making the application.
- [2] The application must be in writing and must specify the period within which, and the manner in which, the information is to be made available. The period must not be less than 14 days after the application is given to the reporting unit.
- [3] A reporting unit must comply with an application made under subsection (1).

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

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

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

**Independent Auditors Report to the Members**

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

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

**Auditors Responsibility**

Our responsibility is to express an opinion on the Concise Financial Report based on our audit procedures. We have conducted an independent audit, in accordance with Australian Auditing Standards, of the financial report of Australian Services Union, SA – NT Branch, for the year ended 30 June 2009. Our audit report on the financial report for the year was signed and was not subject to any modification. The Australian Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report for the year is free from material misstatement.

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

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Independence**

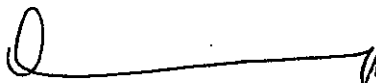
In conducting our audit, we have complied with the independence requirements of the *Australian professional ethical pronouncements*. We confirm that the independence declaration provided to the Committee of the Australian Services Union, SA - NT Branch, would be in the same terms if provided to the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

**Auditors Opinion**

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

Name of Firm:  
Name of Partner

JH Doyle & Co  
C. Wellington



Address:

138 Gilles Street-Adelaide

Dated this

18<sup>th</sup>

day of

December

2009