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By your side

Tuesday 28 November 2023

Fair Work Commission
GPO Box 2983
Melbourne VIC 3001

By email: regorgs@fwc.gov.au

Dear General Manager

Re: Australian Municipal, Administrative, Clerical and Services Union Lodgement of Financial Statements for year ended 30th June 2023 [FR2023/71] Fair Work (Registered Organisations) Act 2009 (the RO Act)

In accordance with Section 268 of the Fair Work (Registered Organisations) Act 2009, sub-sections (a), (b) and (c), attached is the Operating Report, Financial Statements and Certificate by Prescribed Designated Officer of the Australian Municipal, Administrative, Clerical and Services Union for the year ending 30th June 2023.

Yours faithfully

A handwritten signature in black ink, appearing to read "Robert Potter".

Robert Potter
National Secretary

enc.

Australian Services Union – National Office

s.268 *Fair Work (Registered Organisations) Act 2009*

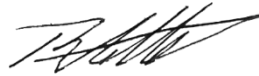
Certificate by prescribed designated officer¹

Certificate for the year ended 30 June 2023

I Robert Potter being the National Secretary of the Australian Services Union – National Office certify:

- that the documents lodged herewith are copies of the full report for the Australian Services Union – National Office for the period ended referred to in s.268 of the *Fair Work (Registered Organisations) Act 2009*; and
- that the full report was provided to members of the reporting unit on **18th October 2023**; and
- that the full report was presented to a meeting of the committee of management² of the reporting unit on **21st November 2023** in accordance with s.266 of the *Fair Work (Registered Organisations) Act 2009*.

Signature of prescribed designated officer:



Name of prescribed designated officer:

Robert Potter

Title of prescribed designated officer:

National Secretary

Dated:

28th November 2023

¹ Regulation 162 of the *Fair Work (Registered Organisations) Regulations 2009* defines a 'prescribed designated officer' of a reporting unit for the purposes of s.268(c) as:

(a) the secretary; or

(b) an officer of the organisation other than the secretary who is authorised by the organisation or by the rules of the organisation to sign the certificate mentioned in that paragraph.

² Adjust certificate as appropriate to reflect the facts.

By your side



ASU Operating Report 2023

Period 01/07/2022 to 30/06/2023

ASU Operating Report 2023

Published 11 October 2023 by the Australian Services Union (ASU)

INQUIRIES: All inquiries about this report should be directed to Robert Potter, ASU National Secretary, info@asu.asn.au.

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Authorised by Robert Potter, National Secretary,
Australian Services Union.
Ground floor, 116 Queensberry Street,
Carlton South, Victoria, 3053, Australia.

Operating Report

File: UC

Period 01/07/22 to 30/06/2023

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The Australian Municipal, Administrative, Clerical and Services Union (ASU) presents its report on the operation of the Union for the financial year ended **June 30th, 2023**.

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

[Refer s.254(2)(a)]

The results and any significant changes in the nature of those activities during the year have been dominated by the following activities:

- Modern Award Matters – making and responding to application to vary awards and finalizing outstanding items in review of all Modern Awards (4 Yearly Review);
- National Enterprise Bargaining – negotiations of agreements across all ASU industries;
- Submissions to Federal & State Government Inquiries;
- National Campaigns
- Governance – Regulatory Compliance, Governance, Right of Entry training, rule changes and WGEA Reporting

1.1 Industrial Relations Reforms

The ASU has participated in national reforms to the federal industrial relations system as follows:

- Secure Jobs Better Pay Bill
- Legislative approach to “employee like” conditions & consecutive fixed term contracts
- Removal of the Registered Organisations Commission (ROC), regulatory transition to the FWC and external review
- Casual employment
- Non-registered entities/red unions

1.2 Award Matters and the Annual Wage Review

Clerks Private Sector Award, EPI Capital Application to vary hours and overtime provisions was successfully opposed by the ASU, ACTU and other employer parties.

1.3 National ASU Enterprise Bargaining

The National Office of the ASU leads negotiations for National Enterprise Agreements, in conjunction with ASU Branches who have membership with these employers. These negotiations take place across many varied industries as detailed below:

Airlines

The ASU has completed or is negotiating with the following companies: Jetstar, Virgin, Singapore Airlines, Qantas, AaE, Singapore Airlines, Cathay Pacific, Dnata Airport Services and Emirates.

General Administrative and Clerical

The ASU has completed or is negotiating with the following private sector employers, law firms & Unions: Apple, VIQ, Slater & Gordon, NTEU, FSU and AMWU.

Social & Community Services (SACS)

The ASU has completed or is negotiating with the following SACS employers: NEAMI and Smith Family.

Zombie Agreements

The ASU has participated in the FW Act reform of setting aside zombie agreements with respect to those within the ASU’s coverage particularly in the airlines industry.

Delegates DIY Bargaining Kit

A do-it-yourself kit to support ASU delegates leading enterprise agreement negotiations has been developed. The kit is targeted at employers where the ASU resource management does not allow for an industrial official led negotiated enterprise agreement.

1.4 Submissions to Government Inquiries and the Productivity Commission

The following submissions have been made to various Federal Government/State Government inquiries:

Submission	Lodged
ASU Submission – FWC Registered Organisations Governance and Compliance External Review	30 June 2023
ASU Submission - NDIS General Issues Inquiry	29 June 2023
ASU Submission - Draft National Strategy for the Care and Support Economy	26 June 2023
ASU Submission - Consultation - NDIS Quality & Safeguards framework	29 May 2023
ASU Submission - Future Directions Australian Apprenticeships Support Services Consultation Paper	22 May 2023
ASU Submission - ANZSCO review of occupations	28 April 2023
ASU Submission - National Strategy to Achieve Gender Equality	19 April 2023
ASU Submission - NDIA Pricing Review 2022-2023	13 April 2023
ASU Submission - FWC Annual Wage Review 2022-2023	31 March 2023
ASU Submission – Multicultural framework review draft ToR	14 March 2023
ASU Submission - Aviation White Paper	10 March 2023
ASU Submission - Inquiry into Workforce Australia Employment Services	10 March 2023
ASU Submission - Workplace Gender Equality Amendment (Closing the Gender Pay Gap) Bill 2023	3 March 2023
ASU Submission - 2023-24 Pre-Budget submissions	27 January 2023
ASU Submission – NDIS Review	20 December 2022
ASU Submission – Disability Royal Commission	19 December 2022
ASU Submission – Apprenticeship Discussion Paper	15 December 2022
ASU Submission – Supplementary submission to the Work and Care Inquiry	14 December 2022
ASU Submission - Draft Risk Management Program Guidance and Security of Critical Infrastructure (Critical infrastructure risk management program) Rules (LIN 22/018) 2022	18 November 2022
ASU Submission - Inquiry into the Capability and Culture of the NDIA	12 October 2022
ASU Submission - Consultation Paper No.1, A new model for regulating aged care	10 October 2022
ASU Submission - Select Committee on Work and Care	20 September 2022
ASU Submission - Joint Select Committee on Parliamentary Standards 47th Parliament	8 September 2022
ASU Submission - Inquiry into Fair Work Amendment (Family and Domestic Violence Leave) Bill 2022	19 August 2022
ASU Submission - Jobs and Skills Australia Bill 2022 [Provisions] and the Jobs and Skills Australia (National Skills Commissioner Repeal) Bill 2022 [Provisions]	19 August 2022
ASU Submission - Climate Change Bill 2022 and the Climate Change (Consequential Amendments) Bill 2022	10 August 2022
ASU Submission – National Disability Advocacy Framework 2022-25	8 July 2022

1.5 National Campaigns & Communications

Highlights of campaign activities

- **Restoring respect to the community and disability sector**
- **Social and community sector funding indexation**

The ASU has campaigned to improve working conditions for workers in the community and disability sectors and won funding commitments including longer-term funding cycles that the union has been working to get implemented across the sector. This work has also involved advocating for better training and career paths for community and disability workers as well as a portable training and portable entitlements.

- **Worth More at Work - National Wage Case**

Each year, the Fair Work Commission reviews and sets minimum wages for millions of Australian workers. As a key advocate for increases to minimum wage rates and award wages the ASU campaigned for a real wage increase to the minimum wage and award rates of 5.75% for workers in Professional Administration and the Social and Community Sector in 2023.

ASU activity has included digital campaigning through surveys of ASU members and petitions to the Federal Government to deliver a meaningful pay rise that will allow ASU members to keep up with the cost of living.

- **We Won't Wait - Paid Family and Domestic Violence Leave Campaign**

After over a decade of campaigning by the ASU the Federal Government has now legislated for 10 days paid family and domestic violence leave into the National Employment Standards ensuring every worker can access the entitlement including casual and part time workers.

- **Don't Close the Door – Save Homelessness Services**

ASU members working in housing and homelessness services won our campaign to ensure Federal Government funding continues at a level that allows for the continuity of jobs and services throughout any extension of the National Housing and Homelessness Agreement. ASU activity included digital campaigning, a petition, and political lobbying in Canberra.

- **Just Transition Authority**

The ASU campaigned for a National Net Zero Authority to ensure no worker is left behind in the transition to a net zero economy. The ASU campaigned alongside the ACTU and other unions, and the Authority was announced in the May 2023 Budget

Highlights of member engagement activities

- **ASU Career Launchpad**

The ASU Career Launchpad provides online professional development exclusively to ASU members around the country. The program involves a live webinar course program short videos training courses and recorded webinars available to members nationally on-demand, and a customised ASU Career Launchpad database, learning management system and new website.

In 2022-23 the program included 34 new interactive live webinars, and access for ASU members to over 100 on-demand webinars. In the 2022-2023 reporting period ASU Career Launchpad had over 4,500 registrations for live webinars by ASU members. The ASU has also undertaken the process of implementing a new learning management system TopClass for a better member experience.

National Communications and improving the member experience

Throughout 2022-23 the ASU has undertaken extensive research and data analysis aimed at improving the member experience and membership value and continued building a new national database and website. This work has included:

- The ASU has moved towards a national membership system. This involves the building of a new national membership database and member portals across seven ASU Branches with three Branches going live and a further four Branches to transition in the next year. The national

system provides better services to members including a member portal and tools to assist in the growth of the union.

- Development, design and copy for a new ASU website
- Development and launch of a new online ASU join form which is mobile-friendly and platform responsive
- Development of new member communications, and automated member communications.
- Development and implementation of a new learning management systems for the professional development program (ASU Career Launchpad) which has the ability to be integrated with the new database;
- Social media content across Facebook, Instagram, Twitter and LinkedIn focusing on current bargaining- primary in Airlines and Apple and other ASU campaigns.
- Launch of the ASU Pride network.

National ASU Industry Meetings

The ASU coordinates National meetings of officials and delegates in some of its key industries, including Airlines (National Airline Division Council), Energy, Local Government and the Social and Community Services Sector (SACS). The location of these meetings shifts from State to State and are also conducted online so as to give Branches better local access.

Industrial Officers Masterclass

An Industrial Officer's Masterclass meet regularly and assist Branches with industrial work. ACTU, National and Branch officials have presented strategies for a range of industrial topics including Fair Work Act reform, WHS, industrial action, workplace issues and enterprise agreements.

Health, Safety & Workers Compensation

The ASU National Office campaigns on health & safety and worker's compensation issues and campaigns on the national level. Branches lead the work on state or territory health and safety issues.

A highlight is that the ASU has actively created a Family and Domestic violence safety toolkit. A safety toolkit is important because it helps individuals experiencing family and domestic violence navigate potential risks, protect themselves, and enhance their overall safety. It provides a proactive and practical approach to preparing for emergencies, accessing support resources, and minimising the potential harm caused by abusive situations. The toolkit focuses on workplace, personal and individual safety plans.

The ASU also participates in the ACTU quarterly WHS & Workers Compensation Committee meetings and the annual 'Work Shouldn't Hurt' Survey.

1.6 Governance

Regulatory Compliance

- Administration of the ASU in accordance with the National Rules of the Union; including meeting reporting requirements of the *Fair Work (Registered Organisations) Act 2009* with respect to registered organisations; convening of meetings of the National Executive of the Union and implementing decisions made by the National Executive.
- Maintaining the National finances and assets of the Union in accordance with the Union's rules. This includes the annual lodgement of Financial Statements, the Operating Report and Disclosure Statements such as the Officer and Related Party Statement and Loans Grants and Donations with FWC, and political donations disclosures with the AEC.

- National coordination of ASU governance obligations for consistency across the Union and to assist Branches' obligations. Branch Governance/Compliance teleconferences are held every 6 weeks. The 2023 ASU Annual Return [AR2023/18] was lodged by the National Office on 29 March 2023. The ASU also participates in the ACTU Governance & Finance Officers Group quarterly meetings to discuss regulatory reforms and updates on union governance obligations.
- The national data base of all elected National and Branch Officers is being maintained with details and changes regularly updated by Branches as notified to the Fair Work Commission.
- The ASU National rules have been amended to meet new obligations, legislative requirements and governance best practice as follows:

FWC lodgement date	Rule change	FWC decision
29/8/22	National Rule Changes to refresh Electoral Procedure Rules	R2022/100
15/9/22	QLD (SNA) Branch rules changing to direct voting of National Conference Delegates, and clarification of the Branch Executive election of Deputy Branch President.	R2022/111
11/11/22	SA&NT Branch rules 5 and 23 to reduce the number of Branch Councillors representing the Industry Sections from 28 to an original 18	R2022/131
18/11/22	QLD (SNA) Branch rules change in electorates for Vice Presidents and titles of Vice President offices and removal of individual notification of changes to Divisions	R2022/133
29/11/22	VIC/TAS A&S Branch a new Affirmative Action position for women in secretarial positions rule 20C – Affirmative Action	R2022/141
19/12/22	National amend Electoral Procedure Rules (R2022/100) & Branch (QSNA & SA/NT) Rules further amendments to remove inconsistencies and remedy typographical errors, additional QSNA Vice President (R2022/133) and a transitional table for the SA/NT rule changes in R2022/131	R2022/147
25/1/23	VIC PS Branch re rule 19 a. clarifying the 'whole branch' electorate of offices	R2023/5
31/3/23	ASU Rule 10 – BRANCHES and ASU Rule 49 – RULE ALTERATIONS the proposed QSNA and QT Branch Agreement and QSNA Branch and ASU Sub-rules 9 h., 79 a & 80 a. alterations	R2023/27

2023 Quadrennial Elections

The ASU through a Branch Working Party redrafted the ASU Electoral Rules process for the Quadrennial Elections held in 2023. The rule alterations modernised the electoral rules so as they were clearer for the AEC to interpret, more consistent across the union, provided for central coordination and easier production of Prescribed information by the national union and delayed the scheduled elections for two months later to avoid the clash of public holidays in the first quarter of the year. The rule alterations were approved by the Fair Work Commission in time for the Stage 1 direct Branch elections.

Prescribed Information for the arrangement of the 2023 quadrennial national and branch elections were issued by the Fair Work Commission after some initial interpretation and approval delays.

As per the ASU electoral rules timetable elections were held for all elected offices of the ASU firstly at the branch level, including direct and collegiate elections, and then from the newly formed National Executive a collegiate election of the four national offices.

Except for some contested non-Executive offices in the Queensland Together and Victorian Private Sector Branches all incumbent administrations were re-elected unopposed.

As a result of some remaining AEC misinterpretation the ASU electoral rules are being further reviewed with Branches internally prior to the AEC Post election report and where required will be further amended.

ASU Policies

The ASU has been reviewing its governance policies and procedures including developing and reviewing policies as follows:

- Travel Policy
- Motor Vehicle Policy
- Financial Management & Administration Policy
- Information Technology Use Policy
- Whistle-blower Policy
- Disclosure, Financial Training Audit and Financial Reporting Policy

Eligibility Rules

The ASU National Office maintains and protects the Union's eligibility rules, as required, and objecting, where necessary and appropriate to proposed variation to the rules of other registered organisations where the interests of the Union and its members are at stake.

Workplace Gender Equality Agency (WGEA)

ASU annual compliance report for the period 1 April 2022 to 31 March 2023, has been submitted, assessed by the Workplace Gender Equality Agency (WGEA) and found to be compliant with Workplace Gender Equality Act 2012 (the Act).

Union Governance and Right of Entry Permit training

As required under the Fair Work (Registered Organisations) Act 2009 the National Office conducts and coordinates the processing of Union Governance and Right of Entry Permit training for the majority of ASU Branch staff and all National Office staff.

2. Operating Result

The operating result of the Union for the year ended 30th June 2023 was a deficit of \$171,520 [surplus 2022: \$130,645]. No provision for tax was necessary as the union is considered exempt.

3. Significant Changes in Financial Affairs

[Refer s.254(2)(b)]

There was no significant change in the financial affairs of the organisation during the year.

4. Right of Members to Resign

[Refer s.254(2)(c) and s174(1)]

All members have the right to resign from the Union in accordance with National Rule 32 - Resignation, of the Union Rules (and Section 174(1) of the Act); namely, by providing written notice addressed and delivered to the Secretary of the Branch of which they are a member.

5. Officers, employees and members who are superannuation fund trustee(s) (include position details) or director of a company that is a superannuation fund trustee where being a member or officer of a registered organisation is a criterion for them holding such position.

[Refer s.254(2)(d)]

The following Officers/Employees/Members of the organisation are Directors of companies that are trustees of superannuation funds where a criterion for the officer or member being the trustee or director is that the officer or member is an officer or member of a registered organisation:

Officer/Employee/Member	Trustee Company	Entity/Scheme	Position	Period position held for
Robert Potter	CARE Super Pty Ltd	CareSuper	Director	Current
Tony Cavanagh	CARE Super Pty Ltd	CareSuper	Director	Current
Rebecca Girard	CARE Super Pty Ltd	CareSuper	Director	Current
Emeline Gaske	HEST Australia Ltd	HESTA	Director	Current
Jennifer Thomas	Brighter Super	LGIA	Director	Current
Scott Cowen	EISS (SA) Ltd	ElectricSuper	Director	Current
Imogen Sturni	Legal Super Pty Ltd	Legal Super Pty Ltd	Director	Current
Lisa Darmanin	Vision Super	Vision Super	Chair	Current

6. Officers & employees who are directors of a company or members of a board as at 30/06/2023.

[Additional ASU reporting]

Name	Name of company or board	Principal activities of company or board	How appointed [by virtue of position held, nomination by union or other]
Paul O'Neill National President	Standards Australia – Committee EL-052, Electrical Energy Networks, Construction & Operation	Advisory	Standards Australia Working Group
Jennifer Thomas National Vice President	Jobs QLD Board	QLD Unions' peak organisation	QCU Delegates
	QCU Vice President, Executive and Management committee member	QLD Unions' peak organisation	QCU Delegates
	Australian Labor Party Electoral College (QLD Branch)	Political party	ALP QLD Branch
	Energy Skills Advisory Committee for the Just Transition Group	Advisory	QLD Government
	Queensland Government Ministerial Housing Round Table	Advisory	QLD Government
Robert Potter National Secretary	ACTU Executive	National Unions' peak organisation	ASU

Name	Name of company or board	Principal activities of company or board	How appointed [by virtue of position held, nomination by union or other]
	ACTU Finance Committee	National Unions' peak organisation	ACTU
	Digital Skills Organisation Limited, Employee Representative Director	Skills and training advisory	ACTU, National President
Emeline Gaske Assistant National Secretary	ACTU Executive	National Unions' peak organisation	ASU
	ACTU Growth & Campaigns Committee	National Unions' peak organisation	ASU
	UNI Apro Executive Committee	International Unions' peak organisation	ASU National Secretary
	Respect@Work Council, member	Advisory	Attorney General
John Nucifora National Office	Electrocomm & Energy Utilities Industry Skills Council (EEISC) Director Board Member	Skills/Training Council	ASU National Secretary
	Director, Aspire Training and Consulting Ltd	Advisory	ASU [one of two members of this company]
Joanne Knight National Office	Australian Industry and Skills Committee Tourism, Travel and Hospitality Industry Reference Committee	Skills/Training Council	ASU National Secretary
Corey Rabaut National Office	ACTU OH&S Workers Compensation Committee, ASU Rep	National Unions' peak organisation	ASU
Michael Robson National Office	Australian Industry and Skills Committee Sport and Recreation Industry Reference Committee	Skills/Training Council	ASU
Lisa Darmanin VIC & TAS A&S	Equal Workplace Advisory Committee member	Advisory	Victorian Government
	Australian Institute of Superannuation Trustees, Board member	Advisory	Vision Super
	IFM Shareholder Advisory Board member	Advisory	Vision Super
	Trust for Nature, Trustee	Advisory	Minister for Energy, Environment and Climate Change (Vic)

Name	Name of company or board	Principal activities of company or board	How appointed [by virtue of position held, nomination by union or other]
	Portable Long Service Leave Authority Governing Board, Member	Advisory	Minister for Industrial Relations (Vic)
Barry Gough VIC & TAS A&S	Geelong Trades & Labour Council	Advisory	ASU
	Cooperative Power	Advisory	ASU
Cassie Farley VIC PS	Victorian Skills Authority Business Services Advisory Group	Advisory	ASU
Terry O'Loughlin VIC PS	Business Skills Victoria Board	Advisory	ASU
Angus McFarland NSW & ACT (Services)	NSW Admin Committee, NSW ALP Member	Political party	Conference delegates
	NSW Labor Social Justice & Legal Affairs Policy Committee	Political party	Conference delegates
	Australian Government NDIS Workforce Industry Reference Committee	Advisory	Department of Social Services
Jan Primrose NSW & ACT (Services)	Australian Industry and Skills Committee Disability Support Industry Reference Committee	Skills/Training Council	ASU
Helen Westwood NSW & ACT (Services)	Australian Industry and Skills Committee Client Services Industry Reference Committee	Skills/Training Council	ASU
	Australian Industry and Skills Committee Community Sector and Development Industry Reference Committee	Skills/Training Council	ASU
	Australian Industry and Skills Committee Direct Client Care and Support Industry Reference Committee	Skills/Training Council	ASU
Graeme Kelly NSW US	NSW Admin Committee, NSW ALP Member	Political party	Conference delegates
	ALP National Policy Forum Committee Member	Political party	Conference delegates

Name	Name of company or board	Principal activities of company or board	How appointed [by virtue of position held, nomination by union or other]
	Unions NSW Vice President	NSW Unions' peak organisation	Conference delegates
	Ministerial Advisory Committee for Local Government	Local Government	NSW Minister for Local Government
	President, Bundeena Community and Services Club	RSL	Election by Members
	ALP National Executive	Political party	ALP National Executive
Sharon Sewell NSW US	Unity Bank Limited	Unity Bank Limited	Nominated by Credit Union
Zoe O'Rourke NSW US	Australian Industry and Skills Committee Children's Education and Care Industry Reference Committee	Skills/Training Council	ASU
David Scott NSW US	Australian Industry and Skills Committee Water Industry Reference Committee	Skills/Training Council	ASU
Luke Hutchins NSW US	Australian Industry and Skills Committee Local Government Industry Reference Committee	Skills/Training Council	ASU
Alex Scott QLD Together	QCU Management Committee	Queensland Unions' peak organisation	QCU Delegates
Neil Henderson QLD (S&NA)	Labor Holding P/L Shareholder/member	Political party	ALP Admin
	Labor Resources P/L Shareholder/member	Political party	ALP Admin
	Labor Enterprises P/L Shareholder/member	Political party	ALP Admin
Michelle Robertson QLD (S&NA)	Health & Community Services - Workforce Council, Chair	Advisory	QCU
Ben Jones QLD (S&NA)	Australian Industry and Skills Committee Local Government Industry Reference Committee	Skills/Training Council	ASU
Abbie Spencer SA & NT	Executive member and Deputy Convenor of Progressive Left Unions and subbranches	Political party	Membership of PLUS
	Executive member SA Unions Executive	Political party	ALP SA Convention delegates

Name	Name of company or board	Principal activities of company or board	How appointed [by virtue of position held, nomination by union or other]
	Australian Labor Party SA Branch State Executive	Political party	Conference delegates
Scott Cowen SA & NT	Executive member, Rainbow Labor South Australia Inc. Executive	Political party	Membership of Rainbow Labor SA
	SA Regional Executive Committee - Pinnacle Foundation	Advisory	SA Regional Committee Chair
	Executive Committee Member - Rainbow Crows (LGBTIQ Supporter Group for the Adelaide Football Club)	Advisory	President, Rainbow Crows
	Executive member of PLUS	Advisory	Membership of PLUS
	Deputy member SA Unions	SA Unions' peak organisation	ASU SA/NT Branch
	Committee of Management for the Australian Labour & Employment Relations Association SA	Advisory	
Wayne Wood WA	Aware Super Western Australia Advisory Panel (WA Advisory Panel)	Advisory	

7. Number of Members

[Refer regulation 159(a) and s.254(2)(f)]

In accordance with Regulation 159 of the Fair Work (Registered Organisations) Regulations 2009: The number of persons that were at the end of the financial year recorded in the register of members for sec. 230 of the RAO Schedule and who are taken to be members of the registered organisation under sec. 244 of the RAO Schedule was 128,845 [2022: 126,478].

8. Number of Employees

[Refer regulation 159(b) and s.254(2)(f)]

The number of persons who were at the end of the financial year employees of the organisation including both full-time and part-time employees measured on a full-time equivalent basis was 13.4.

9. Names of Committee of Management members and period positions held during the financial year

[Refer regulation 159(c) and s.254(2)(f)]

The names of those who have been members of the Committee of Management of the organisation at any time during the financial year and the periods for which he or she held office were:

Name of officer	Position held	Period for which position held	
Paul O'Neill	National President	1/07/22	30/06/23
Jennifer Thomas	National Vice President	1/07/22	30/06/23
Robert Potter	National Secretary	1/07/22	30/06/23
Emeline Gaske	Assistant National Secretary	1/07/22	30/06/23
Alex Scott	National Executive Representative	1/07/22	30/06/23
Sharon Abbott	National Executive Representative	1/07/22	30/06/23
Danielle Spink	National Executive Representative	1/07/22	30/06/23
Natalie Lang	National Executive Representative	1/07/22	16/09/22
Thomas Patton	National Executive Representative	16/09/22	30/06/23
Judith Wright	National Executive Representative	1/07/22	6/04/23
Jan Primrose	National Executive Representative	7/04/23	30/06/23
Angus McFarland	National Executive Representative	1/07/22	30/06/23
Graeme Kelly	National Executive Representative	1/07/22	30/06/23
Sharon Sewell	National Executive Representative	1/07/22	30/06/23
Glen McAtear	National Executive Representative	1/07/22	27/03/23
Ross Crawford	National Executive Representative	27/03/23	30/06/23
Neil Henderson	National Executive Representative	1/07/22	30/06/23
Kate Cotter	National Executive Representative	1/07/22	30/06/23
Abbie Spencer	National Executive Representative	1/07/22	30/06/23
Scott Cowen	National Executive Representative	1/07/22	30/06/23
Jeff Lapidos	National Executive Representative	1/07/22	30/06/23
Ancel Greenwood	National Executive Representative	1/07/22	30/06/23
Lisa Darmanin	National Executive Representative	1/07/22	30/06/23
Billy King	National Executive Representative	1/07/22	1/06/23
Barry Gough	National Executive Representative	1/07/22	1/06/23
Natasha Wark	National Executive Representative	1/06/23	30/06/23
Melanie Gent	National Executive Representative	1/06/23	30/06/23
Imogen Sturni	National Executive Representative	1/07/22	30/06/23
Cassie Farley	National Executive Representative	1/07/22	30/06/23
Wayne Wood	National Executive Representative	1/07/22	30/06/23

Signature of designated officer:



Name and title of designated officer:

Robert Potter
National Secretary
Australian Municipal, Administrative, Clerical and Services Union

Dated:

11th October 2023

ASU directory

ASU National Office



Melbourne & Sydney Office

All correspondence to Melbourne Office:

Ground Floor
116 Queensberry Street
Carlton South VIC 3053
E: info@asu.asn.au
W: www.asu.asn.au

Robert Potter, National Secretary
Emeline Gaske, Assistant National Secretary

Queensland (Services & Northern Administrative) Branch



State registered entity:
Queensland Services, Industrial Union of Employees

Trading as:

The Services Union

Ground Floor, 32 Peel Street
South Brisbane QLD 4101
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Wayne Wood, Branch Secretary

Australian Services Union - National Office

ABN: 28 519 971 998

Financial Statements

For the Year Ended 30 June 2023

Australian Services Union - National Office

ABN: 28 519 971 998

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For the Year Ended 30 June 2023

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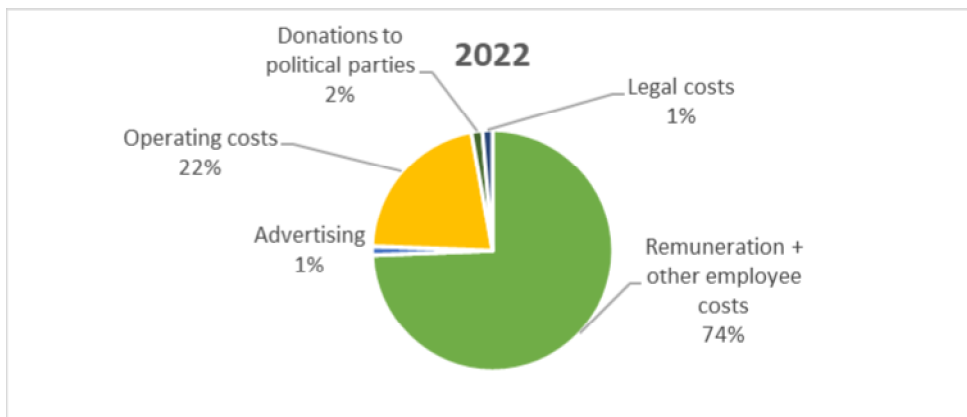
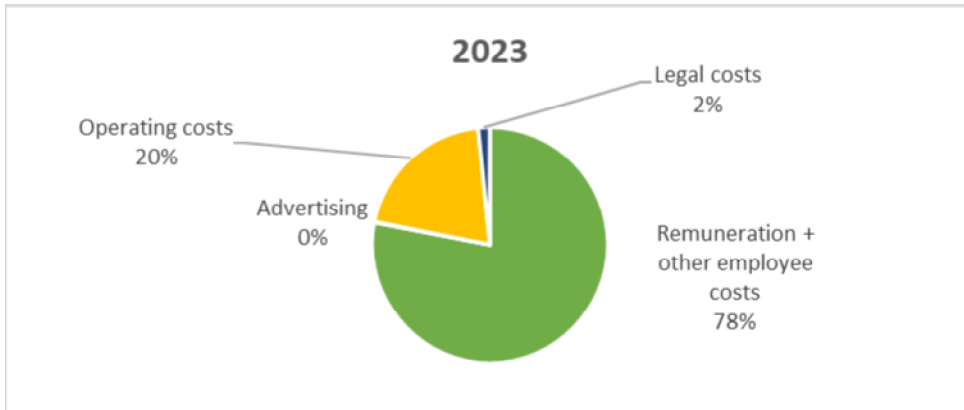
Australian Services Union – National Office

ABN: 28 519 971 998

Expenditure Report Required under Subsection 255(2A)

For the Year Ended 30 June 2023

The National Executive presents the expenditure report as required under subsection 255(2A) on the National Office for the year ended 30 June 2023.



*Excluded expenses include affiliation fees, GSA and NADC expenses, depreciation & impairment, grants and donations

National Secretary:

Robert Potter

Date: 11 October 2023

Australian Services Union - National Office

ABN: 28 519 971 998

Statement of Profit or Loss and Other Comprehensive Income

For the Year Ended 30 June 2023

	Note	2023 \$	2022 \$
Revenue from contracts with customers			
Capitation fees	2(a)	3,896,311	3,939,922
Levies	2(b)	32,894	33,132
Total revenue from contracts with customers		3,929,205	3,973,054
Other revenue			
Campaign contribution	2(d)	-	13,636
Investment revenue	2(c)	111,177	146,279
Other revenue	2(e)	382,104	429,414
Total other revenue		493,281	589,329
Total income		4,422,486	4,562,383
Expenses			
Employee benefits expense	3(a)	(2,747,078)	(2,515,639)
Office and administration	3(b)	(681,734)	(739,861)
National Airlines Division expenses	3(c)	(34,675)	(13,671)
Depreciation and amortisation expense	3(d)	(172,047)	(116,515)
Affiliation fees	3(e)	(807,131)	(836,905)
Grants and donations	3(f)	(7,981)	(77,363)
Legal expenses	3(g)	(56,045)	(45,663)
Auditor's remuneration	3(h)	(27,116)	(30,302)
Total expenses		(4,533,807)	(4,375,919)
Surplus/(deficit) from operating activities		(111,321)	186,464
GSA training expense	13	(60,199)	(55,819)
Surplus/(deficit) for the year		(171,520)	130,645
Other comprehensive income			
Items that will not be reclassified subsequently to profit or loss		-	-
Items that will be reclassified to profit or loss when specific conditions are met		-	-
Total comprehensive income for the year		(171,520)	130,645

The accompanying notes form part of these financial statements.

Australian Services Union - National Office

ABN: 28 519 971 998

Statement of Financial Position

As at 30 June 2023

	Note	2023 \$	2022 \$
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	4	1,370,059	3,280,279
Trade and other receivables	5	169,740	43,495
Financial assets	6	2,141,127	581,002
Other current assets	7	113,877	59,039
TOTAL CURRENT ASSETS		<u>3,794,803</u>	<u>3,963,815</u>
NON-CURRENT ASSETS			
Financial assets	6	38,919	38,919
Property, plant and equipment	8	637,168	702,579
Intangible assets	9	474,330	288,785
TOTAL NON-CURRENT ASSETS		<u>1,150,417</u>	<u>1,030,283</u>
TOTAL ASSETS		<u>4,945,220</u>	<u>4,994,098</u>
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables	10	260,607	204,069
Employee provisions	11	813,440	736,686
TOTAL CURRENT LIABILITIES		<u>1,074,047</u>	<u>940,755</u>
NON-CURRENT LIABILITIES			
Employee provisions	11	12,921	23,571
TOTAL NON-CURRENT LIABILITIES		<u>12,921</u>	<u>23,571</u>
TOTAL LIABILITIES		<u>1,086,968</u>	<u>964,326</u>
NET ASSETS		<u>3,858,252</u>	<u>4,029,772</u>
EQUITY			
Reserves	13	253,231	315,211
Accumulated Surplus		3,605,021	3,714,561
TOTAL EQUITY		<u>3,858,252</u>	<u>4,029,772</u>

The accompanying notes form part of these financial statements.

Australian Services Union - National Office

ABN: 28 519 971 998

Statement of Changes in Equity

For the Year Ended 30 June 2023

2023

	Accumulated Surplus	Government Skills Australia Reserves	National Airlines Industry Division Reserve	Total
	\$	\$	\$	\$
Balance at 1 July 2022	3,714,561	160,323	154,888	4,029,772
Deficit for the year	(171,520)	-	-	(171,520)
Transfers to/from reserves	61,980	(60,199)	(1,781)	-
Balance at 30 June 2023	3,605,021	100,124	153,107	3,858,252

2022

	Accumulated Surplus	Government Skills Australia Reserves	National Airlines Industry Division Reserve	Total
	\$	\$	\$	\$
Balance at 1 July 2021	3,544,574	216,142	138,411	3,899,127
Surplus for the year	130,645	-	-	130,645
Transfers to/from reserves	39,342	(55,819)	16,477	-
Balance at 30 June 2022	3,714,561	160,323	154,888	4,029,772

The accompanying notes form part of these financial statements.

Australian Services Union - National Office

ABN: 28 519 971 998

Statement of Cash Flows

For the Year Ended 30 June 2023

	2023	2022
Note	\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES:		
Receipts from branches	18 4,794,552	4,651,757
Interest received	23,396	14,672
Other receipts	398,316	461,511
Payments to employees and suppliers	(4,811,400)	(4,716,323)
Payments to branches	18 (470,397)	(479,015)
Net cash provided by/(used in) operating activities	18 (65,533)	(67,398)
CASH FLOWS FROM INVESTING ACTIVITIES:		
Proceeds from sale of assets	7,619	1,318,311
Payment for equipment and vehicles	(55,924)	(38,100)
Payment for intangibles	(236,257)	(205,015)
Redemption (placement) of term deposits	(1,560,125)	(301,002)
Payment to branch for their share of investment property sold	18 -	(663,451)
Net cash used by investing activities	(1,844,687)	110,743
CASH FLOWS FROM FINANCING ACTIVITIES:		
Net increase/(decrease) in cash and cash equivalents held	(1,910,220)	43,345
Cash and cash equivalents at beginning of year	3,280,279	3,236,934
Cash and cash equivalents at end of financial year	4 1,370,059	3,280,279

The accompanying notes form part of these financial statements.

Australian Services Union - National Office

ABN: 28 519 971 998

Notes to the Financial Statements

For the Year Ended 30 June 2023

1 Summary of Significant Accounting Policies

1(a) Basis of preparation

The financial statements are general purpose financial statements and have been prepared in accordance with Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period and the *Fair Work (Registered Organisation) Act 2009*. For the purpose of preparing the general purpose financial statements, the Australian Services Union - National Office is a not-for-profit entity.

The financial statements have been prepared on an accrual basis and in accordance with the historical cost basis of accounting, except for certain assets and liabilities are measured at fair value, as explained in the accounting policies below. Historical cost is generally based on the fair values of the consideration given in exchange for assets. The financial statements are presented in Australian dollars.

Except where otherwise stated, the accounting policies in the preparation of this financial report are consistent with those of the previous financial year. The financial statements were authorised for issue on the same date the statement by the Committee of Management was signed.

1(b) Comparative figures

When required by Accounting Standards, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

1(c) Income Tax

No provision for income tax has been raised as the National Office is exempt from income tax under Div 50 of the Income Tax Assessment Act 1997. However, the National Office still has obligations for Fringe Benefit Tax (FBT) and Goods and Services Tax (GST).

1(d) Goods and services tax (GST)

Revenue, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payable are stated inclusive of GST. The net amount of GST recoverable from, or payable to, the ATO is included as part of receivables or payables in the statement of financial position.

Cash flows in the statement of cash flows are included on a gross basis and the GST component of cash flows arising from investing and financing activities which is recoverable from, or payable to, the taxation authority is classified as operating cash flows.

Australian Services Union - National Office

ABN: 28 519 971 998

Notes to the Financial Statements

For the Year Ended 30 June 2023

1 Summary of Significant Accounting Policies

1(e) Leases

At inception of a contract, the National Office assesses whether a lease exists - i.e. does the contract convey the right to control the use of an identified asset for a period of time in exchange for consideration.

This involves an assessment of whether:

- The contract involves the use of an identified asset - this may be explicitly or implicitly identified within the agreement. If the supplier has a substantive substitution right then there is no identified asset.
- The National Office has the right to obtain substantially all of the economic benefits from the use of the asset throughout the period of use.
- The National Office has the right to direct the use of the asset i.e. decision making rights in relation to changing how and for what purpose the asset is used.

Right-of-use Asset

At the lease commencement, the National Office recognises a right-of-use asset and associated lease liability for the lease term. The lease term includes extension periods where the National Office believes it is reasonably certain that the option will be exercised.

The right-of-use asset is measured using the cost model where cost on initial recognition comprises of the lease liability, initial direct costs, prepaid lease payments, estimated cost of removal and restoration less any lease incentives received.

The right-of-use asset is depreciated over the lease term on a straight line basis and assessed for impairment in accordance with the impairment of assets accounting policy.

Lease Liability

The lease liability is initially measured at the present value of the remaining lease payments at the commencement of the lease. The discount rate is the rate implicit in the lease, however where this cannot be readily determined then the National Office's incremental borrowing rate is used.

Subsequent to initial recognition, the lease liability is measured at amortised cost using the effective interest rate method. The lease liability is remeasured whether there is a lease modification, change in estimate of the lease term or index upon which the lease payments are based (e.g. CPI) or a change in the National Office's assessment of lease term.

Where the lease liability is remeasured, the right-of-use asset is adjusted to reflect the remeasurement or is recorded in profit or loss if the carrying amount of the right-of-use asset has been reduced to zero.

Exceptions to lease accounting

The National Office has elected to apply the exceptions to lease accounting for both short-term leases (i.e. leases with a term of less than or equal to 12 months) and leases of low-value assets. The National Office recognises the payments associated with these leases as an expense on a straight-line basis over the lease term.

Australian Services Union - National Office

ABN: 28 519 971 998

Notes to the Financial Statements

For the Year Ended 30 June 2023

1 Summary of Significant Accounting Policies

1(f) Revenue and other income

The core principle of AASB 15 is that revenue is recognised on a basis that reflects the transfer of promised goods or services to customers at an amount that reflects the consideration the National Office expects to receive in exchange for those goods or services. Revenue is recognised by applying a five-step model as follows:

1. Identify the contract with the customer
2. Identify the performance obligations
3. Determine the transaction price
4. Allocate the transaction price to the performance obligations
5. Recognise revenue as and when control of the performance obligations is transferred

Generally the timing of the payment for sale of goods and rendering of services corresponds closely to the timing of satisfaction of the performance obligations, however where there is a difference, it will result in the recognition of a receivable, contract asset or contract liability.

None of the revenue streams of the National Office have any significant financing terms as there is less than 12 months between receipt of funds and satisfaction of performance obligations.

When the National Office received operating grant revenue, donations or bequests, it assesses whether the contract is enforceable and has sufficiently specific performance obligations in accordance with AASB 15.

When both these conditions are satisfied, the National Office:

- identifies each performance obligation relating to the grant;
- recognises a contract liability for its obligations under the agreement; and
- recognises revenue as it satisfies its performance obligations.

Where the contract is not enforceable or does not have sufficiently specific performance obligations, the National Office:

- recognises the asset received in accordance with the recognition requirements of other applicable accounting standards (for example AASB 9, AASB 16, AASB 116 and AASB 138);
- recognises related amounts (being contributions by owners, lease liability, financial instruments, provisions, revenue or contract liability arising from a contract with a customer); and
- recognises income immediately in profit or loss as the difference between the initial carrying amount of the asset and the related amount.

Australian Services Union - National Office

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Notes to the Financial Statements

For the Year Ended 30 June 2023

1 Summary of Significant Accounting Policies

1(f) Revenue and other income

If a contract liability is recognised as a related amount above, the National Office recognises income in profit or loss when or as it satisfies its obligations under the contract.

The National Office's accounting policies for its specific revenue items from applying AASB 15 and AASB 1058 are described below.

Capitation fees

Where the National Office's arrangement with a branch or another reporting unit meets the criteria to be a contract with a customer, the National Office recognises the capitation fees promised under that arrangement when or as it transfers the services as part of its sufficiently specific promise to the branch and other reporting unit.

Government grant

Government grants are not recognised until there is reasonable assurance that the National Office will comply with the conditions attaching to them and that the grants will be received.

Government grants are recognised in profit or loss on a systematic basis over the periods in which the National Office recognises as expenses the related costs for which the grants are intended to compensate. Specifically, government grants whose primary condition is that the National Office should purchase, construct otherwise acquire non-current assets are recognised as deferred revenue in the statement of financial position and transferred to profit or loss on a systematic and rational basis over the useful lives of the related assets.

Government grants that are receivable as compensation for expenses or losses already incurred or for the purpose of giving immediate financial support to the National Office with no future related costs are recognised in profit or loss in the period in which they become receivable.

Interest income

Interest revenue is recognised on an accrual basis using the effective interest method.

Other revenue

Other revenue is recognised when the right to receive the revenue has been established.

All revenue stated is net of the amounts of goods and services tax (GST).

1(g) Gains and losses

Gains and losses from disposal of assets are recognised when control of the asset has been passed to the buyer.

Australian Services Union - National Office

ABN: 28 519 971 998

Notes to the Financial Statements

For the Year Ended 30 June 2023

1 Summary of Significant Accounting Policies

1(h) Reimbursement from other reporting units

The amounts reimbursed for payroll tax, insurance premiums and other costs are treated as deductions from the corresponding expenses on the basis of the costs being expenses of the branch. Accordingly the income and expenses relating to reimbursement of these items are not recognised in the statement of profit or loss and other comprehensive income of the National Office. For further details see Note 20(c) Transactions with Other Reporting Units.

1(i) Employee benefits

A liability is recognised for benefits accruing to employees in respect of wages and salaries, annual leave, long service leave and termination benefits when it is probable that settlement will be required and they are capable of being measured reliably.

Liabilities for short-term employee benefits (as defined in AASB 119 Employee Benefits) and termination benefits which are expected to be settled within twelve months of the end of reporting period are measured at their nominal amounts. The nominal amount is calculated with regard to the rates expected to be paid on settlement of the liability.

Other long-term employee benefits which are expected to be settled beyond twelve months are measured as the present value of the estimated future cash outflows to be made by the reporting unit in respect of services provided by employees up to reporting date.

1(j) Cash and cash equivalents

Cash is recognised at its nominal amount. Cash and cash equivalents comprises cash on hand, demand deposits and short-term highly liquid investments which are readily convertible to known amounts of cash and which are subject to an insignificant risk of change in value with original maturities of three months or less. Bank overdrafts are shown within short-term borrowings in current liabilities in the statement of financial position.

1(k) Financial instruments

Initial recognition and measurement

Financial assets are classified, at initial recognition, and subsequently measured at amortised cost, fair value through other comprehensive income (OCI), or fair value through profit or loss.

The classification of financial assets at initial recognition depends on the financial asset's contractual cash flow characteristics and the National Office business model for managing them. With the exception of trade receivables that do not contain a significant financing component, the National Office initially measures a financial asset at its fair value plus, in the case of a financial asset not at fair value through profit or loss, transaction costs.

Australian Services Union - National Office

ABN: 28 519 971 998

Notes to the Financial Statements

For the Year Ended 30 June 2023

1 Summary of Significant Accounting Policies

1(k) Financial instruments

In order for a financial asset to be classified and measured at amortised cost or fair value through OCI, it needs to give rise to cash flows that are 'solely payments of principal and interest' (**SPPI**) on the principal amount outstanding. This assessment is referred to as the SPPI test and is performed at an instrument level.

The National Office's business model for managing financial assets refers to how it manages its financial assets in order to generate cash flows. The business model determines whether cash flows will result from collecting contractual cash flows, selling the financial assets, or both.

Purchases or sales of financial assets that require delivery of assets within a time frame established by regulation or convention in the market place (regular way trades) are recognised on the trade date, i.e., the date that the [reporting unit] commits to purchase or sell the asset.

Subsequent measurement

For purposes of subsequent measurement, financial assets are classified in five categories:

- financial assets at amortised cost
- financial assets at fair value through other comprehensive income
- Investments in equity instruments designated at fair value through other comprehensive income
- financial assets at fair value through profit or loss
- financial assets designated at fair value through profit or loss

Financial assets at amortised cost

The National Office measures financial assets at amortised cost if both of the following conditions are met:

- The financial asset is held within a business model with the objective to hold financial assets in order to collect contractual cash flows and
- The contractual terms of the financial asset give rise on specified dates to cash flows that are solely payments of principal and interest on the principal amount outstanding

Financial assets at amortised cost are subsequently measured using the effective interest (EIR) method and are subject to impairment. Gains and losses are recognised in profit or loss when the asset is derecognised, modified or impaired.

The National Office's financial assets at amortised cost includes trade receivables and loans to related parties.

Australian Services Union - National Office

ABN: 28 519 971 998

Notes to the Financial Statements

For the Year Ended 30 June 2023

1 Summary of Significant Accounting Policies

1(k) Financial instruments

De-recognition

A financial asset is derecognised when:

- The rights to receive cash flows from the asset have expired or
- The National Office has transferred its rights to receive cash flows from the asset or has assumed an obligation to pay the received cash flows in full without material delay to a third party under a 'pass-through' arrangement; and either:
 - a) the National Office has transferred substantially all the risks and rewards of the asset, or
 - b) the National Office has neither transferred nor retained substantially all the risks and rewards of the asset, but has transferred control of the asset.

When the National Office has transferred its rights to receive cash flows from an asset or has entered into a pass-through arrangement, it evaluates if, and to what extent, it has retained the risks and rewards of ownership.

When it has neither transferred nor retained substantially all of the risks and rewards of the asset, nor transferred control of the asset, the National Office continues to recognise the transferred asset to the extent of its continuing involvement together with associated liability.

Offsetting

Financial assets and financial liabilities are offset and the net amount is reported in the statement of financial position if there is a currently enforceable legal right to offset the recognised amounts and there is an intention to settle on a net basis, to realise the assets and settle the liabilities simultaneously.

Impairment of financial assets - Trade receivables

For trade receivables that do not have a significant financing component, the National Office applies a simplified approach in calculating expected credit losses (**ECLs**) which requires lifetime expected credit losses to be recognised from initial recognition of the receivables.

Therefore, the National Office does not track changes in credit risk, but instead recognises a loss allowance based on lifetime ECLs at each reporting date. The National Office has established a provision matrix that is based on its historical credit loss experience, adjusted for forward-looking factors specific to the debtors and the economic environment.

Australian Services Union - National Office

ABN: 28 519 971 998

Notes to the Financial Statements

For the Year Ended 30 June 2023

1 Summary of Significant Accounting Policies

1(k) Financial instruments

Financial liabilities

The National Office measures all financial liabilities initially at fair value less transaction costs, subsequently financial liabilities are measured at amortised cost using the effective interest rate method.

The financial liabilities of the National Office comprise trade payables, bank and other loans and finance lease liabilities.

Initial recognition and measurement

Financial liabilities are classified, at initial recognition, at amortised cost unless or at fair value through profit or loss.

All financial liabilities are recognised initially at fair value and, in the case of financial liabilities at amortised cost, net of directly attributable transaction costs.

The National Office's financial liabilities include trade and other payables.

De-recognition

A financial liability is derecognised when the obligation under the liability is discharged or cancelled or expires. When an existing financial liability is replaced by another from the same lender on substantially different terms, or the terms of an existing liability are substantially modified, such an exchange or modification is treated as the de-recognition of the original liability and the recognition of a new liability. The difference in the respective carrying amounts is recognised in profit or loss.

1(l) Property, plant and equipment

Land and buildings

Freehold land and buildings are carried at cost less accumulated depreciation.

Plant and equipment

Plant and equipment are measured on the cost basis and are therefore carried at cost less accumulated depreciation and any accumulated impairment losses.

The carrying amount of plant and equipment is reviewed annually by national executives to ensure it is not in excess of the recoverable amount from these assets. The recoverable amount is assessed on the basis of depreciated replacement cost.

Australian Services Union - National Office

ABN: 28 519 971 998

Notes to the Financial Statements

For the Year Ended 30 June 2023

1 Summary of Significant Accounting Policies

1(l) Property, plant and equipment

Depreciation

The depreciable amount of all fixed assets including buildings and capitalised leased assets, but excluding freehold land, is depreciated on a straight-line over the assets useful life to the National Office, commencing from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements. Land is not depreciated.

The depreciation rates used for each class of depreciable assets are:

Class of Fixed Assets	
Buildings	2.5%
Motor vehicles	10%
Office furniture and equipment	10%-33%

The residual values of assets, depreciation methods and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

The carrying amount of each asset is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains or losses are included in the statement of profit or loss.

De-recognition

An item of property, plant and equipment is derecognised upon its disposal or when no future economic benefits are expected from its use. Gains and losses on disposal are determined by comparing proceeds with the carrying amount. These gains and losses are included in the profit or loss in the statement of comprehensive income.

1(m) Investment property

Investment properties are properties held to earn rentals and/or for capital appreciation (including property under construction for such purposes). Investment properties are measured initially at its cost, including transaction costs. Subsequent to initial recognition, investment properties are measured at cost.

An investment property is derecognised upon disposal or when the investment property is permanently withdrawn from use and no future economic benefits are expected from the disposal. Any gain or loss arising on derecognition of the property (calculated as the difference between the net disposal proceeds and the carrying amount of the asset) is included in profit or loss in the period in which the property is derecognised.

Australian Services Union - National Office

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Notes to the Financial Statements

For the Year Ended 30 June 2023

1 Summary of Significant Accounting Policies

1(n) Intangible Assets

Amortisation

Amortisation is recognised in profit or loss on a straight-line basis over the estimated useful lives of intangible assets from the date that they are available for use.

Amortisation methods, useful lives and residual values are reviewed at each reporting date and adjusted if appropriate.

1(o) Impairment of non-financial assets

At the end of each reporting period the National Office determines whether there is an evidence of an impairment indicator for non-financial assets. Where this indicator exists, the recoverable amount of the asset is estimated and an impairment adjustment is made in all cases where the recoverable amount is less than its carrying amount.

The recoverable amount of an asset is the higher of the fair value less costs of disposal and the value in use. Value in use is the present value of the future cash flows expected to be derived from an asset.

Where the future economic benefit of an asset is not primarily dependent on the ability of the asset to generate future cash flows and the assets would be replaced if the National Office were deprived of the asset, its value in use is taken to be its depreciated replacement cost.

1(p) Contingent assets and liabilities

Contingent assets and liabilities are not recognised in the Statement of Financial Position and instead, where applicable, are reported in the relevant notes. They may arise from uncertainty as to the existence of an asset or a liability or represent an existing asset or liability in respect of which the amount cannot be reliably measured. Contingent assets are disclosed when settlement is probable but not virtually certain and contingent liabilities are disclosed when settlement is greater than remote.

1(q) Australian Services Union branches

The following branches operate and conduct all of their business as a branch of the National Office:

- Victorian & Tasmanian Authorities & Services Branch
- NSW & ACT (Services) Branch
- NSW United Services Branch
- South Australian & Northern Territory Branch
- Victorian Private Sector Branch
- Western Australian Branch
- QLD (Services & Northern Administrative) Branch
- QLD Together Branch
- Taxation Officers' Branch

Australian Services Union - National Office

ABN: 28 519 971 998

Notes to the Financial Statements

For the Year Ended 30 June 2023

1 Summary of Significant Accounting Policies

1(q) Australian Services Union branches

Australian Services Union branches are considered as reporting units under the National Office as per the Fair Work (Registered Organisations) Act 2009 (the Act). However the activities of these branches are not consolidated into the National Office's accounts as the National Office does not have control of the branches. The branches have their own accounting processes, are required to be audited separately and have their own reporting obligations under the Act.

1(r) Significant accounting estimates and judgments

The preparation of financial statements require the National Office to make judgements, estimates and assumptions that affect the application of accounting policies and the reported amount of assets, liabilities, income and expenses. Actual results may differ from these estimates.

Estimates and assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in any future periods affected. Australian Services Union - National Office

(i) Key estimates - Impairment

The National Office assesses impairment at the end of each reporting year by evaluating conditions specific to the National Office that may be indicative of impairment triggers. Recoverable amounts of relevant assets are reassessed using value-in-use calculations which incorporate various key assumptions.

(ii) Key judgment - Useful lives of property, plant and equipment

Property, plant and equipment are depreciated over their useful life and the depreciation rates are assessed when the assets are acquired or when there is a significant change that affects the remaining useful life of the asset.

(iii) Key judgment - Provision for impairment of receivables

The value of the provision for impairment of receivables is estimated by considering the ageing of receivables, communication with the debtors and prior history.

(iv) Key judgment - Short term highly liquid investments

The National Office has determined that short-term highly liquid investments are those with original maturities of three months or less.

Australian Services Union - National Office

ABN: 28 519 971 998

Notes to the Financial Statements

For the Year Ended 30 June 2023

2 Revenue and Other Income

Disaggregation of revenue from contracts with customers

Disaggregation of Australian Services Union - National Office's revenue by type of arrangement is provided on the face of the Statement of Comprehensive Income. The table below also sets out a disaggregation of revenue by type of customer.

	2023	2022
	\$	\$
Types of customer		
Other reporting units - ASU branches	3,929,205	3,973,054
Total revenue from contracts with customers	3,929,205	3,973,054

Disaggregation of income for furthering activities

A disaggregation of Australian Services Union - National Office's income by type of arrangement is provided on the face of the Statement of Comprehensive Income. The table below also sets out a disaggregation of income by funding source:

Revenue funding sources		
Other reporting units - ASU branches	8,738	23,606
Other parties	484,543	565,723
Total income for furthering activities	493,281	589,329

2(a) Capitation fees from branches

Queensland Together Branch	963,024	975,643
QLD (Services & Northern Administrative) Branch	410,025	398,689
NSW United Services Branch	904,080	937,263
NSW & ACT (Services) Branch	458,594	454,107
VIC & TAS Authorities & Services Branch	613,646	634,599
VIC Private Sector Branch	138,570	146,803
SA & NT Branch	186,363	168,514
WA Branch	191,491	194,140
Taxation Officers' Branch	30,518	30,164
	3,896,311	3,939,922

Australian Services Union - National Office

ABN: 28 519 971 998

Notes to the Financial Statements

For the Year Ended 30 June 2023

2 Revenue and Other Income

2(b) Levies

	2023	2022
	\$	\$
National Airlines Industry Division		
Queensland Together Branch	4,477	4,477
QLD (Services & Northern Administrative) Branch	942	942
NSW United Services Branch	3,392	3,631
NSW & ACT (Services) Branch	9,392	9,392
VIC & TAS Authorities & Services Branch	1,301	1,301
VIC Private Sector Branch	8,953	8,952
SA & NT Branch	1,564	1,564
WA Branch	2,873	2,873
	<u>32,894</u>	<u>33,132</u>

2(c) Investment revenue

Bank interest	70,215	14,406
Property rentals - ACT property	-	21,313
Property rent - Taxation Officers' Branch	8,738	9,970
Trust distribution - ACTU	32,224	100,590
	<u>111,177</u>	<u>146,279</u>

Australian Services Union - National Office

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Notes to the Financial Statements

For the Year Ended 30 June 2023

2 Revenue and Other Income

2(d) Campaign contribution

	2023	2022
	\$	\$
QLD (Services & Northern Administrative) Branch	-	1,352
NSW & ACT (Services) Branch	-	1,536
WA Branch	-	674
VIC & TAS Authorities & Services Branch	-	2,216
NSW United Services Branch	-	3,295
VIC Private Sector Branch	-	526
SA & NT Branch	-	561
Queensland Together Branch	-	3,374
Taxation Officers' Branch	-	102
	<hr/>	<hr/>
	-	13,636
	<hr/> <hr/>	<hr/> <hr/>

2(e) Other revenue

Board representation fees	148,527	138,858
Sale of promotional goods	177	265
Gain/(loss) on sale of fixed assets	872	290,291
Sundry income	7,619	-
Revenue from recovery of wages activity	-	-
Grants and donations	-	-
Membership subscription	-	-
Conference sponsorship and other income	224,909	-
	<hr/>	<hr/>
	382,104	429,414
	<hr/> <hr/>	<hr/> <hr/>

Australian Services Union - National Office

ABN: 28 519 971 998

Notes to the Financial Statements

For the Year Ended 30 June 2023

3 Expenses

3(a) Employee benefits

	2023	2022
	\$	\$
Holders of office:		
Salaries and wages	357,333	351,476
Employer superannuation	53,936	55,550
Leave entitlement	50,918	62,065
Separations and redundancies	-	-
Other employee expenses	-	-
	<u>462,187</u>	<u>469,091</u>
Other employees:		
Salaries and wages	1,613,832	1,437,597
Superannuation	255,202	244,338
Leave entitlement	227,668	221,356
Separations and redundancies	49,709	-
Payroll tax and workcover	124,101	121,513
Other employee expenses	14,379	21,744
	<u>2,284,891</u>	<u>2,046,548</u>
Total employee benefits	<u>2,747,078</u>	<u>2,515,639</u>

Australian Services Union - National Office

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Notes to the Financial Statements

For the Year Ended 30 June 2023

3 Expenses

3(b) Office and administration

	2023	2022
	\$	\$
Utilities	60,011	77,782
Insurance expense	43,295	22,062
Meeting and conference	169,181	3,117
Rent of Sydney office - United Services Union	29,750	29,750
Motor vehicle	2,641	594
Telephone and teleconferencing	20,450	18,084
Office expenses	8,378	5,294
Repair and maintenance	18,882	12,271
Employment related expenses	18,607	20,660
Travel expenses	138,355	26,419
Other expenses	153,250	306,139
Membership database system expenses	16,294	212,997
Short and low value lease expenses	2,640	4,692
Fees/allowances - meetings and conferences	-	-
Consideration to employers for payroll deductions	-	-
Capitation fees	-	-
Penalties - via RO Act or RO Regulations	-	-
Compulsory levies	-	-
	681,734	739,861

3(c) National Airlines Division expenses

National Airlines Division expenses	34,675	13,671
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ASU state branches contributes a levy for members employed or engaged in the Airlines industry to National Airlines Division Council. The levies collected as disclosed in note 2(b) is used exclusively for the purposes of the National Airlines Industry Division and is reported as National Airlines Division expenses. National Airlines Division expenses is not a levy paid by the National Office.

No levies were paid by the National office during this financial year (2022: Nil).

3(d) Depreciation and amortisation

Building	20,083	20,080
Motor vehicles	12,967	7,017
Furniture, equipment and library	88,285	89,418
Computer software	50,712	-
	172,047	116,515

Australian Services Union - National Office

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Notes to the Financial Statements

For the Year Ended 30 June 2023

3 Expenses

3(e) Affiliation fees

	2023	2022
	\$	\$
Australian Council of Trade Unions	757,937	797,992
Public Services International	21,267	21,938
Union Network International	5,000	2,500
International Transport Workers Federation	14,796	7,172
APHEDA - Union Aid Abroad	5,821	4,657
Australasian Railway Association	-	1,000
Australian Council of Social Services	1,450	-
EE-OZ Training Standards	91	91
Aged & Community Services Australia	769	1,555
	<u>807,131</u>	<u>836,905</u>

3(f) Donations and grants

Donations

Total paid that were \$1,000 or less	140	90
Total paid that exceeded \$1,000	7,841	77,273
Total donations	<u>7,981</u>	<u>77,363</u>

Grants

Total paid that were \$1,000 or less	-	-
Total paid that exceeded \$1,000	-	-
Total grants	<u>-</u>	<u>-</u>
Total grants and donations	<u>7,981</u>	<u>77,363</u>

Australian Services Union - National Office

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Notes to the Financial Statements

For the Year Ended 30 June 2023

3 Expenses

3(g) Legal costs

	2023	2022
	\$	\$
Litigations	-	-
Other matters	56,045	45,663
	<u>56,045</u>	<u>45,663</u>

3(h) Auditor's remuneration

Accounts and financial statement audit	22,800	21,200
Other services	4,316	9,102
	<u>27,116</u>	<u>30,302</u>

4 Cash and Cash Equivalents

Cash at bank	1,370,059	3,280,279
	<u>1,370,059</u>	<u>3,280,279</u>

Australian Services Union - National Office

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Notes to the Financial Statements

For the Year Ended 30 June 2023

5 Trade and Other Receivables

	2023	2022
	\$	\$
Current receivable from branches:		
QLD Together Branch	821	-
QLD (Services & Northern Administrative) Branch	-	-
VIC & TAS Authorities & Services Branch	18,986	-
VIC Private Sector Branch	7,891	-
SA & NT Branch	4,568	-
WA Branch	11,657	-
Taxation Officers' Branch	8,236	8,548
United Services Union	-	3,300
Total current receivables from branches	52,159	11,848
Less provision for doubtful debt:		
Other reporting units	-	-
Total provision for doubtful debts from other reporting units	-	-
Other current receivables:		
HESTA	-	13,939
CareSuper	18,371	16,253
Other debtors	99,210	1,455
Total other current receivables	117,581	31,647
Total current trade and other receivables	169,740	43,495

The carrying amounts of all current trade and other receivables are equal to their fair values as they are short term receivables (less than 30 days) and non-interest bearing.

Current receivables are all on 30-day terms and no provision for impairment was considered necessary in relation to any particular account as at balance date.

Australian Services Union - National Office

ABN: 28 519 971 998

Notes to the Financial Statements

For the Year Ended 30 June 2023

6 Financial assets

	2023	2022
	\$	\$
CURRENT		
Amortised cost financial assets:		
- Bank term deposit	2,141,127	581,002
Total current financial assets	<u>2,141,127</u>	<u>581,002</u>

Term deposit accounts are with CBA Bank and ME Bank which is a short-term deposit with no more than 12 months to maturity.

NON-CURRENT

Unlisted shares in AFI Pte Ltd at cost	41,334	41,334
Impairment of AFI investment	(41,334)	(41,334)
Unlisted units in ACTU Member Connect at cost	38,919	38,919
Total non-current financial assets	<u>38,919</u>	<u>38,919</u>

AFI Pte Ltd is a Singapore not-for-profit company which holds property for the use of UNI-APRO. National Office holds 60,000 shares representing a 6.3% interest.

ACTU Member Connect is a trust established to provide benefits to union members with National Office holding 122,174 units (2022: 120,790) or 6.25%.

7 Other current assets

CURRENT		
Prepayments	64,500	56,481
Accrued interest	49,377	2,558
	<u>113,877</u>	<u>59,039</u>

Australian Services Union - National Office

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Notes to the Financial Statements

For the Year Ended 30 June 2023

8 Property, plant and equipment

	2023	2022
	\$	\$
LAND AND BUILDINGS		
Freehold land		
116-124 Queensberry Street Carlton at cost	332,784	332,784
Total Land	332,784	332,784
Buildings		
116-124 Queensberry Street Carlton at cost	804,652	801,830
Accumulated depreciation	(693,092)	(673,009)
Total buildings	111,560	128,821
Total land and buildings	444,344	461,605
PLANT AND EQUIPMENT		
Furniture and equipment		
At cost	1,064,974	1,011,872
Accumulated depreciation	(920,844)	(832,559)
Total furniture, fixtures and fittings	144,130	179,313
Motor vehicles		
At cost	90,769	90,769
Accumulated depreciation	(42,075)	(29,108)
Total motor vehicles	48,694	61,661
Total plant and equipment	192,824	240,974
Total property, plant and equipment	637,168	702,579

VIC Property

Office premises at 116-124 Queensberry Street Carlton is wholly-owned by the Union with National Office having a 23.3% share and Victorian and Tasmanian Authorities & Services Branch having a 76.7%. With reference to note 1(l), the property is stated in the accounts at historical cost less accumulated depreciation. The indicative fair value of the property based on 1 August 2022 independent valuation by Delphi Property Consulting Pty Ltd based on continuation of existing use basis is \$19 million (23.3% = \$4,433,270).

Australian Services Union - National Office

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Notes to the Financial Statements

For the Year Ended 30 June 2023

8 Property, plant and equipment

(a) Movements in carrying amounts of property, plant and equipment

Movement in the carrying amounts for each class of property, plant and equipment between the beginning and the end of the current financial year:

	Land	Buildings	Furniture and Equipment	Motor Vehicles	Total
	\$	\$	\$	\$	\$
Year ended 30 June 2023					
Balance at the beginning of year	332,784	128,821	179,313	61,661	702,579
Additions	-	2,822	53,102	-	55,924
Depreciation expense	-	(20,083)	(88,285)	(12,967)	(121,335)
Balance at the end of the year	332,784	111,560	144,130	48,694	637,168

	Land	Buildings	Furniture and Equipment	Motor Vehicles	Total
	\$	\$	\$	\$	\$
Year ended 30 June 2022					
Balance at the beginning of year	332,784	148,901	262,826	36,483	780,994
Additions	-	-	5,905	32,195	38,100
Depreciation expense	-	(20,080)	(89,418)	(7,017)	(116,515)
Balance at the end of the year	332,784	128,821	179,313	61,661	702,579

Australian Services Union - National Office

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Notes to the Financial Statements

For the Year Ended 30 June 2023

9 Intangible Assets

	2023	2022
	\$	\$
iMIS Cloud System		
Cost	525,042	288,785
Accumulated amortisation	(50,712)	-
Net carrying value	474,330	288,785
Total Intangible assets	474,330	288,785

(a) Movements in carrying amounts of intangible assets

	iMIS Cloud System	Total
	\$	\$
Year ended 30 June 2023		
Balance at the beginning of the year	288,785	288,785
Additions	236,257	236,257
Amortisation	(50,712)	(50,712)
Closing value at 30 June 2023	474,330	474,330
Year ended 30 June 2022		
Balance at the beginning of the year	83,770	83,770
Additions	205,015	205,015
Amortisation	-	-
Closing value at 30 June 2022	288,785	288,785

Australian Services Union - National Office

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Notes to the Financial Statements

For the Year Ended 30 June 2023

10 Trade and Other Payables

	2023	2022
	\$	\$
CURRENT		
Trade creditors and accruals	190,084	136,847
ATO receivable/(payable)	3,870	26,776
Consideration payable to employers for payroll deductions	-	-
Legal fees payable - litigation	-	-
Legal fees payable - other legal matters	5,878	4,250
	<u>199,832</u>	<u>167,873</u>
Payable to branches and related parties		
QLD (Services & Northern Administrative) Branch	29,972	18,080
NSW & ACT (Services) Branch	110	-
VIC & TAS Authorities & Services Branch	21,434	8,232
Taxation Officer's Branch	889	-
SA & NT Branch	8,370	-
NSW United Services Branch	-	9,884
	<u>60,775</u>	<u>36,196</u>
Total trade and other payables	<u><u>260,607</u></u>	<u><u>204,069</u></u>

Trade and other payables

The average credit period on purchases of goods and services by National Office is one month. There is no interest charged on the outstanding trade payables balance.

Financial risk management policies are in place to ensure that all payables are paid within normal trading terms.

Australian Services Union - National Office

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Notes to the Financial Statements

For the Year Ended 30 June 2023

11 Employee Benefits

	2023	2022
	\$	\$
Office holders:		
Annual leave	66,707	78,456
Long service leave	165,212	146,932
Separations and redundancies	-	-
Other	-	-
	<u>231,919</u>	<u>225,388</u>
Employees other than office holders:		
Annual leave	223,172	197,917
Long service leave	371,270	337,052
Separations and redundancies	-	-
Other	-	-
	<u>594,442</u>	<u>534,969</u>
Total employee provisions	<u>826,361</u>	<u>760,357</u>
Analysis of total provisions		
Current	813,440	736,686
Non-current	12,921	23,571
Total employee provision	<u>826,361</u>	<u>760,257</u>

The liability for employee entitlements represents the amount accrued for annual leave and long service leave. The current portion represents entitlements that have vested due to employees having completed the required period of service whilst the non-current portion represents those entitlements that have not yet vested.

National Office does not expect the full amount of the liability classified as current to be settled within the next twelve months. However, there is no unconditional right to defer settlement in the event of employees wishing to use their entitlements and, accordingly, the amount must be shown as a current liability.

Australian Services Union - National Office

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Notes to the Financial Statements

For the Year Ended 30 June 2023

12 Capital and Leasing Commitments

12(a) Capital expenditure and/or other commitments

No capital expenditure or other contracts were entered into during the year, nor subsisted at the end of the financial year for which a commitment to make a payment exists.

12(b) Rental property lease commitments as lessor

The current non-cancellable operating lease is in relation to the rental property in the ACT and the National Office's premises in Victoria.

The term for the Victorian property is for five years and commenced 1 July 2021. The lease expires on 30 June 2026. An option to renew the lease for a further term of five years is available at the conclusion of the current agreement.

	2023	2022
	\$	\$
Within one year	8,182	7,944
Later than 1 year but less than 5 years	17,108	25,290
Later than 5 years	-	-
Minimum future rental income	25,290	33,234

13 Reserves

14(a) National Airlines Industry Division Reserve

The National Airlines Industry Division Reserve relates to unexpended National Airlines Industry Division levies received from the branches. These funds are reserved for activities of airline industrial actions.

14(b) Government Skills Australia Reserve

Government Skills Australia (GSA) have ceased operations as of 11 December 2015. The board of GSA resolved to make a distributions to ASU National Office in its capacity as Local Government Employee Peak Body and Water Industry Peak Body. ASU National Office has undertaken that it will use these funds for training purposes in the Water and Local Government industries.

Australian Services Union - National Office

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Notes to the Financial Statements

For the Year Ended 30 June 2023

14 Contingencies

The Australian Municipal Administrative Clerical & Services Union is registered as a body corporate with perpetual succession under the *Fair Work (Registered Organisations) Act 2009* and is divided into the National Office and nine constituent branches (each a separate reporting unit).

Notwithstanding that each branch of the Union is a separate reporting unit for financial reporting purposes under the *Fair Work (Registered Organisations) Act 2009* all assets including property, plant and equipment vests in the National Office in accordance with the rules of the organisation.

The Union together with National Office has a contingent liability in relation to all debts incurred by other reporting units. No provision is considered necessary on the basis that each reporting unit is able to pay its debts as and when they fall due from their own income and reserves.

Apart from the above matters, members of the committee of management are not aware of any contingent asset or liability which existed at balance date, nor to the date of issue of this financial report, which would have a material effect in relation to the disclosures in the report.

15 Events Occurring After the Reporting Date

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the National Office, the results of those operations, or the state of affairs of the National Office in future financial years.

16 Other specific disclosures - funds

	2023	2022
	\$	\$
Compulsory levy/voluntary contribution fund - if invested in assets	-	-
Other fund required by rules	-	-
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Australian Services Union - National Office

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Notes to the Financial Statements

For the Year Ended 30 June 2023

17 Economic dependence

The National Office relies on funding by way of capitation fees from its branches and, accordingly, is economically dependent on the ability of those branches to continue as a going concern in order to continue to service the needs of members on industrial and workplace matters.

18 Cash Flow Information

18(a) Reconciliation of result for the year to cashflows from operating activities

Reconciliation of net income to net cash provided by operating activities:

	2023	2022
	\$	\$
Surplus for the year	(171,520)	130,645
Non-cash flows in result:		
- amortisation of intangible asset	50,712	-
- depreciation	121,335	116,515
- net loss/(gain) on disposal of property, plant and equipment	(7,619)	(9,649)
- (gain)/loss on revaluation of investment property	-	(280,642)
Changes in assets and liabilities		
- (increase)/decrease in trade and other receivables	(181,083)	91,078
- increase/(decrease) in trade and other payables	56,538	(178,450)
- increase/(decrease) in provisions	66,104	63,105
Cashflow from operations	<u>(65,533)</u>	<u>(67,398)</u>

Australian Services Union - National Office

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Notes to the Financial Statements

For the Year Ended 30 June 2023

18 Cash Flow Information

18(b) Other cash flow information

	2023	2022
	\$	\$
Cash flow from branches		
Queensland Together Branch	1,080,219	1,103,953
QLD (Services & Northern Administrative) Branch	503,790	463,374
NSW United Services Branch	1,008,913	1,049,171
NSW & ACT (Services) Branch	608,480	542,026
VIC & TAS Authorities & Services Branch	877,942	830,227
VIC Private Sector Branch	196,964	190,648
SA & NT Branch	233,301	197,710
WA Branch	239,702	229,342
Taxation Officers' Branch	45,241	45,306
	<u>4,794,552</u>	<u>4,651,757</u>
Cash outflow to branches		
QLD (Services & Northern Administrative) Branch	142,080	163,144
NSW United Services Branch	7,662	786,819
NSW & ACT (Services) Branch	4,605	9,500
VIC & TAS Authorities & Services Branch	245,708	163,403
VIC Private Sector Branch	2,534	-
SA & NT Branch	52,344	14,600
WA Branch	13,849	5,000
Taxation Officers' Branch	1,615	-
	<u>470,397</u>	<u>1,142,466</u>
Breakdown of cash outflow		
Cash flow from operating activities	470,397	479,015
Cash flow from investing activities	-	663,451
	<u>470,397</u>	<u>1,142,466</u>

Australian Services Union - National Office

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Notes to the Financial Statements

For the Year Ended 30 June 2023

19 Financial Risk Management

Financial instruments held by the National office consist mainly of cash, deposits with banks (either at-call or on short-term deposit) and accounts receivable and accounts payable.

The total of each category of financial instrument together with their weighted-average interest rate and their maturity profile may be summarised as follows:

	Weighted Average Interest Rate	Floating Interest Rate	1 year or less to Maturity	1 to 5 years to Maturity	Non Interest Bearing	Total
30 June 2023	%	\$	\$	\$	\$	%
Cash on hand	-	-	-	-	-	-
Cash at bank	0.65	1,366,771	-	-	3,288	1,370,059
Fixed term deposit	3.59	-	2,141,127	-	-	2,141,127
Trade and other receivables	-	-	-	-	169,740	169,740
Unlisted shares	-	-	-	-	38,919	38,919
Total financial assets		1,366,771	2,141,127	-	211,947	3,719,845
Less financial liabilities						
Trade and other payables	-	-	-	-	(260,607)	(260,607)
Net financial assets		1,366,771	2,141,127	-	(48,660)	3,459,238

	Weighted Average Interest Rate	Floating Interest Rate	1 year or less to Maturity	1 to 5 years to Maturity	Non Interest Bearing	Total
30 June 2022	%	\$	\$	\$	\$	\$
Cash on hand	0.15	1,010,949	-	-	2,269,330	3,280,279
Cash at bank	0.75	-	581,002	-	-	581,002
Trade and other receivables	-	-	-	-	43,495	24,229
Unlisted shares	-	-	-	-	38,919	38,919
Total financial assets		1,010,949	581,002	-	2,351,744	3,924,429
Less financial liabilities						
Trade and other payables	-	-	-	-	(204,069)	-
Net financial assets		1,010,949	581,002	-	2,147,675	3,924,429

Australian Services Union - National Office

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Notes to the Financial Statements

For the Year Ended 30 June 2023

19 Financial Risk Management

19(a) Net fair value of financial instruments

The fair values disclosed in the above table have been determined based on the following methodology:

Cash and cash equivalents, trade and other receivables, trade and other payables are short term instruments in nature whose carrying value is equivalent to fair value. Long term borrowings relate to a commercial loan whose carrying value is equivalent to fair value. Trade and other payables excludes amounts provided for relating to annual and long service leave which is not considered a financial instrument.

19(b) Financial risk management policies

The National Executive have overall responsibility for the establishment of the Union's financial risk management framework. This includes the development of policies covering specific areas.

Risk management policies and systems are reviewed regularly to reflect changes in market conditions and the National Office's activities. The overall risk management policies seek to assist the National Office in meeting its financial targets, while minimising potential adverse effects on financial performance.

Mitigation strategies for specific risks faced are described below:

Credit risk

Exposure to credit risk relating to financial assets arises from the potential non-performance by counterparties of contract obligations that could lead to a financial loss to the National Office and arises principally from the National Office's receivables.

Credit risk exposure

The maximum exposure to credit risk by class of recognised financial assets at the end of the reporting period is equivalent to the carrying amount and classification of those financial assets (net of any provisions) as presented in the statement of financial position.

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Notes to the Financial Statements

For the Year Ended 30 June 2023

19 Financial Risk Management

19(c) Liquidity risk

Liquidity risk arises from the possibility that the National Office might encounter difficulty in settling its debts or otherwise meeting its obligations related to financial liabilities. The entity manages this risk through the following mechanisms:

- preparing forward-looking cash flow analysis in relation to its operational, investing and financial activities which are monitored throughout the year;
- maintaining a reputable credit profile;
- managing credit risk related to financial assets;
- only investing surplus cash with major financial institutions; and
- maintaining adequate reserves.

19(d) Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. The National Office is not exposed to market risk.

19(e) Price risk

The National Office is not exposed to any material commodity price risk.

19(f) Interest rate risk

Exposure to interest rate risk arises on financial assets and financial liabilities recognised at the end of the reporting period, whereby a future change in interest rates will affect future cash flows or the fair value of fixed rate financial instruments. The National Office is also exposed to earnings volatility on floating rate instruments.

The financial instruments that expose the National Office to interest rate risk are limited to held-to-maturity financial assets and cash at bank.

The activities of the National Office are not sensitive to changes in interest rates as neither interest income nor interest on borrowings are significant to the organisation.

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Notes to the Financial Statements

For the Year Ended 30 June 2023

19 Financial Risk Management

19(f) Interest rate risk

Interest rate risk sensitivity analysis

At 30 June 2023, the effect on profit and equity as a result of changes in the interest rate, with all other variables remaining constant would be as follows:

	2023	2022
	\$	\$
Change in profit		
- Increase in interest rate +/- 1%	24,611	15,920
Change in equity		
- Increase in interest rate +/- 1%	24,611	15,920

19(g) Asset pledged or held as collateral

No assets have been pledged as security or held as collateral for any loan, borrowing or credit facility.

19(h) Capital management

Management controls the capital of the National Office to ensure that adequate cash flows are generated to fund its operating activities. The committee of management ensures that the overall risk management strategy is in line with this objective.

Risk management policies are approved and reviewed by the Committee of Management on a regular basis. These include credit risk policies and future cash flow requirements.

20 Related Parties

20(a) Key management compensation

Aggregate amount of compensation paid or payable to key management personnel during the year was as follows:

Short-term employee benefit	393,774	399,561
Post-employment benefits	53,936	55,550
Other long term benefits	14,477	13,890
Termination benefits	-	-
	<u>462,187</u>	<u>469,001</u>

Key management personnel of National Office comprise the following 2 elected officers -

National Secretary: Robert Potter
Assistant Secretary: Emeline Gaske

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Notes to the Financial Statements

For the Year Ended 30 June 2023

20 Related Parties

20(a) Key management compensation

No other transactions occurred during the year with elected officers, close family members or other related parties other than those related to their membership or employment and on terms no more favourable than those applicable to any other member or employee.

Board representation fees to which officers were entitled in respect of their appointment to any superannuation fund board were \$148,527 (2022: \$138,858). Fees assigned and paid to the National Office are brought to account as income of the National Office - refer Note 2(e).

20(b) Holders of office and related reporting units

The names of those persons who held office for all or part of the year and are deemed to be a related party for financial reporting purposes are set out in the accompanying Operating Report.

Officeholders other than key management were remunerated by other reporting units of the Union details of which are set out in the individual financial reports of those reporting units.

There were no transactions during the year between National Office and officeholders, close family members or related parties other than those related to their membership or employment and on terms no more favourable than those applicable to any other member or employee.

For financial reporting purposes under the *Fair Work (Registered Organisations) Act 2009* the Union is divided into National Office and the following branches each of which is a separate reporting unit and deemed to be a related party -

- Queensland Together Branch (Central & Southern Queensland Clerical & Administrative)
- Queensland (Services & Northern Administrative) Branch
- New South Wales United Services Branch
- New South Wales & Australian Capital Territory (Services) Branch
- Victorian & Tasmanian Authorities & Services Branch
- Victorian Private Sector Branch
- South Australian & Northern Territory Branch
- Western Australia Branch
- Taxation Officers' Branch

The national office also transacts with the following state registered union, which operates in conjunction with its branches. This state registered union is deemed to be a related party under the Australian Accounting standards:

- United Services Union.

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Notes to the Financial Statements

For the Year Ended 30 June 2023

20 Related Parties

20(c) Transactions with other reporting units and state registered union

	2023	2022
	\$	\$
Revenue from other reporting units and state registered union		
Capitation fees as per note 2(a)	3,896,311	3,939,922
Airline division council levy from branches as per note 2(b)	32,894	33,132
Investment income from branches note 2(c)	8,738	9,970
Total revenue from other reporting units and state registered union	3,937,943	3,983,024
Reimbursements from other reporting units and state registered union		
State payroll tax reimbursements	27,572	5,145
Share of insurance premiums	96,360	108,580
Subscription	208	2,290
Other costs recharged	174,797	131,799
iMIS database running cost	191,543	-
Total reimbursements from other reporting units and state registered union	490,480	247,814
<i>^ Received from -</i>		
Queensland Together Branch	15,834	17,498
QLD (Services & Northern Administrative) Branch	33,222	19,331
NSW United Services Branch	10,250	10,307
NSW & ACT (Services) Branch	86,024	26,459
VIC & TAS Authorities & Services Branch	204,132	97,853
VIC Private Sector Branch	39,119	14,874
SA & NT Branch	28,752	8,682
WA Branch	34,605	10,277
Taxation Officers Branch	1,615	1,478
United Services Union	36,927	41,055
Total reimbursements from other reporting units and state registered union	490,480	247,814

Australian Services Union - National Office

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Notes to the Financial Statements

For the Year Ended 30 June 2023

20 Related Parties

20(c) Transactions with other reporting units and state registered union

	2023	2022
	\$	\$
Office and administration expenses as per note 3(b):		
VIC & TAS Authorities & Services Branch	98,308	80,414
SA & NT Branch	6,000	6,000
United Services Union	29,750	29,750
Total office and administration expenses	134,058	116,164
Secondment arrangement reported in employee benefit expense per note 3(a):		
VIC & TAS Authorities & Service Branch	136,938	34,960
QLD (Services & Northern Administrative Branch)	153,829	145,610
SA & NT Branch	49,195	-
Total secondment expenses	339,962	180,570
Reimbursements to other reporting units and state registered union		
NSW & ACT (Services) Branch	4,286	8,636
NSW United Services Branch	7,662	-
VIC & TAS Authorities & Services Branch	140	6,990
VIC Private Sector Branch	2,304	-
SA & NT Branch	-	7,273
WA Branch	12,590	4,545
Taxation Officers Branch	2,277	-
United Services Union	1,508	1,946
Total reimbursements to other reporting units and state registered union	30,767	29,390
Amounts owed by other reporting units and state registered union		
Current branch receivables as per note 5	52,159	11,848
Amounts owed to other reporting units and state registered union		
Current branch payables as per note 10	60,775	36,196

Australian Services Union - National Office

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Notes to the Financial Statements

For the Year Ended 30 June 2023

20 Related Parties

20(c) Transactions with other reporting units and state registered union

Reimbursement from other reporting units

The amounts reimbursed for payroll tax, insurance premiums and other costs are treated as deductions from the corresponding expenses on the basis of the costs being expenses of the branch. Accordingly the income and expenses relating to reimbursement of these items are not recognised in the Statement of Profit or Loss and Other Comprehensive Income of the National Office.

Reimbursement to other reporting units

These reimbursement are collected on behalf of the other reporting units. The National Office acts only as intermediary to the transaction and does not receive any benefits. Accordingly the income and expenses relating to reimbursement of these items are not recognised in the Statement of Profit or Loss and Other Comprehensive Income of the National Office.

Terms and conditions

Transactions with other reporting units were made on terms and conditions equivalent to those that prevail in arms-length transactions. Outstanding balances for sales and purchases at year-end are unsecured and interest-free and settlement is expected to occur in cash. No guarantees have been given or received for any related party receivable or payable and no impairment has been recorded or considered necessary.

Former related party

The National Office did not make any payments to a former related party in the current year.

21 Section 272 Fair Work (Registered Organisations) Act 2009

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

Information to be provided to members or General Manager

(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 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).

Australian Services Union - National Office

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Notes to the Financial Statements

For the Year Ended 30 June 2023

22 Other information

Financial support

No financial support has been provided to reporting units to ensure that they continue as a going concern.

National Office details and registered office

The registered office and principal place of business of the Australian Municipal Administrative Clerical & Services Union trading as "Australian Services Union" is 116-124 Queensberry Street Carlton South Victoria.

Acquisition of assets and liability under specific sections:

National Office did not acquire any asset or liability during the financial year as a result of:

- An amalgamation under part 2 of Chapter 3 of the RO Act;
- A restructure of the Branches of the organisation;
- A determination by the General Manager of the Fair Work Commission under subsections 245(1) of the RO Act; or
- A revocation by the General Manager of the Fair Work Commission under subsection 249(1) of the RO Act.

Acquisition of assets and liability as part of a business combination:

No assets or liabilities were acquired during the year as part of a business combination.

Administration of financial affairs by a third party

The National Office did not have another entity administer the financial affairs of the reporting unit.

Australian Services Union - National Office

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Statement by the Committee of Management

On the 10 October 2023 the National Executive being the committee of management of the Australian Municipal, Administrative, Clerical and Services Union ('the organisation') passed the following resolution in relation to the general purpose financial report (GPFR) of the National Office ('reporting unit') for the year ended 30 June 2023:

The National Executive declares that in its opinion:

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with any other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of the Fair Work (Registered Organisations) Act 2009 (the RO Act);
- (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 reporting unit will be able to pay its debts as and when they become due and payable; and
- (e) during the financial year to which the GPFR relates and since the end of that year:
 - i. meetings of the committee of management were held in accordance with the rules of the organisation; and
 - ii. the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation; and
 - iii. the financial records of the reporting unit have been kept and maintained in accordance with the RO Act; and
 - iv. the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner with each of the other reporting units of the organisation; and
 - v. where information has been sought in any request by a member of the reporting unit or the General Manager duly made under section 272 of the RO Act, that information has been provided to the member or the General Manager; and
 - vi. where any order for inspection of financial records has been made by the Fair Work Commission under section 273 of the RO Act, there has been compliance.

This declaration is made in accordance with a resolution of the Committee of Management:

Signature of designated officer:

Name and title of designated officer: Robert Potter, National Secretary

Dated this 11 day of October 2023

Australian Services Union - National Office

ABN: 28 519 971 998

Independent Audit Report to the members of Australian Services Union - National Office

Audit Report

We have audited the financial report of Australian Services Union - National Office, which comprises the statement of financial position as at 30 June 2023, the statement of profit or loss and other comprehensive income, the statement of changes in equity and the statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, subsection 255(2A) report and the statement by the committee of management.

In our opinion:

- (a) the general purpose financial report of Australian Services Union presents fairly, in all material respects, the financial position as at 30 June 2023, and of its financial performance and its cash flows for the year then ended and is in accordance with:
 - (i) Australian Accounting Standards; and
 - (ii) any other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of the Fair Work (Registered Organisations) Act 2009 (the RO Act).
- (b) the management's use of the going concern basis of accounting in the preparation of the National Office's financial report is appropriate.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibility section of our report. We are independent of the National Office in accordance with the auditor independence requirements of the Corporations Act 2001 and the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

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

Australian Services Union - National Office

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Independent Audit Report to the members of Australian Services Union - National Office

Information Other than the Financial Report and Auditor's Report Thereon

The Committee of Management is responsible for the other information. The other information obtained at the date of this auditor's report is in the Operating Report accompanying the financial report.

Our opinion on the financial report does not cover the other information and accordingly we do not express any form of assurance conclusion thereon.

In connection with my audit of the financial report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Committee of Management's Responsibility for the Financial Report

The National Executive being the committee of management of the National Office is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including Australian Accounting Interpretations) and the RO Act, and for such internal control as the National Executive determine is necessary to enable the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Committee of Management is responsible for assessing the Reporting Unit's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Committee of Management either intend to liquidate the Reporting Unit or to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibility

Our objective is to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Australian Services Union - National Office

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Independent Audit Report to the members of Australian Services Union - National Office

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Reporting Unit's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Committee of Management.
- Conclude on the appropriateness of the Committee of Management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Reporting Unit's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Reporting Unit to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Committee of Management regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We declare that Jeffrey Tulk is an approved auditor registered under the RO Act.


Saward Dawson



Jeffrey Tulk
Dated this 16 day of October 2023
Registration Number: A2017/95