

PRINCIPLES OF FINANCIAL ACCOUNTABILITY, REPORTING OBLIGATIONS AND GOVERNANCE

Document Control

Version	Author	Date	Amendment Detail
1.0	Paul Richardson	23 April 2013	Initial document along with separate document - "Statement of Values" as a consequence of the Amendment Act and subsequent rule alterations 14A to 14E inclusive.
2.0	Paul Richardson	March 2017	New policy merged with Statement of Values, retitled and updated as a consequence of the Fair Work (Registered Organisations) Amendment Act 2016.

Document Approval

Version	Name	Date	Function
1.0	National Committee of Management	23 April 2013	Not applicable
2.0	National Committee of Management	May 2017	National Committee of Management

Overview

The National Union of Workers is an employee organization registered under the Fair Work (Registered Organisations) Act 2009.

The principal activities, operations and functioning of the Union are governed by the Act, the Union's rules and its policies and procedures.

This is a policy of national significance.

General Principles – Financial Accountability

In performing its financial responsibilities each Committee of Management shall be governed by the Union's rules and the following principles:

- meetings shall receive regular financial reports so as to provide appropriate oversight;
- budgets will be developed and adopted on an annual basis and reviewed and modified as necessary;
- audits and other financial reporting will occur in a timely manner in accordance with requirements of the Act;
- policies and procedures will be properly applied, reviewed and as necessary updated. All policies and procedures will be reviewed at least once per calendar year;
- where applicable there will be clear identification of areas of delegated authority to officers and staff of the Union;
- all expenditure shall be authorised in accordance with applicable guidelines or procedures;
- all transactions shall be documented and reported in accordance with procedures and accounting standards;
- the adoption of procedures for handling outstanding trade receivables and debts;
- major new procurements or contracts for new services shall be subject to competitive tender;

- credit cards and charge cards shall only be used by nominated officers in accordance with the applicable policy;
- leave and entitlements of officials and staff shall be provided for and duly authorised.

The above principles are in addition to the requirements of the Fair Work (Registered Organisations) Act 2009 (the Act) and are also intended to apply to subsidiary bodies of the Union.

At all times officers will observe the policy of the Union in relation to declarations of material personal interests, disclosures, managing conflicts of interest and the provisions of applicable legislation. Committee meetings shall contain standing agenda items detailing the:

- register of interests of officers;
- remuneration, if any, to officers from related parties and/or boards or governing entities;
- managing any conflicts of interest that may arise;
- compliance by officers with the above principles.

General Principles - Reporting Requirements

The Act requires the Union to report and/or disclose in accordance with stipulated time frames a number of matters to its membership and the public generally. These include:

- Annual notification of the office bearers of the Union, the locations of the Union, the membership of the Union and branches of the Union;
- changes to any of the above details, as they occur;
- an audited report on the Union's finances, along with an operating report at the conclusion of each financial year;
- disclosures as to the remuneration of specified officers of the Union as well as reporting on any remuneration and/or non cash benefits they receive if they serve on a board or related party to the Union;

- filing an Officer and Related Party Disclosure annually and making the disclosure available to members;
- disclosures as to any material interests of specified officers of the Union;
- annual statements of loans, grants and donations made in each financial year and where applicable detail about the nature of such loans, grants and donations

The Act also requires that the Union maintain and keep up to date a register of all members and that such register be made available to any member on request.

Additionally, the Union is required to report under other legislation on some of its activities. This includes similar reporting on some of the items above to corresponding state industrial relations jurisdictions as well as:

- reporting on political expenditure if any to the Australian Electoral Commission (AEC);
- reporting on third party expenditure to the AEC;
- where applicable, reporting on political and/or third party expenditure to state electoral commissions
- annual reporting to the Workplace Agency for Gender Equality

The Union's financial statements are made available to members on request, through our internal communications and for download on our website as well as from the Registered Organisations Commission website. (the Commission)

Other reporting referred to above is available from the applicable agency website or if required by law on our website.

A copy of the Unions rules is also available on our website.

Governance

The affairs of the whole Union are governed by the National Committee of Management and the National Council and the affairs of each Branch by each respective Branch Committee of Management. Officers of each of these bodies, along with other office holders as described in the Unions rules are subject to election by our membership, which is conducted by the Australian Electoral Commission ("AEC") every four years.

The powers and responsibilities of all governing bodies appear in the Union's rules.

Each governing body is responsible for the oversight of all affairs of the Union as well as setting the necessary strategic direction of the Union so as to defend, extend and promote our members working conditions primarily through enterprise bargaining, lobbying governments and appearing before industrial tribunals such as the Fair Work Commission ("FWC")

The Union is affiliated with peak councils such as the ACTU and the International Union of Food workers (IUF) which advance the objectives and the interests of our members.

The Union, through most branches is affiliated of the ALP.

The Union develops, plans and communicates its industrial objectives for our members through several forms of communication including, our website, workplace meetings and delegate and activist training.

All officers of the Unions governing bodies approach their duties in accordance with the Rules of the Union, the Act and the following principles of good governance:

- to act in good faith and in the best interests of the Union;
- to exercise their powers with proper purpose;
- to not compromise their capacity to make decisions;
- to act honestly;
- to avoid conflicts of interest;
- to act with reasonable care and diligence;
- to not make improper use of their position.

These obligations are individual and collectively embraced in our governance.

The Union has adopted several specific measures to reinforce these behaviours. These include:

- the development and maintenance of a register of the material interests of each officer;
- the requirement to disclose any material interests acquired by each officer and/or their immediate family;

- the disclosure of any remuneration or other benefit to each officer as a consequence of membership of a Board or governing committee or related party;
- declaring any actual or perceived conflicts of interest.

The Union ensures that all of its officers and staff are capable and as applicable, appropriately qualified to perform the duties expected of them. This includes ensuring officer undertake training as approved by the Commission.

In both its governance and its management the Union has in place a series of policies and procedures that detail most aspects of how we function. Copies of these are available to members on request.

The Union encourages the active participation of our members in our affairs. This principally occurs through workplace bargaining.

Members with questions, comments or grievances associated with the functioning of the Union are encouraged to do so, at first instance through their workplace organiser or our National Campaign Centre by calling 1300 275 689.

Where this is not practical or the member wishes to pursue the matter further they are encouraged to contact Assistant National Secretary Paul Richardson on 03 9287 1850.

If a member has a grievance or concern relating to their personal information and records held by the Union then they should follow the procedure outlined in the Union's privacy policy.