



FAIR WORK  
AUSTRALIA

10 January 2012

Ms Ingrid Stitt  
Branch Secretary  
Victorian Private Sector Branch  
Australian Municipal, Administrative, Clerical and Services Union

By email: [info@asupsvic.org](mailto:info@asupsvic.org)

Cc: Mr David Eddy  
Eddy Partners Certified Practising Accountants  
By fax: (03) 9602 5766

Dear Ms Stitt

**Re: Financial report for year ended 30 June 2009 - FR2011/2801 - Australian Municipal, Administrative, Clerical and Services Union–Victorian Private Sector Branch**

I acknowledge receipt of the financial report of the Victorian Private Sector Branch of the Australian Municipal, Administrative, Clerical and Services Union for the year ended 30 June 2011. The documents were lodged with Fair Work Australia on 15 December 2011.

The financial report has now been filed.

I make the following comments to assist you when you next prepare a financial report. You are not required to take any further action in respect of the report lodged.

**Donations, Grants or Loans**

I have noted that donations totalling \$26,854 were made in 2011. Under subsection 237(1) of the *Fair Work Registered Organisations Act 2009* (the RO Act) there are certain steps that need to be taken if an individual donation exceeds \$1000.

Under [section 237\(1\)](#) of the RO Act, if an individual donation, grant or loan exceeds \$1000 a statement showing the relevant particulars of each must be lodged with Fair Work Australia. The statement must be signed by an officer of the Branch and must show the amount of each donation, the purpose for which it was made and, unless it was made to relieve a member of the organisation or their dependants from severe financial hardship, the name and address of the person to whom the donation was made. A [sample statement](#) is located on the Fair Work Australia website.

As no subsection 237(1) statement has been lodged we assume that no single donation exceeded \$1000. Should this not be the case, please immediately advise Fair Work Australia of the details and ensure that there is compliance with the reporting requirements of section 237, other than with respect to the required timeframe.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'S Shepherd', written in a cursive style.

Scott Shepherd  
Tribunal Services and Organisations  
Fair Work Australia



**A•S•U**

**Australian Services Union  
Victorian Private Sector Branch**

ABN 15 278 369 860

1st Floor, 117 Capel Street, North Melbourne, 3051  
PO BOX 324 North Melbourne, 3051  
Telephone 03 9320 6700 Facsimile 03 9320 6799  
Email [info@asupsvic.org](mailto:info@asupsvic.org) Website [www.asuvc.org](http://www.asuvc.org)

Branch Secretary Ingrid Stitt  
Assistant Secretary David Leydon

14 December 2011

Mr Kevin Donnellan  
Tribunal Services & Organisations  
Fair Work Australia  
11 Exhibition Street  
MELBOURNE VIC 3000

Dear Sir

**Re: Financial Reports for the Year Ending 30 June 2011**

In accordance with our obligations under the Fair Work (Registered Organisations) Act 2009 please find the following reports for the Australian Municipal, Administrative, Clerical and Services Union, Victorian Private Sector Branch:

1. Statement of Financial performance (GPFR)
2. Committee of Management Statement
3. Operating Report
4. Auditor's Report
5. Certificate of Secretary

The above reports have been emailed today to [orgs@fwa.gov.au](mailto:orgs@fwa.gov.au) for your convenience.

Yours sincerely

**Ingrid Stitt  
BRANCH SECRETARY**

**INDEPENDENT AUDITOR'S REPORT  
TO THE MEMBERS OF AUSTRALIAN SERVICES UNION  
VICTORIAN PRIVATE SECTOR BRANCH**

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**Scope**

We have audited the accompanying general purpose financial report of the Australian Services Union – Victorian Private Sector Branch, for the year ended 30<sup>th</sup> June 2011 comprising Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Notes to the Financial Statements and Committee of Management Statement. The Union's Committee of Management is responsible for the preparation and presentation of the financial report and the information it contains. We have performed an independent audit of this financial report in order to express an opinion on it to the members of the Union.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial report is free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial report is presented fairly in accordance with statutory requirements so as to present a view which is consistent with our understanding of the Union's financial position and performance as represented by the results of its operations and cash flows.

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


**Audit Opinion**

In our opinion –

- (a) the financial report is properly drawn up so as to present fairly the financial position of the Union as at 30<sup>th</sup> June 2011 and its performance for the year ended on that date; and
- (b) the financial report is in accordance with the provisions of the Fair Work (Registered Organisations) Act 2009 and Australian Accounting Standards.

Signed at *Melbourne*, this *20<sup>th</sup>* day of *September*, 2011.

**Eddy Partners**  
Level 8,  
501 LaTrobe Street  
MELBOURNE, VIC., 3000  
Tel: (03) 9602-5177  
Fax: (03) 9602-5766

**EDDY PARTNERS,**  
Certified Practising Accountants.  
  
**David James Eddy, CPA.**  
Registered Company Auditor.  
Holder of a Current Public Practice Certificate

**AUSTRALIAN SERVICES UNION  
VICTORIAN PRIVATE SECTOR BRANCH**

**COMMITTEE OF MANAGEMENT STATEMENT**

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On 20<sup>th</sup> September 2011 the Committee of Management of the Australian Services Union – Victorian Private Sector Branch passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30<sup>th</sup> June 2011:

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

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of Fair Work Australia;
- (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;
- (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 including the rules of a branch concerned; and
  - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
  - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the Fair Work (Registered Organisations) Act 2009; and
  - (iv) where the organisation consists of 2 or more reporting units, the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
  - (v) the information sought in any request of a member of the reporting unit or the General Manager of FWA duly made under section 272 of the Fair Work (Registered Organisations) Act 2009 has been furnished to the member or the General Manager of FWA; and
  - (vi) there has been compliance with any order for inspection of financial records made by Fair Work Australia under section 273 of the Fair Work (Registered Organisations) Act 2009.
- (f) in relation to recovery of wages activity:
  - (i) there has been no such activity undertaken by the reporting unit.

**For Committee of management:** Ingrid Stitt  
**Title of Office held:** Branch Secretary

**Signature:** 

**Date:** 20/9/11

**AUSTRALIAN SERVICES UNION  
VICTORIAN PRIVATE SECTOR BRANCH**

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
30<sup>TH</sup> JUNE 2011**

**Registered Address:**

LEVEL 1, 117-131 CAPEL STREET  
NORTH MELBOURNE, VICTORIA, 3051

**Tel:** (03) 9320-6700

**Fax:** (03) 9320-6799

**Contents:**

Income Statement  
Balance Sheet  
Statement of Changes in Equity  
Statement of Cash Flows  
Notes to the Financial Statements  
Operating Report  
Committee of Management Statement  
Independent Auditor's Report

**AUSTRALIAN SERVICES UNION  
VICTORIAN PRIVATE SECTOR BRANCH**

**INCOME STATEMENT  
FOR THE YEAR ENDED 30TH JUNE 2011**

	Year Ended 30/6/11 \$	Year Ended 30/6/10 \$
<b><u>INCOME</u></b>		
Membership Contributions	\$1,733,516	\$1,731,895
Interest Received	\$67,267	\$55,987
Grant Monies Received	-	\$128,163
Staff Secondment Income	\$6,213	\$28,880
Sundry Income	\$35,068	\$33,146
<b>Total Income</b>	<b>\$1,842,064</b>	<b>\$1,978,071</b>
<b><u>LESS EXPENDITURE</u></b>		
Accountancy Fees	-	\$3,000
Advertising	\$1,148	\$545
Affiliation Fees - Australian Labor Party	\$26,014	\$27,350
Affiliation Fees - Victorian Trades Hall Council & Others	\$23,021	\$22,134
Audit Fees	\$15,450	\$14,850
Bank Charges	\$14,613	\$18,248
Capitation Fees	\$143,429	\$139,161
Commission	\$3,222	\$4,016
Computer Expenses	\$19,299	\$33,228
Conference Expenses - Branch & National	\$4,362	\$2,746
Delegate Conference Expenses	\$935	\$10,606
Delegate & Executive Expenses	\$8,394	\$4,499
Depreciation	\$24,892	\$25,658
Donations	\$26,854	\$2,961
Fringe Benefits Tax - Officers	\$1,551	\$1,565
Fringe Benefits Tax - Staff	\$6,818	\$7,974
General Expenses	\$27,976	\$19,327
Industrial Campaign Expenses	\$12,309	\$11,760
Industry Division Levy	\$19,112	\$19,160
Insurance	\$3,861	\$4,949
Journal & Newsletter Expenses	\$44,710	\$16,259
Legal Costs	\$29,894	\$18,473
Loss on Disposal of Non-Current Assets	\$63	\$656
Member Training	\$26,026	\$3,696
Motor Vehicle Expenses	\$118,579	\$108,669
OHS Education & Promotion Expenses	-	\$28,521
Organiser Expenses	\$8,908	\$3,236
Parking Fees	\$6,561	\$6,040
Payroll Tax	\$53,451	\$50,540
Photocopier Charges	\$8,854	\$7,539
Postage	\$14,724	\$10,489
Printing & Stationery	\$19,233	\$21,357
Provision for Accrued Annual Leave Expense - Officers	\$7,584	(\$4,342)
Provision for Accrued Annual Leave Expense - Staff	(\$3,994)	(\$679)

**The accompanying notes form part of these financial statements.**

**AUSTRALIAN SERVICES UNION  
VICTORIAN PRIVATE SECTOR BRANCH**

**INCOME STATEMENT  
FOR THE YEAR ENDED 30TH JUNE 2011**

	<b>Year Ended 30/6/11 \$</b>	<b>Year Ended 30/6/10 \$</b>
Provision for Long Service Leave Expense - Officers	\$1,058	(\$1,754)
Provision for Long Service Leave Expense - Staff	\$18,887	\$2,577
Rent & Outgoings	\$59,685	\$57,832
Repairs & Maintenance	\$1,672	\$997
Salaries & Allowances - Officers	\$173,297	\$211,367
Salaries & Allowances - Staff	\$792,049	\$698,348
Staff Amenities	\$5,720	\$4,154
Staff Training	\$4,883	\$4,515
Subscriptions	\$14,621	\$5,904
Superannuation - Officers	\$21,282	\$25,624
Superannuation - Staff	\$95,802	\$87,458
Telephone	\$28,119	\$33,406
Workcover	\$7,249	\$15,385
<b><i>Total Expenditure</i></b>	<b>\$1,942,177</b>	<b>\$1,790,004</b>
<b>SURPLUS/(DEFICIT) FOR YEAR</b>	<b>(\$100,113)</b>	<b>\$188,067</b>
Retained Profits - Beginning of Year	\$1,036,957	\$848,890
<b><u>ACCUMULATED FUNDS AT 30TH JUNE 2011</u></b>	<b><u>\$936,844</u></b>	<b><u>\$1,036,957</u></b>

**The accompanying notes form part of these financial statements.**



**AUSTRALIAN SERVICES UNION  
VICTORIAN PRIVATE SECTOR BRANCH**

**BALANCE SHEET  
AS AT 30TH JUNE 2011**

	<b>2011</b>	<b>2010</b>
	<b>\$</b>	<b>\$</b>
<b><u>MEMBERS' FUNDS</u></b>		
Accumulated Funds	936,844	1,036,957
<i>represented by:</i>		
<b><u>CURRENT ASSETS</u></b>		
Cash on Hand	188	82
Deposits Paid	-	500
Cash at Bank - Private Sector Account	320,383	195,174
Cash at Bank - Members Equity Savings Account	101,106	285,161
Bank Bills & Deposits	858,365	750,000
Sundry Debtors	62,832	11,791
Other Debtor - ASU National Office	-	24,162
Interest Receivable	1,505	62,836
Prepayments	1,820	1,596
<b>Total Current Assets</b>	<b>1,346,199</b>	<b>1,331,302</b>
<b><u>FIXED ASSETS</u></b>		
Computer Equipment	115,512	113,449
Less: Accumulated Depreciation	101,380	89,501
	14,132	23,948
Motor Vehicles	49,195	47,204
Less: Accumulated Depreciation	18,261	24,531
	30,934	22,673
Office Furniture & Equipment	76,751	76,434
Less: Accumulated Depreciation	60,551	56,478
	16,200	19,956
<b>Total Fixed Assets</b>	<b>61,266</b>	<b>66,577</b>
<b>TOTAL ASSETS</b>	<b>1,407,465</b>	<b>1,397,879</b>

The accompanying notes form part of these financial statements.

**AUSTRALIAN SERVICES UNION  
VICTORIAN PRIVATE SECTOR BRANCH**

**BALANCE SHEET  
AS AT 30TH JUNE 2011**

	2011 \$	2010 \$
<b><u>CURRENT LIABILITIES</u></b>		
Sundry Creditors & Accruals	119,929	86,390
Other Creditor - ASU National Office	62,563	8,861
GST Payable	28,081	29,158
Provision for Accrued Annual Leave - Officers	29,290	21,706
Provision for Accrued Annual Leave - Staff	63,554	67,548
Provision for Long Service Leave - Officers	47,723	46,665
Provision for Long Service Leave - Staff	103,414	91,515
	<hr/>	<hr/>
<b><i>Total Current Liabilities</i></b>	454,554	351,843
<b><u>NON-CURRENT LIABILITIES</u></b>		
Provision for Long Service Leave - Staff	16,067	9,079
	<hr/>	<hr/>
<b><i>Total Non-Current Liabilities</i></b>	16,067	9,079
	<hr/>	<hr/>
<b>TOTAL LIABILITIES</b>	470,621	360,922
	<hr/>	<hr/>
<b><u>NET ASSETS</u></b>	936,844	1,036,957
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The accompanying notes form part of these financial statements.

**AUSTRALIAN SERVICES UNION  
VICTORIAN PRIVATE SECTOR BRANCH**

**STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2011**

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	<b>Retained Profits \$</b>	<b>Total \$</b>
<b>Balance at 1 July 2009</b>	848,890	848,890
Surplus/(Deficit) for year	188,067	188,067
	<hr/>	<hr/>
<b>Balance at 30 June 2010</b>	<b>1,036,957</b>	<b>1,036,957</b>
	<hr/>	<hr/>
<b>Balance at 1 July 2010</b>	1,036,957	1,036,957
Surplus/(Deficit) for year	(100,113)	(100,113)
	<hr/>	<hr/>
<b>Balance at 30 June 2011</b>	<b>936,844</b>	<b>936,844</b>
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*The accompanying notes form part of these financial statements.*

**AUSTRALIAN SERVICES UNION  
VICTORIAN PRIVATE SECTOR BRANCH**

**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2011**

	NOTE	Year Ended 30/6/11 \$	Year Ended 30/6/10 \$
<b>CASH INFLOW/(OUTFLOW) FROM OPERATING ACTIVITIES</b>	<b>5</b>		
<b>Receipts:</b>			
Membership Fees		1,700,427	1,731,895
Interest Received		128,598	14,737
Receipts from Other Branches		30,746	27,382
Other Receipts		60,576	137,174
GST Collected		6,907	4,971
		<u>1,927,254</u>	<u>1,916,159</u>
<b>Payments:</b>			
Affiliation Fees		(42,510)	(49,254)
Salaries & Related Payments		(1,055,727)	(952,924)
Capitation Payments		(107,550)	(139,161)
Payments to Other Branches		(83,420)	(83,475)
Other Payments		(565,467)	(478,125)
GST Paid		(3,811)	(2,052)
		<u>        </u>	<u>        </u>
<b>Net Cash Provided By/(Used In) Operating Activities</b>		<b>68,769</b>	<b>211,168</b>
<b>CASH INFLOW/(OUTFLOW) FROM NON-OPERATING ACTIVITIES</b>			
<b>Proceeds:</b>			
Deposit Recovered		500	-
Sale of Fixed Assets		7,000	-
<b>Payments:</b>			
Deposit Paid		-	(500)
Purchase of Fixed Assets		(26,644)	(20,983)
Purchase of Bank Bills		(108,365)	-
		<u>        </u>	<u>        </u>
<b>Net Cash Provided By/(Used In) Non-Operating Activities</b>		<b>(127,509)</b>	<b>(21,483)</b>
Net Increase/(Decrease) In Cash Held		(58,740)	189,685
Add: Cash Held 1 <sup>st</sup> July 2010		480,417	290,732
<b>CASH HELD 30<sup>TH</sup> JUNE 2011</b>		<u><u>421,677</u></u>	<u><u>480,417</u></u>

*The accompanying notes form part of these financial statements.*

**AUSTRALIAN SERVICES UNION  
VICTORIAN PRIVATE SECTOR BRANCH**

**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2011**

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	NOTE	Year Ended 30/6/11 \$	Year Ended 30/6/10 \$
<b>REPRESENTED BY:</b>	<b>5</b>		
Cash on Hand		188	82
Cash at Bank:			
- General Account		320,383	195,174
- Members Equity Savings Account		101,106	285,161
		<u>421,677</u>	<u>480,417</u>

*The accompanying notes form part of these financial statements.*

**AUSTRALIAN SERVICES UNION  
VICTORIAN PRIVATE SECTOR BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2011**

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**1. STATEMENT OF ACCOUNTING POLICIES**

The financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards including the disclosure requirements of the Fair Work (Registered Organisations) Act 2009.

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

**(a) Basis of Accounting**

The financial report has been prepared on the basis of historical costs and does not take into account changing money values or, except where otherwise stated, current valuations of fixed assets.

Change of Accounting Policy

All income and expenditure of the Union has been brought to account on an accruals basis of accounting so as to match income for the period with expenditure incurred in earning that income. This is a change in accounting policy as membership subscriptions were previously brought to account on the cash basis of accounting. This has resulted in an additional \$33,089 of membership subscriptions for the current financial year.

**(b) Provision for Employee Entitlements**

Provision has been made in the financial report for the Union's liability for accrued annual leave and long service leave arising from services rendered by employees to balance date. Employee entitlements expected to be settled within one year together with entitlements arising from wages and salaries, annual and long service leave which will be settled after one year, have been measured at their nominal amount. Other employee entitlements payable later than one year have been measured at their expected present value of the estimated future cash outflows to be made for those entitlements.

**(c) Income Tax**

No provision has been made in the financial report for income tax on the basis that the Union is exempt under Section 50-15 of the Income Tax Assessment Act 1997.

**AUSTRALIAN SERVICES UNION  
VICTORIAN PRIVATE SECTOR BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2011 (Continued)**

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**(d) Fixed Assets**

Fixed assets are stated in the financial report at historical cost less, where applicable, any accumulated depreciation.

The carrying amount of all non-current assets is reviewed to ensure that the amount at which each asset is recorded does not exceed its recoverable amount. Fixed assets are depreciated on a diminishing value basis over the period of their estimated effective lives.

**2. 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 sub-sections (1), (2) and (3) of Section 272, which reads –

- (1) A member of a reporting unit, or the General Manager of FWA, 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).

**3. CONTINGENT LIABILITIES**

The members of the Committee of Management are unaware of any contingent liability, the effect of which may be material in relation to the financial report.

**4. EVENTS SUBSEQUENT TO BALANCE DATE**

No event has arisen subsequent to balance date, the effect of which may be material in relation to the financial report.

**AUSTRALIAN SERVICES UNION  
VICTORIAN PRIVATE SECTOR BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2011 (Continued)**

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**5. RECONCILIATION OF CASH INFLOW/(OUTFLOW) FROM  
OPERATING ACTIVITIES WITH OPERATING SURPLUS/(DEFICIT)  
FOR YEAR**

	Year Ended 30/6/11 \$	Year Ended 30/6/10 \$
<b>Operating Surplus/(Deficit) for Year</b>	(100,113)	188,067
<b>ADD: Back Non Cash Flow Items:</b>		
Depreciation	24,892	25,658
Loss on Disposal of Non-Current Assets	63	656
Accrued Annual Leave and Long Service Leave	23,535	(4,198)
	<hr/>	<hr/>
	(51,623)	210,183
<b>Change in Assets &amp; Liabilities:</b>		
(Increase)/Decrease in Sundry Debtors	(51,041)	(181)
(Increase)/Decrease in Other Debtors – ASU National Office	24,162	(23,758)
(Increase)/Decrease in Interest Receivable	61,331	(41,250)
(Increase)/Decrease in Prepayments	(224)	30,230
Increase/(Decrease) in Sundry Creditors & Accruals	33,539	23,632
Increase/(Decrease) in Other Creditor – ASU National Office	53,702	8,861
Increase/(Decrease) in GST Payable	(1,077)	3,451
	<hr/>	<hr/>
<b>Net Cash Provided By/(used In) Operating Activities</b>	<b>68,769</b>	<b>211,168</b>
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**AUSTRALIAN SERVICES UNION  
VICTORIAN PRIVATE SECTOR BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2011 (Continued)**

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**6. RELATED PARTY DISCLOSURES**

- (i) The following persons have held office in the Union during the year ended 30<sup>th</sup> June 2011:

Vicki Rogers	-	Branch President
Gaynor Lowery	-	Branch Vice President
Enza Peers	-	Branch Vice President
Ingrid Stitt	-	Branch Secretary
David Leydon	-	Assistant Branch Secretary
Jo Craddock	-	Committee Member
Kevin Incigneri	-	Committee Member
Alan Hall	-	Committee Member
Lindsay Hesketh	-	Committee Member
Claire Weller	-	Committee Member
Maria Scaffi	-	Committee Member
Steve McInerney	-	Committee Member
Amanda Dando	-	Committee Member
Robyn Bull	-	Committee Member
Carita Kazakoff	-	Committee Member

- (ii) The aggregate amount of remuneration paid to elected persons during the financial year is disclosed in the Income Statement under Salaries & Allowances – Officers.

The aggregate amount paid during the financial year to a superannuation plan in connection with the retirement of elected persons is disclosed in the Income Statement under Superannuation – Officers.

- (iii) There were no other transactions between the officers of the Union other than those relating to their membership of the Union and the reimbursement by the Union in respect of expenses incurred by them in the performance of their duties. Such transactions have been on conditions no more favourable than those which it is reasonable to expect would have been adopted by parties at arm's length.

**AUSTRALIAN SERVICES UNION  
VICTORIAN PRIVATE SECTOR BRANCH**

**OPERATING REPORT  
FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2011**

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In accordance with sec. 254 of the Fair Work (Registered Organisations) Act 2009, your Committee of Management report as follows:

**Principal Activities**

The principal activities of the Branch during the financial year ended 30 June 2011 were:

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

No significant change occurred in the nature of those activities during the year.

**Operating Result**

The operating result of the Branch for the year ended 30<sup>th</sup> June 2011 was a deficit of \$100,113. No provision for tax was necessary as the Branch is considered exempt.

**Significant Changes**

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

**Rights of Members**

All members of the Union have the right to resign from the Union in accordance with Rule 32 of the Union Rules, (and Fair Work (Registered Organisations) Act 2009); namely, by providing written notice addressed and delivered to the Secretary of the Branch, including via email.

**Superannuation Office-holders**

The following officers and/or members of the Branch are directors of companies that are trustees of superannuation funds which require one or more of their directors to be a member of a registered organisation –

<u>Officer / Member:</u>	<u>Trustee Company:</u>	<u>Name of Entity / Scheme:</u>	<u>Position:</u>
Vicki Rogers	L.I.S. Pty Limited	Legal Industry Superannuation Scheme	Director
Linda White	L.I.S. Pty Limited	Legal Industry Superannuation Scheme	Director
Michael O'Sullivan	CARE Super Pty Ltd	CARE Super	Director
Cath Bowtell	AustralianSuper Pty Ltd	AustralianSuper	Director

**AUSTRALIAN SERVICES UNION  
VICTORIAN PRIVATE SECTOR BRANCH**

**OPERATING REPORT  
FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2011 (CONTINUED)**

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**Other Prescribed Information (continued)**

In accordance with Regulation 159 of the Fair Work (Registered Organisations) Regulations 2009 –

- (a) the number of persons that were at the end of the financial year recorded in the register of members for sec. 230 of the Fair Work (Registered Organisations) Act 2009 and who are taken to be members of the Branch under sec. 244 of the Fair Work (Registered Organisations) Act 2009 was 6,391;
- (b) the number of persons who were at the end of the financial year employees of the Branch including both full-time and part-time employees measured on a full-time equivalent basis was 12.64;
- (c) the names of those who have been members of the Committee of Management of the Branch at any time during the financial year and the period for which he or she held office were –

<b>Name:</b>		<b>Period:</b>
Vicki Rogers	Branch President	1/7/10 to 30/6/11
Gaynor Lowery	Branch Vice President	1/7/10 to 15/2/11
Enza Peers	Branch Vice President	13/4/11 to 30/6/11
Ingrid Stitt	Branch Secretary	1/7/10 to 30/6/11
David Leydon	Assistant Branch Secretary	1/7/10 to 30/6/11
Jo Craddock	Committee Member	1/7/10 to 12/4/11
Kevin Incigneri	Committee Member	1/7/10 to 17/8/10
Alan Hall	Committee Member	1/7/10 to 30/6/11
Lindsay Hesketh	Committee Member	1/7/10 to 30/6/11
Claire Weller	Committee Member	1/7/10 to 12/4/11
Maria Scafi	Committee Member	1/7/10 to 14/12/10
Steve McInerney	Committee Member	17/8/10 to 30/6/11
Amanda Dando	Committee Member	13/4/11 to 30/6/11
Robyn Bull	Committee Member	13/4/11 to 30/6/11
Carita Kazakoff	Committee Member	13/4/11 to 30/6/11

**Other relevant Information**

Nil

Signed for and on behalf of the Committee of Management –

Date: 20/9/11

  
.....  
**Branch Secretary**

**AUSTRALIAN SERVICES UNION**

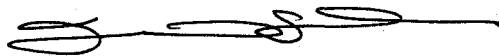
**VICTORIAN PRIVATE SECTOR BRANCH**

**DESIGNATED OFFICER'S CERTIFICATE**

I, **Ingrid Stitt** being the Secretary of the Australian Services Union – Victorian Private Sector Branch certify:

- that the documents lodged herewith are copies of the full report, referred to in section 268 of the Fair Work (Registered Organisations) Act 2009; and
- that the full report was provided to members on 21 day of *September* 2011; and
- that the full report was presented to a meeting of the Committee of Management of the reporting unit on 13<sup>th</sup> day of *December* 2011 in accordance with section 266 of the Fair Work (Registered Organisations) Act 2009.

Signature:



Date:

14/12/11