

18 February 2013

Mr Sam Popovski  
Section Secretary, CSIRO Section  
Community and Public Sector Union  
10th Floor, 440 Collins Street  
MELBOURNE VIC 3000



Dear Mr Popovski,

**Re: Lodgement of Financial Statements and Accounts – Community and Public Sector Union, CSIRO Section – for year ending 30 June 2012 (FR2012/241)**

I refer to the abovementioned financial statements and accounts which were received by Fair Work Australia (now known as the Fair Work Commission) on 19 December 2012. I also note that a statement of Loans, Grants and Donations was lodged earlier in the year on 7 August 2012.

The documents have been filed. However I wish to clarify the following area in which future reports will facilitate the reading of information required to be presented.

**Operating Report - Employees as full-time equivalent**

Regulation 159(b) requires that where both full-time and part-time employees are included Operating Reports must disclose the number of employees expressed as a full-time equivalent.

The Section's Operating Report listed eleven (11) names of persons under the heading "Our Team". It was not clear whether these persons comprised the total of persons who would be properly characterized as employees for the purposes of Regulation 159(b) or whether they included both full-time and part-time employees.

For the avoidance of doubt, the total number of employees should be explicitly stated, and even where the number of employees only includes one category - full-time or part-time - of employee, the number of employees should be explicitly expressed as a full-time equivalent.

I would ask that you bring this matter to the attention of your auditor.

There is no further action required in respect of this return. If you wish to discuss the financial reporting requirements, please do not hesitate to contact me at any time on (02) 6723 7237.

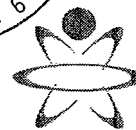
Yours sincerely,



Stephen Kellett  
Senior Adviser, Regulatory Compliance Branch

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A section of the Community and Public Sector Union



CSIRO STAFF  
ASSOCIATION

## Certificate of Secretary

*Lodged in accordance with s268 of the Fair Work (Registered Organisations) Act 2009*

I, SAM POPOVSKI, being SECTION SECRETARY of the CSIRO SECTION of the COMMUNITY AND PUBLIC SECTOR UNION (CPSU), 10<sup>TH</sup> FLOOR, 440 COLLINS STREET, MELBOURNE VIC 3000 (also known as the CSIRO Staff Association), certify that the Full Report, comprising the audited financial statements and operating report for the year ending 30 June 2012, was made available to all members of the Section on 29 October 2012.

The Full Report was made available on the CSIRO Staff Association website and all members were contacted by email and through our newsletter, advising of the availability of the Full Report on the website.

The Committee of Management, the CSIRO Staff Association Council, voted to accept the Full Report, through formal motion, on 29 October 2012. A general meeting of members, held at the CSIRO Clayton site in Melbourne on 6 December 2012, accepted the Full Report.

Please find enclosed a copy of the Full Report of the CSIRO Section of the CPSU (CSIRO Staff Association) that was provided to members of the Section on 29 October 2012 and accepted by a general meeting of members on 6 December 2012.

Sam Popovski  
Section Secretary

17 December 2012

## CSIRO STAFF ASSOCIATION

### COMMITTEE OF MANAGEMENT CERTIFICATE

On 29 October 2012 the Committee of Management of CSIRO Staff Association passed the following resolution in relation to the general purpose financial report of the reporting unit for the financial year ended 30 June 2012:

The Committee of Management declares in relation to the general purpose financial report that in its opinion:

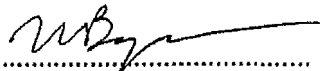
- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the Reporting Guidelines of the General Manager of Fair Work Australia and other requirements imposed by Part 3 of Chapter 8 of the Fair Work (Registered Organisations) Act 2009;
- (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 general purpose financial report 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 the Fair Work (Registered Organisations) Regulations 2009; and
  - (iv) where the organisation consists of two or more reporting units, the financial records of the reporting units 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 Fair Work Australia duly made under section 272 of the Fair Work (Registered Organisations) Act 2009 has been furnished to the member or the General Manager of Fair Work Australia ; and
  - (vi) there have been no orders for inspection of financial records made by Fair Work Australia under section 273 of the Fair Work (Registered Organisations) Act 2009 during the period.
- (f) in relation to recovery of wages activity:
  - (i) the financial report on recovery of wages activity has been fairly and accurately prepared in accordance with the requirements of the reporting guidelines of the General Manager of Fair Work Australia; and
  - (ii) the committee of management caused the auditor to include in the scope of the audit required under section 257(1) of the Fair Work (Registered Organisations) Act 2009 all recovery of wages activity by the reporting unit in which revenues had been derived for the financial year in respect of such activity; and

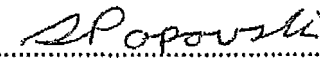
## CSIRO STAFF ASSOCIATION

### COMMITTEE OF MANAGEMENT CERTIFICATE

- (iii) no fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from moneys recovered from employers on behalf of workers other than reported in the financial report on recovery of wages activity and the notes to the financial statements; and
- (iv) that prior to engaging in any recovery of wages activity, the organisation has disclosed to members by way of a written policy all fees to be charged or reimbursed of expenses required for recovery of wages activity, and any likely request for donations or other contributions in acting for a worker in recovery of wages activity; and
- (v) no fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from moneys recovered from employers on behalf of workers until distributions of recovered money were made to the workers.

For the Committee of Management:

  
.....  
**MICHAEL BORGAS**  
Section President

  
.....  
**SAM POPOVSKI**  
Section Secretary

Dated this 29<sup>th</sup> day of October, 2012.

## INDEPENDENT AUDITOR'S REPORT

### TO THE MEMBERS OF THE CSIRO STAFF ASSOCIATION

#### Report on the Financial Report

We have audited the accompanying financial report of CSIRO Staff Association which comprises the Statement of Financial Position at 30 June 2012, the Statement of Comprehensive Income, Statement of Recognised Income and Expense, Statement of Cash Flows and Statement of Receipts and Payments for Recovery of Wages Activity for the year then ended, notes comprising a summary of significant accounting policies, other explanatory information and the Committee of Management Statement.

#### Committee of Management's responsibility for the Financial Report

The Committee of Management are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including Australian Accounting Interpretations), the Reporting Guidelines of the General Manager of the Fair Work Australia and any other requirements imposed by Part 3 of Chapter 8 of the Fair Work (Registered Organisations) Act 2009. This responsibility also includes establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

#### Audit Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance about whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the financial report that gives a true and fair view 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 entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Committee of Management, as well as evaluating the overall presentation of the financial report.

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

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**Chartered Accountants:**  
Harold Lourie  
Richard J Lindner  
Rodney H Hutton

ABN 48 259 373 375  
Adam G Roberts  
Joella F Gould

**INDEPENDENT AUDITOR'S REPORT**  
**TO THE MEMBERS OF THE CSIRO STAFF ASSOCIATION**

**Independence**

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

**Audit Opinion**

In our opinion, under section 257(5) of the Fair Work (Registered Organisations) Act 2009, the general purpose financial report of CSIRO Staff Association for the year ended 30 June 2012 is presented fairly in accordance with any of the following that apply in relation to the reporting unit:

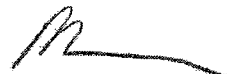
- (a) the Australian Accounting Standards (including Australian Accounting Interpretations);
- (b) in relation to recovery of wages activity;
  - (i) that the scope of the audit encompassed recovery of wages activity;
  - (ii) that the financial statements and notes and recovery of wages activity financial report properly and fairly report all information required by the reporting guidelines of the General Manager of Fair Work Australia, including;
    - 1. any fees charged to or reimbursements of expenses claimed from members and others for recovery of wages activity; and
    - 2. any donations or other contributions deducted from recovered money; and
- (c) any other requirements imposed by these Reporting Guidelines or Part 3 of Chapter 8 of the Fair Work (Registered Organisations) Act 2009.

**Matters Relating to the Electronic Publication of the Audited Financial Report**

This auditor's report relates to the financial report of the CSIRO Staff Association for the year ended 30 June 2012 included on the CSIRO Staff Association's website. The organisation's Committee of Management are responsible for the integrity of the CSIRO Staff Association's website. We have not been engaged to report on the integrity of the CSIRO Staff Association's website. The auditor's report refers only to the subject matter described above. It does not provide an opinion on any other information which may have been hyperlinked to/from these statements. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited financial report to confirm the information contained in this website version of the financial report.



**UHY Haines Norton**  
**Chartered Accountants**



**R.H. Hutton**  
**Registered Company Auditor**

Dated this ~~31~~ day of **OCTOBER**, 2012.

**CSIRO STAFF ASSOCIATION**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**FOR THE YEAR ENDED 30 JUNE 2012**

	Note	2012 \$	2011 \$
Revenue	5	1,355,712	1,362,836
Expenses	6	(1,296,362)	(1,228,324)
Impairment of Investments	1(d), 6, 10(a)	<u>(21,563)</u>	<u>(27,047)</u>
Profit before income tax		37,787	107,465
Income tax expense	1(a)	<u>-</u>	<u>-</u>
Profit for the year		37,787	107,465
<b>Other comprehensive income:</b>			
Other comprehensive income for the year, net of tax		<u>-</u>	<u>-</u>
<b>Total comprehensive income for the year</b>		<u><b>37,787</b></u>	<u><b>107,465</b></u>
<b>Profit/(Loss) attributable to members of the entity</b>		<u><b>37,787</b></u>	<u><b>107,465</b></u>
<b>Total comprehensive income attributable to members of the entity</b>		<u><b>37,787</b></u>	<u><b>107,465</b></u>

The accompanying notes form part of this financial report.

**CSIRO STAFF ASSOCIATION**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT 30 JUNE 2012**

	Note	2012 \$	2011 \$
<b>EQUITY</b>			
Accumulated Funds		<u>1,659,764</u>	<u>1,621,977</u>
<b>TOTAL EQUITY</b>		<u><b>1,659,764</b></u>	<u><b>1,621,977</b></u>
Represented by:			
<b>CURRENT ASSETS</b>			
Cash & Cash Equivalents	8	1,628,166	1,464,412
Receivables	9	45,268	11,794
Financial Assets	10	289,755	306,062
Other	11	<u>997</u>	<u>95</u>
<b>TOTAL CURRENT ASSETS</b>		<u><b>1,964,186</b></u>	<u><b>1,782,363</b></u>
<b>NON-CURRENT ASSETS</b>			
Plant & Equipment	12	<u>3,975</u>	<u>5,794</u>
<b>TOTAL ASSETS</b>		<u><b>1,968,161</b></u>	<u><b>1,788,157</b></u>
<b>CURRENT LIABILITIES</b>			
Payables	13	198,051	64,788
Provisions	14	<u>110,346</u>	<u>101,392</u>
<b>TOTAL CURRENT LIABILITIES</b>		<u><b>308,397</b></u>	<u><b>166,180</b></u>
<b>TOTAL LIABILITIES</b>		<u><b>308,397</b></u>	<u><b>166,180</b></u>
<b>NET ASSETS</b>		<u><b>1,659,764</b></u>	<u><b>1,621,977</b></u>

The accompanying notes form part of this financial report.



## CSIRO STAFF ASSOCIATION

### STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 30 JUNE 2012

	Accumulated Funds	Total
	\$	\$
Balance at 1 July 2010	1,514,512	1,514,512
Profit for the year	107,465	107,465
Total other comprehensive income for the year	<u>-</u>	<u>-</u>
Balance at 30 June 2011	1,621,977	1,621,977
Profit for the year	37,787	37,787
Total other comprehensive income for the year	<u>-</u>	<u>-</u>
Balance at 30 June 2012	<u>1,659,764</u>	<u>1,659,764</u>

The accompanying notes form part of this financial report.

**CSIRO STAFF ASSOCIATION**

**STATEMENT OF INCOME AND EXPENDITURE  
FOR THE YEAR ENDED 30 JUNE 2012**

	Note	2012 \$	2011 \$
<b>INCOME</b>			
Membership Subscriptions		1,251,823	1,238,229
Interest Received		93,497	103,752
Sundry Income		241	612
Investment Income		10,151	20,243
		<u>1,355,712</u>	<u>1,362,836</u>
<b>EXPENDITURE</b>			
<b>Salaries and Related Expenditure</b>			
Elected Officials		103,097	96,003
Industrial & Administrative Staff		<u>569,959</u>	<u>527,385</u>
<i>Total Salaries</i>		<i>673,056</i>	<i>623,388</i>
Payroll Tax		39,110	36,272
Workers Compensation Insurance		6,835	5,904
Superannuation		122,211	103,574
Staff Amenities & Training		15,587	12,993
Annual Leave Provided		(1,499)	16,869
Long Service Leave Provided & Paid		31,559	14,869
Total Salaries & Related Expenditure		886,859	813,869
<b>Administrative &amp; Equipment Overheads</b>			
Accounting & Audit Fees		10,250	9,750
Bank Charges		1,002	1,126
Depreciation		2,458	2,801
Electricity		3,600	3,600
Financial Planning		-	1,177
Furniture & Computer Equipment (less than \$1,000)		326	426
Impairment of Investments		21,563	27,047
Loss on Sale of Equipment		59	414
National Office Charge		87,628	86,674
Postage & Freight		1,740	3,050
Printing & Stationary		7,325	4,621
Rent & Outgoings		109,053	103,082
Sundry Expenses		11,392	11,800
Telephone		17,342	23,628
Website Service Agreement		<u>3,531</u>	<u>4,080</u>
Total Administrative & Equipment Overheads		277,269	283,276

The accompanying notes form part of this financial report.

**CSIRO STAFF ASSOCIATION**

**STATEMENT OF INCOME AND EXPENDITURE  
FOR THE YEAR ENDED 30 JUNE 2012**

	Note	2012 \$	2011 \$
<b>EXPENDITURE <i>continued</i></b>			
<b>Industrial Expenditure</b>			
Affiliation Fees	1(h)	30,982	21,376
Carbon Offset		568	1,935
Cabcharge		1,076	1,328
Council & Executive Meeting Expenses		40,719	44,322
CSIRO Consultative Council		566	-
Donations		300	250
Enterprise Bargaining Agreement		255	57,699
Science & Technology Australia Board Meetings		1,534	2,335
Family Bereavement Support		4,000	3,000
Legal Costs		-	848
Library & Publications		190	537
National Campaigns, Events & Meetings		18,447	1,032
Presidential Expenses		69	-
Promotions & Merchandising		736	109
CPSU Matters		404	352
Research Policy Committee		9,205	3,612
Science Meets Parliament		-	4,443
Scholarship Awards		6,500	750
Site Visits		30,949	10,415
Sub-Section Activities		1,222	1,086
Special Events		-	406
Training & Conferences		2,810	-
Travelling Expenses		3,265	2,391
Total Industrial Expenditure		<u>153,797</u>	<u>158,226</u>
Total Expenditure		<u>1,317,925</u>	<u>1,255,371</u>
<b>NET PROFIT/(LOSS)</b>		<u>37,787</u>	<u>107,465</u>

The accompanying notes form part of this financial report.

**CSIRO STAFF ASSOCIATION**

**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30 JUNE 2012**

	Note	2012 \$	2011 \$
<b>CASHFLOWS FROM OPERATING ACTIVITIES</b>			
Membership Subscriptions		1,382,065	1,362,423
Interest Received		63,536	105,793
Other Income		241	612
Payments to Suppliers & Employees		(161,310)	(157,181)
Payments to CPSU National Office		<u>(1,120,080)</u>	<u>(1,273,150)</u>
Net Cash Provided by Operating Activities	16 (b)	<u>164,452</u>	<u>38,497</u>
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>			
Payment for Office Furniture and Equipment		(698)	(2,457)
Redemption of Investments		-	4,832
Payment for Investments		<u>-</u>	<u>(300,000)</u>
Net Cash Used in Investing Activities		<u>(698)</u>	<u>(297,625)</u>
Net Increase/(Decrease) in cash held		163,754	(259,128)
Cash & Cash Equivalents at Beginning of Year		<u>1,464,412</u>	<u>1,723,540</u>
Cash & Cash Equivalents at End of Year	16 (a)	<u>1,628,166</u>	<u>1,464,412</u>

The accompanying notes form part of this financial report.

**CSIRO STAFF ASSOCIATION**

**STATEMENT OF RECEIPTS AND PAYMENTS  
FOR RECOVERY OF WAGES ACTIVITY - CASH BASIS  
FOR THE YEAR ENDED 30 JUNE 2012**

	Note	2012 \$	2011 \$
<b>Cash Assets in respect of recovered money at beginning of the year</b>		-	-
<b>Receipts</b>			
Membership Subscriptions		-	-
Interest Received		-	-
<b>Total Receipts</b>		<u>-</u>	<u>-</u>
<b>Payments</b>			
Deductions of amounts due in respect of membership		-	-
Deductions of donations or other contributions to accounts or funds		-	-
Deductions of fees or reimbursements of expenses		-	-
Payments to workers in respect of recovered money		-	-
<b>Total Payments</b>		<u>-</u>	<u>-</u>
<b>Cash assets in respect of recovered money at the end of the year</b>		<u>-</u>	<u>-</u>

The accompanying notes form part of this financial report.

## CSIRO STAFF ASSOCIATION

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2012

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#### NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

This financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards (including Australian Accounting Interpretations), the Reporting Guidelines of the General Manager of Fair Work Australia and any other requirements imposed by Part 3 of Chapter 8 of the Fair Work (Registered Organisations) Act 2009.

The following is a summary of the significant accounting policies adopted by the entity in the preparation of the financial report.

#### **Basis of Preparation**

##### *Reporting Basis and Conventions*

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

#### **Accounting Policies**

##### **(a) Income Tax**

No provision for income tax is required as the Section is exempt from income tax under Section 50-15 (3.2) of the Income Tax Assessment Act 1997.

##### **(b) Plant & Equipment**

Each class of plant and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation and impairment losses.

##### **Plant and Equipment**

Plant and equipment are measured on the cost basis less depreciation and impairment losses.

The carrying amount of plant and equipment is reviewed annually to ensure it is not in excess of the recoverable amount from these assets. The recoverable amount is assessed on the basis of the expected net cash flows that will be received from the assets employment and subsequent disposal. The expected net cash flows have been discounted to their present values in determining recoverable amounts.

##### **Depreciation**

The depreciable amount of all fixed assets including property, but excluding artworks, are depreciated on a straight line or diminishing value basis over their useful lives to the entity commencing from the time the asset is held ready for use.

## CSIRO STAFF ASSOCIATION

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2012

#### NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES *continued*

##### (b) Plant & Equipment *continued*

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

Furniture & Equipment	20-40%
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The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at each balance sheet date. An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

##### (c) Financial Assets

Investments classified as available for sale are measured at fair value. Gains or losses on these investments are recognised directly to equity in a net unrealised gain reserve until the investment is sold or until the investment is determined to be impaired, at which time the cumulative gain or loss previously reported in equity for that asset is included in the Income Statement.

##### (d) Impairment of Assets

At each reporting date, the entity reviews the carrying values of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the Income Statement.

##### (e) Employee Benefits

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

The provision for long service leave represents only employee on-costs related to benefits, with the liability for employee benefits being met by the National Office.

Employees are entitled to long service leave from 1 July 2002 at the rate of 7.2 days per year of service, pro-rata after 5 years service with the Section. Previously up to 30 June 2002, the entitlement was 10.8705 days per year of service, pro-rata after 3 years service with the Section. The movement in the provision for long service leave during the year is paid to the National Office and is expensed in these accounts.

## CSIRO STAFF ASSOCIATION

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2012

#### NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES *continued*

##### (e) Employee Benefits *continued*

###### **Measurement of short-term and long-term employee benefits**

Short-term employee benefits are those benefits that are expected to be settled within 12 months, and are measured at their nominal values using the remuneration rate expected to apply at the time of settlement. They include wages and salaries, annual leave and long service leave that are expected to be settled within 12 months.

Long-term employee benefits are those benefits that are not expected to be settled within 12 months, and are measured at the present value of the estimated future cash outflows to be made by the entity in respect to services provided by employees up to the reporting date. They include long service leave not expected to be settled within 12 months.

The present value of long-term employee benefits is calculated in accordance with AASB 119: Employee Benefits. Long-term employee benefits are measured at the present value of expected future payments to be made in respect of services provided by employees up to the reporting date. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using interest rates on national Government guaranteed securities with terms to maturity that match, as closely as possible, the estimate future cash outflows.

###### **Classification of employee benefits as current and non-current liabilities**

Employee benefit provisions are reported as current liabilities where the entity does not have an unconditional right to defer settlement for at least 12 months. Employee benefit provisions that are reported as non-current liabilities include long term benefits that do not qualify for recognition as a current liability, and are measured at present value.

###### **Superannuation**

Contributions are made by the entity to an employee superannuation fund and are charged as expenses when incurred.

##### (f) Leases

Lease payments under operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

##### (g) Revenue

Contributions from members are shown net of refunds and are accounted for on a cash basis.

Interest revenue is recognised on an accruals basis.

Revenue arising from the disposal of non-current assets is recognised when the organisation and the buyer are both committed to a contract.



## CSIRO STAFF ASSOCIATION

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2012

#### NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES *continued*

**(h) Comparative Figures**

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

- (i)** The following affiliation fees were paid during the year: Science & Technology Australia \$4,398, The Union Shopper \$2,235, ACTU \$9,004 and State Labour Councils \$15,345.

**(j) Adoption of New and Revised Accounting Standards**

During the current year, the entity has adopted all of the new and revised Australian Accounting Standards and Interpretations applicable to its operations which became mandatory.

The impact of these Accounting Standards are assessed as having no material impact on this financial report.

**(k) New Accounting Standards for Application in Future Periods**

The AASB has issued new, revised and amended Standards and Interpretations that have mandatory application dates for future reporting periods and which the company has decided not to early adopt.

The expected impact of these Accounting Standards issued but not yet operative at 30 June 2012 are assessed as having no material impact on this financial report.

#### **NOTE 2: INFORMATION TO BE PROVIDED TO MEMBERS OR THE GENERAL MANAGER OF FAIR WORK AUSTRALIA**

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 as follows:

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

## CSIRO STAFF ASSOCIATION

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2012

#### NOTE 3: RELATED PARTY INFORMATION

(a) The names of persons who formed part of the Section Council at any time during the year were:-

Section President -	Michael Borgas (Re-elected 1 January 2012)
Section Deputy Presidents -	Warren Hicks (Elected 1 January 2012)
	Elizabeth Hulm - Acting (Appointed 21 February 2012)
	Steve McEvoy (Retired 31 December 2011)
	Christiane Ludwig (Retired 31 December 2011)
Section Secretary -	Sam Popovski (Re-elected 1 January 2012)
Section Treasurer -	Scott Wilkinson (Elected 1 January 2012)
	Phil Hendry (Retired 31 December 2011)
Councillors-	
ACT	- Janet Anstee (Re-elected 1 January 2012)
NT & North Qld	- Margaret Allan (Elected 1 January 2012)
	- Scott Wilkinson (Retired 31 December 2011)
NSW	- Peter Saunders (Elected 1 January 2012)
	- Suzy Jackson (Retired 31 December 2011)
SA	- Sonia Grocke (Re-elected 1 January 2012)
Southern Qld	- Anna Campbell (Elected 1 January 2012)
	- Ian McLeod (Retired 31 December 2011)
TAS	- Ann Thresher (Re-elected 1 January 2012)
VIC	- Gary Crameri (Elected 1 January 2012)
	- Carl Braybrook (Retired 31 December 2011)
WA	- Steve Charles - Acting (Appointed 21 February 2012)
	- Elizabeth Hulm (Re-elected 1 January 2012 and Resigned 21 February 2012)

(b) Key Management Personnel

Key Management Personnel includes only the members of the Committee of Management named above.

(c) Key Management Personnel Compensation

	Total	Short-term Employee Benefits	Post- Employment Benefits	Other Long-term Benefits	Termination Benefits	Share Based Payment
	\$	\$	\$	\$	\$	\$
<b>2012</b>						
Total Compensation	122,791	103,097	15,873	3,821	-	-
<b>2011</b>						
Total Compensation	112,661	95,616	13,882	3,163	-	-

## CSIRO STAFF ASSOCIATION

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2012

**NOTE 3: RELATED PARTY INFORMATION** *continued*

- (d) Amounts were paid for and recovered from the National Office of the CPSU and other Branches and Sections on receipt of invoices during the year.
- (e) Transactions between the Council and the Section were conducted on normal commercial terms in respect of membership fees and reimbursements.

**NOTE 4: EMPLOYEE BENEFITS**

Year Ended 30 June 2012:	Elected Officials \$	Administrative & Industrial Staff \$	Total \$
Employee benefits paid to employees during the year:			
Wages & Salaries	\$ 89,327	\$ 500,083	\$ 589,410
Annual Leave and Sick Leave	\$ 13,770	\$ 69,877	\$ 83,647
Long Service Leave (Refer Note 1(e))	\$ -	\$ 3,100	\$ 3,100
Superannuation	\$ 15,873	\$ 106,338	\$ 122,211

Employee benefits paid or payable to the CPSU National Office in respect to employees during the year (Refer Note 1(e)):

Long Service Leave	\$ 3,821	\$ 17,285	\$ 21,106
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Year Ended 30 June 2011:	Elected Officials \$	Administrative & Industrial Staff \$	Total \$
Employee benefits paid to employees during the year:			
Wages & Salaries	\$ 93,277	\$ 472,677	\$ 565,954
Annual Leave and Sick Leave	\$ 2,726	\$ 54,708	\$ 57,434
Long Service Leave (Refer Note 1(e))	\$ -	\$ -	\$ -
Superannuation	\$ 13,882	\$ 89,694	\$ 103,576

Employee benefits paid to the CPSU National Office in respect to employees during the year (Refer Note 1(e)):

Long Service Leave	\$ 3,163	\$ 12,306	\$ 15,469
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## CSIRO STAFF ASSOCIATION

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2012

	2012	2011
	\$	\$
<b>NOTE 5: REVENUE</b>		
Operating activities:-		
- Contributions Received	1,251,823	1,238,229
- Interest (other persons/corporations)	93,497	103,752
- Investment Income	10,151	20,243
- Other Revenue	<u>241</u>	<u>612</u>
Total Revenue	<u>1,355,712</u>	<u>1,362,836</u>

#### NOTE 6: PROFIT BEFORE TAX

Profit before tax has been determined after:-

(a) Expenses:

Depreciation of office furniture and equipment	2,458	2,801
Impairment of Investments	21,563	27,047
Loss on Disposal of Investments	59	414
Amounts set aside to Provisions:		
- Long Service Leave	10,453	(600)
- Annual Leave	(1,499)	16,869

#### NOTE 7: AUDITING EXPENSES

Amounts receivable or due and receivable by the auditors in respect of:

Auditing the financial report	7,100	6,500
Other services	<u>3,150</u>	<u>3,250</u>
	<u>10,250</u>	<u>9,750</u>

Other services provided by the Auditor are in the nature of other audit procedures, taxation advice and assistance with accounting disclosure.

The auditors do not receive any other benefit from the Section.

**CSIRO STAFF ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2012**

	2012	2011
	\$	\$
<b>NOTE 8: CASH &amp; CASH EQUIVALENTS</b>		
Cash on Hand	357	270
Cash Held at Call:		
Cash with Members and Education Credit Union	132,236	44,068
Cash with Laboratories Credit Union	120,133	70,074
Cash on Deposit:		
Deposits with Members and Education Credit Union	450,000	450,000
Deposits with Laboratories Credit Union	473,145	450,000
Deposits with ME Bank	<u>452,295</u>	<u>450,000</u>
	<u>1,628,166</u>	<u>1,464,412</u>

**NOTE 9: RECEIVABLES**

Sundry Debtors	5,071	1,558
Accrued Interest	<u>40,197</u>	<u>10,236</u>
	<u>45,268</u>	<u>11,794</u>

**NOTE 10: FINANCIAL ASSETS**

Available for Sale Financial Assets:		
Shares in Members and Education Credit Union	10	10
Managed Funds Investments	<u>289,745</u>	<u>306,052</u>
	<u>289,755</u>	<u>306,062</u>

**(a) Impairment of Available-for-Sale Financial Instruments**

There has been a significant or prolonged decline in the fair value of Available for Sale Financial Instruments resulting in the initial investment amounts being impaired. In accordance with AASB 139 "Financial Instruments: Recognition and Measurement" the Association recorded impairment losses in the income statement as follows:

Current year impairment of investments	<u>(21,563)</u>	<u>(27,047)</u>
Net impairment of investments	<u>(21,563)</u>	<u>(27,047)</u>

**CSIRO STAFF ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2012**

	2012	2011
	\$	\$
<b>NOTE 11: OTHER ASSETS</b>		
Prepayments	<u>997</u>	<u>95</u>
	<u>997</u>	<u>95</u>

**NOTE 12: PLANT & EQUIPMENT**

Office Furniture & Equipment	16,854	17,956
Less: Accumulated Depreciation	<u>(12,879)</u>	<u>(12,162)</u>
	<u>3,975</u>	<u>5,794</u>

**(a) Movements in Carrying Amounts**

Movements in carrying amounts for each class of plant & equipment between the beginning and end of the current financial year:

Balance at the beginning of year	5,794	6,552
Additions	698	2,457
Disposals	(59)	(414)
Depreciation	<u>(2,458)</u>	<u>(2,801)</u>
Carrying amount at end of year	<u>3,975</u>	<u>5,794</u>

**NOTE 13: ACCOUNTS PAYABLE**

CPSU National Office	186,501	43,502
Sundry Creditors	<u>11,550</u>	<u>21,286</u>
	<u>198,051</u>	<u>64,788</u>

**CSIRO STAFF ASSOCIATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2012**

	2012	2011
	\$	\$
<b>NOTE 14: PROVISIONS</b>		
<b>Current</b>		
Employee Benefits - short term benefits at nominal value:		
Provision for Annual Leave	80,493	81,992
Provision for Long Service Leave Oncosts	<u>29,853</u>	<u>19,400</u>
	<u>110,346</u>	<u>101,392</u>
(a) Provision for Annual Leave in respect to:		
Elected Officials	20,465	26,100
Administrative and Industrial Staff	<u>60,028</u>	<u>55,892</u>
	<u>80,493</u>	<u>81,992</u>
(b) Provision for Long Service Leave Oncosts in respect to:		
Elected Officials	4,852	3,675
Administrative and Industrial Staff	<u>25,001</u>	<u>15,725</u>
	<u>29,853</u>	<u>19,400</u>

Refer to Note 1(e) for accounting policy in respect to these provisions for employee benefits.

**NOTE 15: CAPITAL AND LEASING COMMITMENTS**

**Rental Commitments**

Non-cancellable operating leases contracted for but not capitalised in the financial statements:

Payable:

- not later than one year	63,225	64,090
- later than one year but not later than five years	252,900	252,900
- later than five years	<u>26,365</u>	<u>89,590</u>
	<u>342,490</u>	<u>406,580</u>

The lease relates to the premises at Level 10, 440 Collins Street, Melbourne which commenced on 1 December 2007 for a term of 10 years.

## CSIRO STAFF ASSOCIATION

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2012

	2012	2011
	\$	\$
<b>NOTE 16: CASH FLOW INFORMATION</b>		
<b>(a) Reconciliation of Cash &amp; Cash Equivalents</b>		
For the purposes of the Statement of Cash Flows, cash and cash equivalents includes cash on hand and cash held at call and on deposit with financial institutions.		
Cash and cash equivalents at the end of the reporting period is reconciled to the related items in the balance sheet as follows:		
Cash on Hand	357	270
Cash Held at Call with Credit Unions	252,369	114,142
Cash on Deposits with Credit Unions	<u>1,375,440</u>	<u>1,350,000</u>
	<u>1,628,166</u>	<u>1,464,412</u>
<b>(b) Reconciliation of Net Cash Provided by Operating Activities to Operating Profit</b>		
Operating profit/(loss) for year	37,787	107,465
Non-cash flows in operating profit		
Depreciation & Amortisation	2,458	2,801
Loss on Disposal of Plant and Equipment	59	414
Impairment Loss	21,563	27,047
Changes in assets and liabilities		
(Increase)/Decrease in Receivables	(33,474)	5,682
(Increase)/Decrease in Other Assets	(902)	3,788
(Increase)/Decrease in Other Financial Assets	(5,256)	(20,243)
Increase/(Decrease) in Accounts Payable	133,263	(104,726)
Increase/(Decrease) in Employee Provisions	<u>8,954</u>	<u>16,269</u>
Net Cash Provided by/(Used in) Operating Activities	<u>164,452</u>	<u>38,497</u>

**(c) Financing Facilities**

The Section has no overdraft facilities.



## CSIRO STAFF ASSOCIATION

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2012

#### NOTE 17: FINANCIAL INSTRUMENTS

**(a) Terms, conditions and accounting policies**

The Section's terms, conditions and accounting policies of financial instruments are those adopted by businesses in Australia generally.

**(b) Interest rate risk**

The Section's exposure to interest rate risks and the effective interest rates of financial assets and financial liabilities, both recognised and unrecognised are as follows:

Economic Entity	Total Carrying Value		Weighted Average Interest Rates		Non Interest Bearing		Floating Interest Rate		Fixed Interest Rate	
	2012	2011	2012	2011	2012	2011	2012	2011	2012	2011
	\$	\$	%	%	\$	\$	\$	\$	\$	\$
<b>Financial Assets</b>										
Cash and Bank Deposits	1,628,166	1,464,412	5.43	6.02	357	270	252,369	114,142	1,375,440	1,350,000
Managed Funds	289,745	306,052	-	-	289,745	306,052	-	-	-	-
Receivables	45,268	11,794	-	-	45,268	11,794	-	-	-	-
<b>Total Financial Assets</b>	<b>1,963,179</b>	<b>1,782,258</b>			<b>335,370</b>	<b>318,116</b>	<b>252,369</b>	<b>114,142</b>	<b>1,375,440</b>	<b>1,350,000</b>
<b>Financial Liabilities</b>										
Accounts Payable	198,051	64,788	-	-	198,051	64,788	-	-	-	-
<b>Total Financial Liabilities</b>	<b>198,051</b>	<b>64,788</b>			<b>198,051</b>	<b>64,788</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**(c) Market Risk**

The Section's sensitivity to market risk is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates, changes in price indexes such as the Australian Stock Exchange or changes in returns on managed fund investments. The Section manages this risk through diversity in the investment portfolio and by obtaining professional investment advice. Taking into account past performance, future expectations, economic forecasts and experience of the financial markets, the possible impact on net operating result and equity over the next 12 months is as follows:

**CSIRO STAFF ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2012**

**NOTE 17: FINANCIAL INSTRUMENTS** *continued*

**(c) Market Risk** *continued*

2012	Total Carrying Value	Interest Rate Risk				Price Risk				Return Risk			
		-1% Profit	-1% Equity	+1% Profit	+1% Equity	-20% Profit	-20% Equity	+20% Profit	+20% Equity	-2% Profit	-2% Equity	+2% Profit	+2% Equity
<b>Financial Assets</b>													
Cash and Bank Deposits	1,628,166	(16,278)	(16,278)	16,278	16,278	-	-	-	-	-	-	-	-
Managed Funds	289,745	-	-	-	-	(57,949)	(57,949)	-	57,949	(5,795)	(5,795)	5,795	5,795
Receivables	45,268	-	-	-	-	-	-	-	-	-	-	-	-
<b>Financial Liabilities</b>													
Accounts Payable	198,051	-	-	-	-	-	-	-	-	-	-	-	-

2011	Total Carrying Value	Interest Rate Risk				Price Risk				Return Risk			
		-1% Profit	-1% Equity	+1% Profit	+1% Equity	-20% Profit	-20% Equity	+20% Profit	+20% Equity	-2% Profit	-2% Equity	+2% Profit	+2% Equity
<b>Financial Assets</b>													
Cash and Bank Deposits	1,464,412	(14,473)	(14,473)	14,473	14,473	-	-	-	-	-	-	-	-
Managed Funds	306,052	-	-	-	-	(61,210)	(61,210)	-	61,210	(6,121)	(6,121)	6,121	6,121
Receivables	11,794	-	-	-	-	-	-	-	-	-	-	-	-
<b>Financial Liabilities</b>													
Accounts Payable	64,788	-	-	-	-	-	-	-	-	-	-	-	-

**CSIRO STAFF ASSOCIATION**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2012**

**NOTE 17: FINANCIAL INSTRUMENTS** *continued*

**(d) Credit Risk**

The Section has no significant exposure to credit risk.

**(e) Net Fair values**

The net fair values of the Section's financial assets and financial liabilities are not expected to be significantly different from each class of asset and liability as disclosed above and recognised in the balance sheet as at 30 June 2012.

**(f) Liquidity Risk**

The Section manages liquidity risk by monitoring forecast cash flows and ensuring that adequate cash funds are maintained.



## OUR CAUSE

To protect and progress the interests of our members in CSIRO  
and in society

We do this as the democratic voice for staff

We advocate for CSIRO and science

We provide the means to promote a community of staff in CSIRO so  
that we can assist members to enforce their rights

## Foreword from CSIRO Staff Association President, Michael Borgas

I am pleased to report again to members on Staff Association activities for the past year. The task of keeping a strong vibrant voice for CSIRO staff is always challenging but has its rewards. We can all be proud of CSIRO's delivery of science with a purpose by its most important asset, its staff. Nevertheless our slowly declining membership is a concern and the Council and the Executive is open to all suggestions on how we include more voices from more staff to reflect the diversity and aspirations of our scientists, support staff and administrators.

In the current political climate a strong voice for science is essential. Our voice must reach high into the bureaucracy and politics to advocate for purpose-driven science in our publically funded laboratories. The Staff Association has been active in gathering a collective voice in the public sector for all science agencies, and is campaigning for a commitment for science integrity within directed research, to be formalised in a charter. In an environment of spending cuts, highly contested issues from environment to manufacturing, and increasing calls for openness and transparency, it is important that we promote and deal carefully with science integrity issues.

We recognise the difficulty and complexity of managing planned research in a changing, increasingly multidisciplinary, global research environment. In such a complex system the Staff Association regards good consultation as the key to better processes for the operations and accountability of CSIRO. The continuous feedback from members, also reflected in staff surveys, is that we must constantly seek to improve and simplify our processes and increase the science input to our own organisation.

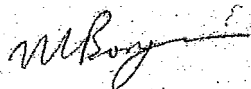
While needless bureaucratic effort and imposts must be reduced, the notion of 'flexibility' must not transfer to perceptions of bullying and harassment, or unaccountable Executive power. These issues have some prominence in the past year, and do not reflect our agreed commitment to our Enterprise Agreement with consultation and fair processes.

However, behaviours sometimes only aspire to the agreed terms, so actively enforcing and supporting staff with the powers of the Enterprise Agreement are essential tasks. Here we must thank Sam Popovski, Paul Girdler and all the industrial and office staff of the Association for all their efforts and assistance and support to many members. Even within the workplace, many delegates and Councillors support members at difficult times and lessening the burden of workplace stress and anxiety is a broadly shared goal in CSIRO. So many thanks to all members who have helped others in the course of the past year.

To help form an effective overview of CSIRO staff perspectives, and the place of CSIRO staff in the science ecosystem, I have to thank the Staff Association Council, delegates and members who participate in meetings and provide feedback and strengthen our cause. This helps the Association to be recognised as a leading group in science lobbying and advocacy.

We can only maintain an effective Association with constant renewal of our membership, a focus on new issues from new people and activists, and forging and maintaining better relationships with our management, governance and broader society, including the media.

The job is large and unending, but when broadly shared we can all benefit from modest individual efforts. Ask yourself if you can help more.



Michael Borgas  
President  
October 2012

## **About the Association in 2011-12**

The CSIRO Staff Association (the Association) is a Section of the Community and Public Sector Union (CPSU; PSU Group).

The Association represents the professional and industrial interests of members employed in the Commonwealth Scientific and Industrial Research Organisation (CSIRO), the Australian Astronomical Observatory (AAO), the National Measurement Institute (NMI), Co-operative Research Centres (CRCs), and members who have been previously employed by these organisations (retired members). We also provide representation to students in these organisations.

The Association aims to protect and progress the interests of members by bringing them together collectively and democratically. In doing so, the Association seeks to:

- Assist members in enforcing their rights at work, including the rights to:
  - i) fair and equitable treatment at work;
  - ii) proper recognition and remuneration for merit;
  - iii) reasonable conditions and a balanced working life; and
  - iv) a workplace which is healthy, safe and environmentally sustainable.
- Represent the views of members to their Organisation's management.
- Make claims or representations on behalf of members to appropriate authorities.
- Provide advocacy for the membership to Government and other political or policy bodies in the interests of the CSIRO, AAO, NMI, CRCs and their staff.
- Co-operate with other parts of the CPSU, other unions, the ACTU and other organisations to progress matters of common interest.

The Association's primary source of income is from member subscriptions, which for the year to 30 June 2012 were 0.55% of gross salary for full members; \$30 (1 year) or \$75 (3 years) for retired members and \$30 for student members (until their period as a student is completed).

Subscription income for 2011-12 was \$1,251,823, an increase of \$13,594 (or 1.1%) compared to the previous year. The Association also receives income from its cash deposits and equity investments. In 2011-12, the combination of interest and investment income contributed \$103,648, or 7.6% of total income.

The largest component of the Association's expenditure was on salaries and related costs totalling \$886,859 (67.3% of total expenditure). Industrial expenditure totalled \$153,797, primarily due to expenditure on Section Council and Executive meetings, national campaigns, events, meetings and site visits.

The Association's overall financial performance resulted in a net surplus this year of \$37,787 or 2.8% of total income.

## **Membership**

Membership of the Association at 30 June 2012 was 2779 members of which 2741 were financial. This was a decrease of 37 financial members (or 1.3%) compared to the previous year.

Recruitment for the year was 182, compared to 292 the previous year (decrease of 110). Cessations were 220, compared to 384 the previous year (decrease of 164) and the number of cancellations decreased to 19 from 35 in the previous year. The number of unfinancial members increased to 38 compared to 26 the previous year.

Membership in the Australian Astronomical Observatory this year decreased by 1, to a total of 31 members. The Association does not recruit new members in the National Measurement Institute, but continues to provide service to 33 members retained from the former National Measurement Laboratory.

The Association also has 79 associate, retired or student members at 30 June 2012. Note that these members are not included in the table below as they are not categorised as full financial members under CPSU rules.

Membership Year to 30 June 2012							
	Recruited	Cessations			Membership		
		Cancelled*	RRR#	Total	Unfinancial	Financial	Total
ACT	32	4	35	39	1	452	453
NthAus	1	1	5	6	1	68	69
NSW	36	3	49	52	2	464	466
SA	10	0	10	10	5	189	194
SthQLD	18	2	19	21	4	311	315
TAS	6	0	11	11	3	164	167
VIC	72	7	56	63	14	899	913
WA	7	2	16	18	8	194	202
<b>TOTAL</b>	<b>182</b>	<b>19</b>	<b>201</b>	<b>220</b>	<b>38</b>	<b>2741</b>	<b>2779</b>

\* Left the Association but not their employment

# Left their employment (redundant, retired, resigned)

The fall in recruitment this year was largely attributable to reduced recruitment conversations and follow-up within workplaces, following the completion of enterprise bargaining. A number of novel recruitment approaches, particularly for new starters at CSIRO, were implemented but only delivered improved recruitment outcomes during the second half of the year. Cancellations fell to an expected average annual figure, following an uncharacteristic high in 2010-11, during enterprise bargaining. The number of redundancies, retirements and resignations were reduced compared to the previous year, which mitigated the prospect of a more substantial reduction in total membership.

Retaining and growing our membership density throughout workplaces in CSIRO and AAO is clearly the most important challenge for the Association. Visibility, relevance and achieving industrial and professional outcomes are all dependent on membership density. The Association has challenges to build density in emerging areas of CSIRO, particularly within very large sites and within some scientific disciplines. The Association is also striving to increase the diversity of our membership base and representatives, particularly in relation to age, gender and job type. Facilitating the activity of our workplace leaders and delegates continues to be our best opportunity to grow and effectively represent staff at CSIRO, AAO and NMI.

Note that members have the right to resign at any time by providing a written notice of resignation to the Association Secretary, in accordance with Rule 5.3 of the CPSU (PSU Group). At least two weeks' notice is required except where the member ceases to be eligible to be a member of the Association. The full rules of the CPSU are available at <http://www.e-airc.gov.au/090v/rules>

## Association Structure

The Committee of Management is the Association (or CSIRO Section) Council. The Council is an elected body with an Executive and Councillors representing the Sub-Sections. Council has responsibility for governance of the Association within the CPSU. It also develops Association policy at a national level, contributes to CPSU policy, determines national campaigns and activities and represents issues affecting the membership across all parts of the Association. The Executive, comprising the Section Secretary, oversee the operations of the Association.

The elected Council Officers for 2011-12 were:

### Executive

Section President

Michael Borgas (Re-elected 1 January 2012)

Section Deputy Presidents	Christiane Ludwig (Retired 31 December 2011) Steve McEvoy (Retired 31 December 2011) Warren Hicks (Elected 1 January 2012) Elizabeth Hulm <i>acting</i> (Appointed 21 February 2012)
Section Secretary	Sam Popovski (Re-elected 1 January 2012)
Section Treasurer	Phil Hendry (Retired 31 December 2011) Scott Wilkinson (Elected 1 January 2012)
<b>Councillors</b>	
ACT Councillor	Janet Anstee (Re-elected 1 January 2012)
NthAus (FNQ & NT) Councillor	Scott Wilkinson (Retired 31 December 2011) Margaret Allan (Elected 1 January 2012)
NSW Councillor	Suzy Jackson (Retired 31 December 2011) Peter Saunders (Elected 1 January 2012)
SthQLD Councillor	Ian McLeod (Retired 31 December 2011) Anna Campbell (Elected 1 January 2012)
SA Councillor	Sonia Grocke (Re-elected 1 January 2012)
TAS Councillor	Ann Thresher (Re-elected 1 January 2012)
VIC Councillor	Carl Braybrook (Retired 31 December 2011) Gary Crameri (Elected 1 January 2012)
WA Councillor	Elizabeth Hulm (Re-elected 1 January 2012 and Resigned 21 February 2012) Steve Charles <i>acting</i> (Appointed 21 February 2012)

The Association had three representatives on the CPSU Governing Council from 1 July 2011 to 31 December 2011: Section President Michael Borgas; Section Secretary Sam Popovski; and an elected Governing Councillor, Warren Hicks. From 1 January 2012 to 31 December 2014, the Association has two representatives on Governing Council: Section President Michael Borgas; and Section Secretary Sam Popovski. This is due to the Association's financial membership falling below 3000 at the point of Governing Council elections in 2011 (compared to the financial membership at the point of elections in 2008).

Councillors represent members in their respective Sub-Sections through elected workplace delegates and Sub-Section Delegates Committees (SDCs). The committees are comprised of SDC Executives (SDC President, SDC Secretary and the Councillor) and delegates from Sub-Section workplaces. SDC Executive positions, other than the Councillor, are elected by members every two years. Vacancies can be filled by appointment by the Section Council or by a vote of a meeting of the relevant SDC.

Workplace delegate and deputy delegate elections are held annually, with nominations called in June. In 2011-12, there were 106 workplace delegates and deputy delegates in the Association, compared to 97 the previous year (an increase of 9%). This is a ratio of one delegate per 26 members in the workplace, compared to one delegate per 29 members the previous year. This significantly improved outcome arose as a result of a dedicated focus on identifying new delegates and providing support and training to all delegates.

## Association Council Activities





In 2011-12, the Association Council met formally on seven occasions: two in face and five by telephone. The Association Executive met formally on two occasions, one in face and one by telephone. Minutes of meetings record the motions and actions of the Council and Executive. In 2011-12, the Association Council implemented a number of priority activities and campaigns, based on input and participation from members and delegates:

- Know Your Rights at CSIRO

The Association produced and distributed 28 'Know Your Rights' bulletins by email to members and through workplace noticeboards. The bulletin series assisted members to better understand and enforce our rights at work, which are largely underpinned by the CSIRO Enterprise Agreement 2011-2014. Education campaigns like 'Know Your Rights' have become increasingly important in CSIRO to ensure consistent application of conditions of employment.

- Protecting jobs and careers

The Association spent the majority of industrial and organising time during the year protecting the jobs and careers of our members and staff at CSIRO, AAO and NMI. The complicated science investment and allocations processes at CSIRO required high level advocacy through to group and individual support. Redundancies and restructures at business units, including CASS and CFNS/CLI, involved active union representation and delivered improved outcomes on consultation and jobs. Significant campaigns were also implemented to protect jobs and careers for staff supporting science including in CSIRO libraries, property services, finance, project support, communications and publishing.

- Advocacy for science

In 2011-12, the Association engaged with numerous decision makers and peak bodies to advocate for public sector science and for the work that our members do in CSIRO, AAO and NMI. At Council meetings, the Association interacted with CSIRO Board Chairperson, Simon McKeon and Deputy CEO, Craig Roy. The Association commenced work in formulating a campaign for a Science Integrity Charter for the Federal Public Sector. The Charter campaign is intended to establish science integrity principles for all staff involved in science, research and innovation and will be fully implemented in 2012-13. The Association has continued to work positively with Science and Technology Australia (STA), with Michael Borgas being the CPSU representative on the STA Board. The Association also continued its valued support for Women In Science networks and activities in CSIRO.

- Advocacy for regional sites

In 2011-12, the Association campaigned to advance the prominence and sustainability of the work of our members at regional sites. Our campaign has brought together delegates, OICs and members across regional sites. An important objective of the campaign this year was to ensure accountability of the CSIRO Executive to their commitment to the vibrancy of regional sites, achieved through activism on Consultative Council and during the Regional Sites review. Further campaign activism will be needed in 2012-13 to ensure that regional site plans deliver real outcomes on jobs, careers and science.

- Consultation at CSIRO

Following enterprise bargaining in 2010-11, enforcement of consultation continues to be a major issue for members. The Association has been involved at all levels to improve consultation practices and to enforce Enterprise Agreement clauses. Specifically we have disputed consultation during restructuring, outsourcing, accommodation changes, management of underperformance, application of term employment, and redundancy and redeployment. In 2011-12, direct consultation with Association officials has improved compared to previous years and is generally at a reasonable standard. However, consultation by CSIRO with staff and union delegates still requires significant improvement.

- Consultative Council

Consultative Council is a legislated consultation mechanism, held biannually, between the CSIRO CEO/Executive and Staff Association representatives. In 2011-12, Consultative Council meetings were held in Canberra on 28 November 2011 and 19 June 2012. A range of issues were addressed, including the regional sites review/working group; the science investment and allocations processes; learning, development and training opportunities; library services; Government efficiency dividends and projected impacts on staffing; CSIRO's 2012-13 Budget and the CSIRO staff survey.

- Capability days, training and development

Following enterprise bargaining in 2010-11, a new entitlement was achieved, providing a minimum five days per APA year (excluding travel time) per staff member for training and development. Positive member feedback was received about this entitlement, which was subsequently supported by the Association's negotiation with CSIRO management in 2011-12, which resulted in an allocation of an average of 20 capability days per staff member per year. Capability days provide time for training and development and can also be allocated for important citizenship roles including Union Delegate, Health and Safety Representative and Equity and Diversity Officer.

- Enforcement and support for members

The Association ensures that the rights and conditions of members are enforced, no matter if these conditions are contained in an Enterprise Agreement or in organisational policies or legislation. Consistent with this commitment, the Association allocated significant resources to protect and progress the interests of groups and individual members. Particular attention was provided to support members in redundancy and redeployment processes and through bullying and harassment circumstances.

- Communications

The Association has continued to invest in communications, with the creation of a full time Communications Officer position this year. An active Communications Reference Group was established, which has enabled direct delegate and member input into communication strategies and materials. Effective communication supports the Association's mission to represent the range of views of all members. A combination of online functionality and application of traditional methods, such as surveys (e.g. of library staff, postdoctoral scientists), were implemented this year to encourage staff feedback and participation.

- Councillor and delegate training

In 2011-12, Councillors undertook dedicated in-face training, facilitated through the ACTU, to support the role of the Councillor and to develop leadership plans and activities. Delegates were able to undertake formal training, as part of a comprehensive CPSU training program, which develops skills and confidence of new delegates as well as established workplace leaders. Our organising team provided vital ongoing training and support for delegates throughout the year.

## **Our Team**

The main office of the Association is in the Melbourne office of the CPSU at 10/440 Collins Street, Melbourne, Victoria 3000. The Association also has staff in CPSU offices in Adelaide, Brisbane, Canberra, Perth and Sydney. The Section Secretary position, like other Association Council positions, is elected by the membership. It is the only salaried position on the Association Council with responsibility for the operations of the Association and management of the team of organising and support staff. This position is held by Sam Popovski.

In 2011-12, the team members were:

<b>Organising Staff</b>	<b>Location</b>	<b>Responsibility</b>
Jeff Carig	Sydney	NSW (excluding Southern NSW)

Tom Dixon & Leanne Roche	Brisbane	QLD and NT
Rod Drinkwater	Canberra	ACT and Southern NSW
Paul Girdler	Melbourne	Lead/National Organiser
Louise Jarman	Melbourne	VIC and TAS
Ian Treloar	Adelaide	SA
Ash van Dijk	Perth	WA

**Support Staff**

Anthony Keenan	Sydney	Communications Officer
Carrie Wilson	Melbourne	Administrative and Organising Support Officer
Angela Yuan	Melbourne	Membership and Finance Officer

## Financial Changes of Note in 2011-12

The Association returned an overall operating surplus for the year of \$37,787. This result compared to the budgeted surplus for the year of \$3,456. Total income was \$13,428 less than budgeted whilst total expenditure was \$47,760 less than budgeted. The variance in total income primarily arose from less income from membership subscriptions (\$1,251,823) than budgeted (\$1,284,225). The variance in total expenditure arose from a number of items of administrative and industrial expenditure.

The Association has a diversified investment portfolio, with three term deposits, one each with MECU, LCU and ME Bank and a managed fund with Australian Ethical Investment, which is intended to be invested until at least 2017. The Association derives interest income from the term deposits and investment income (and capital gain or loss) from the managed fund.


The finances of the Association are independently audited, reviewed by the Association Council and disclosed to all members in the Financial Report, which is to be read in conjunction with this Operating Report. The finances of the CPSU (PSU Group), other than the CSIRO Section, are governed by the CPSU Executive Committee on behalf of the CPSU Governing Council and CPSU members. The CSIRO Section works with the CPSU (PSU Group) to ensure coordinated financial accountability. More information on CPSU (PSU Group) finance and governance can be found at <http://www.cpsu.org.au/aboutus/topics/2321.html>

## Statements on Superannuation Trustees and Reporting

The CSIRO Staff Association does not have any officer or member who is known to be:

- i) a trustee of a superannuation entity or an exempt public sector superannuation scheme; or
- ii) a director of a company that is a trustee of a superannuation entity or an exempt public sector superannuation scheme.

This report has been prepared in accordance with the requirements of the *Fair Work (Registered Organisations) Act 2009*.



Sam Popovski  
Secretary  
October 2012



FAIR WORK  
AUSTRALIA

3 August 2012

Mr Sam Popovski  
Secretary  
CPSU, the Community and Public Sector Union-PSU Group, CSIRO Section

[sam.popovski@cpsu.org.au](mailto:sam.popovski@cpsu.org.au)

Dear Mr Popovski,

**Lodgement of Financial Documents for year ended 30 June 2012 [FR2012/241]  
Fair Work (Registered Organisations) Act 2009 (the RO Act)**

The financial year of the CPSU, the Community and Public Sector Union-PSU Group, CSIRO Section (the "reporting unit") has recently ended. This is a courtesy letter to remind you of the obligation to prepare and process the reporting unit's financial documents. The full financial report must be lodged with Fair Work Australia within a period of 6 months and 14 days of the end of the financial year.

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

Failure to comply with these obligations is subject to a civil penalty provision - see s305 RO Act.

In addition, financial reporting fact sheets and sample documents can be found on our Fair Work Australia website. The information can be viewed at [www.fwa.gov.au](http://www.fwa.gov.au) – under *Registered Organisations – Overview – Fact sheets*. This site also contains the Financial Reporting Guidelines.

This office encourages you to lodge all financial reports electronically (e.g. as pdf files) at [orgs@fwa.gov.au](mailto:orgs@fwa.gov.au). Alternatively, you can forward the documents by fax to (03) 9655 0410.

Please do not hesitate to contact me on (03) 8661 7787 or by email at Andrea.O'HALLORAN@fwa.gov.au if you wish to discuss the requirements outlined in this correspondence.

Yours sincerely,

A handwritten signature in black ink that reads "Andrea O'Halloran". The signature is written in a cursive style with a large, looped initial 'A'.

Andrea O'Halloran  
Organisations, Research & Advice  
Fair Work Australia

**TIMELINE/ PLANNER**

Financial reporting period ending:	/ /
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Prepare financial statements and Operating Report.
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(a) A Committee of Management Meeting must consider the financial statements, and if satisfied, pass a resolution declaring the various matters required to be included in the Committee of Management Statement.	/ /
(b) A #designated officer must sign the Statement which must then be forwarded to the auditor for consideration as part of the General Purpose Financial Report (GPFR).	

*As soon as practicable after end of financial year*

Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /
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*Within a reasonable time of having received the GPFR  
(NB: Auditor's report must be dated on or after date of Committee of Management Statement*

Provide full report free of charge to members – s265 The full report includes:	/ /
<ul style="list-style-type: none"> <li>• the General Purpose Financial Report (which includes the Committee of Management Statement);</li> <li>• the Auditor's Report; and</li> <li>• the Operating Report.</li> </ul>	

*(a) if the report is to be presented to a General Meeting (which must be held within 6 months after the end of the financial year), the report must be provided to members 21 days before the General Meeting,*  
*or*  
*(b) in any other case including where the report is presented to a Committee of Management meeting\*, the report must be provided to members within 5 months of end of financial year.*

Present full report to:	/ /
(a) General Meeting of Members - s266 (1),(2); OR	
(b) where the rules of organisation or branch allow* - a Committee of Management meeting - s266 (3)	/ /

*Within 6 months of end of financial year*

*Within 6 months of end of financial year*

Lodge full report with Fair Work Australia, together with the #Designated Officer's certificate** – s268	/ /
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*Within 14 days of meeting*

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

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

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