



29 July 2014

Mr Sam Popovski
Secretary
CPSU, the Community and Public Sector Union - PSU Group, CSIRO Section
sam.popovski@cpsu.org.au

Dear Mr Popovski,

**CPSU, the Community and Public Sector Union - PSU Group, CSIRO Section
Financial Report for the year ended 30 June 2013 - [FR2013/145]**

I acknowledge receipt of the financial report of the CPSU, the Community and Public Sector Union - PSU Group, CSIRO Section. The documents were lodged with the Fair Work Commission on 16 December 2013.

Receipt is also acknowledged of a signed and dated copy of the auditor's report and confirmation that a completed and signed version of the financial report was placed on the Section's website and members of the Section were notified of such placement. The documents were lodged on 7 and 29 July 2014 respectively.

The financial report has now been filed. You are not required to take any further action in respect of the report lodged.

The financial report was filed based on a primary review. This involved confirming that the financial reporting timelines required under s.253, s.265, s.266 and s.268 of the *Fair Work (Registered Organisations) Act 2009* (RO Act) have been satisfied, all documents required under s.268 of the RO Act were lodged and that various disclosure requirements under the Australian Accounting Standards, RO Act and reporting guidelines have been complied with. A primary review does not examine all disclosure requirements.

Please note that the financial report for the year ending 30 June 2014 may be subject to an advanced compliance review.

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. The Fair Work Commission will confirm these concerns have been addressed prior to filing next year's report.

General purpose financial report to be prepared on accrual basis

Section 252 of the RO Act places obligations upon reporting units to *keep* financial records. Under section 252(4) an organisation may *keep* the financial records for its membership subscriptions on a cash basis.

This is distinct from the obligation under section 253 to *prepare* a general purpose financial report (GPFR). Section 253 requires that '...a reporting unit must cause a general purpose financial report to be *prepared*, in accordance with the Australian Accounting Standards, from the financial records kept under subsection 252(1) in relation to the financial year...'. Paragraph 27 of Australian Accounting Standard *AASB101 Presentation of Financial Statements*, states that 'an entity shall prepare its financial statements, except for cash flow information, using the accrual basis of accounting'.

The notes to the financial statements state that contributions from members are shown net of refunds and are accounted for on a cash basis. In the future please ensure that membership subscriptions are brought to account on an accruals basis in accordance with the Australian Accounting Standards. It is further noted that this will result in a change of accounting policy that will need to be disclosed in accordance with AASB 108 (Accounting Policies, Changes in Accounting Estimates and Errors). You may need to discuss this with your auditor

If you have any queries regarding this letter, please contact me on (03) 8661 7893 or via email at larry.powell@fwc.gov.au.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'L. Powell'.

Larry Powell
Senior Adviser
Regulatory Compliance Branch

From: Angela Yuan [Angela.Yuan@cpsu.org.au]
Sent: Tuesday, 29 July 2014 10:32 AM
To: POWELL, Larry
Cc: Sam Popovski
Subject: RE: CPSU - CSIRO Section - financial report - y/e 30/6/13

Hi Larry

Thank you very much for reviewing 2013 CSIRO Staff Association Financial Report. As our discussion over the phone, we confirm that we have completed the following actions:

1. We have placed the completed & signed version of 2013 CSIRO Staff Association Financial Report to our website: <http://cpsu-csiro.org.au/about/operating-and-financial-reports/>
2. We have notified our members about the completed & signed version of 2013 CSIRO Staff Association Financial Report is available on our website:

“The Staff Association Financial Report for 2012-13 was made available to members on our website on 15 November 2013. The version placed on the website contained the signatures of Staff Association officials, but not the signatures of our independent auditors. This was recently brought to our attention by the Fair Work Commission. As a result, a rectified version (with the signatures of the auditors) of the Financial Report, dated 18 November 2013, has now been placed on our website. [More here](#)”

Thank you for your time. In the future, we will make sure appropriate actions in place and try our best to achieve higher levels of compliance in our reporting area.

Should you have any questions please do not hesitate to let us know.

Regards
Angela

Angela Yuan | Finance Officer | CSIRO Staff Association (CSIRO Section of the CPSU) | 10/440 Collins Street, Melbourne VIC 3000 | Phone (03) 8620 6341 | Fax 03 8620 6347 | Email: angela.yuan@cpsu.org.au | www.cpsu-csiro.org.au | Facebook - <http://www.facebook.com/CsiroStaffAssociation> | Twitter - Follow [@CSIROStaff](https://twitter.com/CSIROStaff)

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From: POWELL, Larry [<mailto:Larry.POWELL@fwc.gov.au>]
Sent: Friday, 11 July 2014 3:13 PM
To: Angela Yuan
Subject: RE: CPSU - CSIRO Section - financial report - y/e 30/6/13

Hello Angela,

Monday would be fine. You may contact me on (03) 8661 7893.

Regards

Larry Powell
Senior Adviser
Regulatory Compliance Branch
Fair Work Commission

Tel: 03 8661 7893
Fax: 03 9655 0401
larry.powell@fwc.gov.au

11 Exhibition St, Melbourne Victoria 3000
GPO Box 1994, Melbourne Victoria 3001

www.fwc.gov.au

From: Angela Yuan [<mailto:Angela.Yuan@cpsu.org.au>]
Sent: Friday, 11 July 2014 3:07 PM
To: POWELL, Larry
Subject: RE: CPSU - CSIRO Section - financial report - y/e 30/6/13

Hi Larry,

Sorry I am working from you home today. Can I give you a call on Monday morning? What is the best number to reach you please?

Thanks
Angela

From: POWELL, Larry [<mailto:Larry.POWELL@fwc.gov.au>]
Sent: Friday, 11 July 2014 2:46 PM
To: Angela Yuan
Subject: RE: CPSU - CSIRO Section - financial report - y/e 30/6/13

Hello Angela,

Thank you for forwarding the signed/dated auditor's report.

I need to discuss the date of the report with you. Could you please call me to discuss the matter.

Regards

Larry Powell
Senior Adviser
Regulatory Compliance Branch
Fair Work Commission

Tel: 03 8661 7893
Fax: 03 9655 0401
larry.powell@fwc.gov.au

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From: Angela Yuan [<mailto:Angela.Yuan@cpsu.org.au>]
Sent: Monday, 7 July 2014 3:24 PM
To: POWELL, Larry
Cc: Sam Popovski
Subject: RE: CPSU - CSIRO Section - financial report - y/e 30/6/13

Dear Larry

Please accept our sincerely apologies for the late response. As requested, please find attached signed and dated financial report for CPSU - CSIRO Section financial report y/e 30/06/2013. Auditor report was signed and dated on 18th November 2013.

Should you have any questions please let us know.

Regards
Angela Yuan

Angela Yuan | Finance Officer | CSIRO Staff Association (CSIRO Section of the CPSU) | 10/440 Collins Street, Melbourne VIC 3000 | Phone (03) 8620 6341 | Fax 03 8620 6347 | Email: angela.yuan@cpsu.org.au | www.cpsu-csiro.org.au | Facebook - <http://www.facebook.com/CsiroStaffAssociation> | Twitter - Follow [@CSIROStaff](https://twitter.com/CSIROStaff)

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From: Sam Popovski
Sent: Monday, 7 July 2014 3:10 PM
To: Angela Yuan
Subject: FW: CPSU - CSIRO Section - financial report - y/e 30/6/13

From: POWELL, Larry [<mailto:Larry.POWELL@fwc.gov.au>]
Sent: Wednesday, 30 April 2014 8:54 AM
To: Sam Popovski
Subject: CPSU - CSIRO Section - financial report - y/e 30/6/13

Good morning Sam,

An examination of the above financial report shows that the auditor's report lodged in relation to the financial report is unsigned and undated.

Would you please arrange for an appropriately signed and dated auditor's report to be forwarded to me asap.

Regards

Larry Powell
Senior Adviser
Regulatory Compliance Branch
Fair Work Commission

Tel: 03 8661 7893
Fax: 03 9655 0401
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From: [Angela Yuan](#)
To: [POWELL, Larry](#)
Cc: [Sam Popovski](#)
Subject: RE: CPSU - CSIRO Section - financial report - y/e 30/6/13
Date: Monday, 7 July 2014 3:24:43 PM
Attachments: [Financial Report \(signed\) 2013.pdf](#)

Dear Larry

Please accept our sincerely apologies for the late response. As requested, please find attached signed and dated financial report for CPSU - CSIRO Section financial report y/e 30/06/2013. Auditor report was signed and dated on 18th November 2013.

Should you have any questions please let us know.

Regards
Angela Yuan

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Larry Powell
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CSIRO STAFF ASSOCIATION

COMMITTEE OF MANAGEMENT CERTIFICATE

On the 14th November 2013 the Committee of Management of CSIRO Staff Association passed the following resolution in relation to the general purpose financial report for the financial year ended 30 June 2013:

The Committee of Management declares that in its opinion:


- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the Reporting Guidelines of the General Manager of the Fair Work Commission (General Manager) and other requirements imposed by Part 3 of Chapter 8 of the Fair Work (Registered Organisations) Act 2009 (RO Act);
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable; and
- (e) during the financial year to which the 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 RO Act; 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) where information has been sought in any request of a member of the reporting unit or the General Manager duly made under section 272 of the RO Act has been provided to the member or the General Manager; and
 - (vi) where any order for inspection of financial records made by the Fair Work Commission under section 273 of the RO Act, there has been compliance.
- (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; and
 - (ii) the committee of management caused the auditor to include in the scope of the audit required under section 257(1) of the RO Act 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.

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


.....
MICHAEL BORGAS
Section President


.....
SAM POPOVSKI
Section Secretary

Dated this 15th day of November 2013.

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 2013, 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 Commission 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.

Independence

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

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

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 2013 is presented fairly in accordance with any of the following that apply in relation to the reporting unit:

- (a) the Australian Accounting Standards;
- (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 the Fair Work Commission, 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.

Going Concern

The auditor declares that as part of the audit of the financial statements, it was concluded that management's use of the going concern basis of accounting in the preparation of the reporting unit's financial statements is appropriate.

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 2013 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.

Approved Auditor

The auditor declares that he is an approved auditor who is a member of The Institute of Chartered Accountants in Australia and holds a current Public Practice Certificate.

UHY Haines Norton

**UHY Haines Norton
Chartered Accountants**

R.H. Hutton

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

Dated this *15TH* day of *November*, 2013.

CSIRO STAFF ASSOCIATION
STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2013

	Note	2013 \$	2012 \$
Revenue	5	1,363,592	1,355,712
Expenses	6	(1,442,709)	(1,296,362)
Impairment of Investments	1(d), 6, 10(a)	<u>(3,394)</u>	<u>(21,563)</u>
Profit/(loss) before income tax		(82,511)	37,787
Income tax expense	1(a)	<u>-</u>	<u>-</u>
Profit/(loss) for the year		(82,511)	37,787
Other comprehensive income:			
Net gain/(loss) on revaluation of financial assets		<u>55,710</u>	<u>-</u>
Other comprehensive income for the year, net of tax		<u>55,710</u>	<u>-</u>
Total comprehensive income for the year		<u><u>(26,801)</u></u>	<u><u>37,787</u></u>

The accompanying notes form part of this financial report.

CSIRO STAFF ASSOCIATION
STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2013

	Note	2013 \$	2012 \$
EQUITY			
Accumulated Funds		1,577,253	1,659,764
Reserves		<u>55,710</u>	<u>-</u>
TOTAL EQUITY		<u><u>1,632,963</u></u>	<u><u>1,659,764</u></u>
Represented by:			
CURRENT ASSETS			
Cash & Cash Equivalents	8	1,541,963	1,628,166
Receivables	9	25,871	45,268
Financial Assets	10	349,691	289,755
Other	11	<u>5,326</u>	<u>997</u>
TOTAL CURRENT ASSETS		<u><u>1,922,851</u></u>	<u><u>1,964,186</u></u>
NON-CURRENT ASSETS			
Plant & Equipment	12	<u>1,499</u>	<u>3,975</u>
TOTAL ASSETS		<u><u>1,924,350</u></u>	<u><u>1,968,161</u></u>
CURRENT LIABILITIES			
Payables	13	165,420	198,051
Provisions	14	<u>125,967</u>	<u>110,346</u>
TOTAL CURRENT LIABILITIES		<u><u>291,387</u></u>	<u><u>308,397</u></u>
TOTAL LIABILITIES		<u><u>291,387</u></u>	<u><u>308,397</u></u>
NET ASSETS		<u><u>1,632,963</u></u>	<u><u>1,659,764</u></u>

The accompanying notes form part of this financial report.

CSIRO STAFF ASSOCIATION

STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 30 JUNE 2013

	Accumulated Funds	Available-for-Sale Financial Instruments Reserve	Total
	\$	\$	\$
Balance at 1 July 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>	<u>-</u>
Balance at 30 June 2012	1,659,764	-	1,659,764
Loss for the year	(82,511)	-	(82,511)
Total other comprehensive income for the year	<u>-</u>	<u>55,710</u>	<u>55,710</u>
Balance at 30 June 2013	<u>1,577,253</u>	<u>55,710</u>	<u>1,632,963</u>

The accompanying notes form part of this financial report.

CSIRO STAFF ASSOCIATION
STATEMENT OF INCOME AND EXPENDITURE
FOR THE YEAR ENDED 30 JUNE 2013

	Note	2013 \$	2012 \$
INCOME			
Membership Subscriptions		1,276,083	1,251,823
Interest Received		76,796	93,497
Sundry Income		-	241
Investment Income		<u>10,713</u>	<u>10,151</u>
		<u>1,363,592</u>	<u>1,355,712</u>
EXPENDITURE			
Salaries and Related Expenditure			
Elected Officials		100,716	103,097
Industrial & Administrative Staff		<u>659,930</u>	<u>569,959</u>
<i>Total Salaries</i>		<i>760,646</i>	<i>673,056</i>
Payroll Tax		44,742	39,110
Workers Compensation Insurance		8,219	6,835
Superannuation		135,867	122,211
Staff Amenities & Training		5,747	15,587
Annual Leave Provided		12,302	(1,499)
Long Service Leave Provided & Paid		<u>30,194</u>	<u>31,559</u>
Total Salaries & Related Expenditure		997,717	886,859
Administrative & Equipment Overheads			
Accounting & Audit Fees		10,300	10,250
Bank Charges		701	1,002
Depreciation		2,476	2,458
Electricity		5,552	3,600
Furniture & Computer Equipment (less than \$1,000)		382	326
Impairment of Investments		3,394	21,563
Loss on Sale of Equipment		-	59
National Office - Capitation Fee		89,326	87,628
Postage & Freight		1,460	1,740
Printing & Stationary		18,328	7,325
Rent & Outgoings		132,878	109,053
Sundry Expenses		11,355	11,392
Telephone		19,847	17,342
Website Service Agreement		<u>1,261</u>	<u>3,531</u>
Total Administrative & Equipment Overheads		297,260	277,269

The accompanying notes form part of this financial report.

CSIRO STAFF ASSOCIATION
STATEMENT OF INCOME AND EXPENDITURE
FOR THE YEAR ENDED 30 JUNE 2013

	Note	2013 \$	2012 \$
EXPENDITURE <i>continued</i>			
Industrial Expenditure			
Affiliation Fees	1(h)	30,610	30,982
Carbon Offset		-	568
Cabcharge		1,036	1,076
Council & Executive Meeting Expenses		14,441	40,719
CSIRO Consultative Council		107	566
Donations		1,200	300
Enterprise Bargaining Agreement		-	255
Science & Technology Australia Board Meetings		597	1,534
Family Bereavement Support		1,000	4,000
Library & Publications		207	190
National Campaigns, Events & Meetings		4,122	18,447
Occupational Health & Safety		26	-
Presidential Expenses		3,337	69
Promotions & Merchandising		5,326	736
CPSU Matters		523	404
Research Policy Committee		10,053	9,205
Science Meets Parliament		8,287	-
Scholarship Awards		5,000	6,500
Site Visits		27,851	30,949
Sub-Section Activities		1,487	1,222
Special Events		19,927	-
Training & Conferences		13,247	2,810
Travelling Expenses		<u>2,742</u>	<u>3,265</u>
Total Industrial Expenditure		<u>151,126</u>	<u>153,797</u>
Total Expenditure		<u>1,446,103</u>	<u>1,317,925</u>
NET PROFIT/(LOSS)		<u>(82,511)</u>	<u>37,787</u>

The accompanying notes form part of this financial report.

CSIRO STAFF ASSOCIATION
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2013

	Note	2013 \$	2012 \$
CASHFLOWS FROM OPERATING ACTIVITIES			
Receipts from Membership Subscriptions		1,407,134	1,382,065
Receipts from Other Reporting Units	16 (d)	12,660	7,166
Interest Received		96,038	63,536
Other Income Received		-	241
Payments to Suppliers & Employees		(137,994)	(168,476)
Payments to Other Reporting Units	16 (d)	<u>(1,464,041)</u>	<u>(1,120,080)</u>
Net Cash Provided by Operating Activities	16 (b)	<u>(86,203)</u>	<u>164,452</u>
 CASH FLOW FROM INVESTING ACTIVITIES			
Payment for Office Furniture and Equipment		<u>-</u>	<u>(698)</u>
Net Cash Used in Investing Activities		<u>-</u>	<u>(698)</u>
Net Increase/(Decrease) in cash held		(86,203)	163,754
Cash & Cash Equivalents at Beginning of Year		<u>1,628,166</u>	<u>1,464,412</u>
Cash & Cash Equivalents at End of Year	16 (a)	<u>1,541,963</u>	<u>1,628,166</u>

The accompanying notes form part of this financial report.

CSIRO STAFF ASSOCIATION

RECOVERY OF WAGES ACTIVITY FOR THE YEAR ENDED 30 JUNE 2013

	Note	2013 \$	2012 \$
Cash Assets in respect of recovered money at beginning of the year		-	-
Receipts			
Amounts recovered from employers in respect of wages etc		-	-
Interest Received on recovered money		-	-
Total Receipts		<u>-</u>	<u>-</u>
Payments			
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		-	-
Total Payments		<u>-</u>	<u>-</u>
Cash assets in respect of recovered money at the end of the year		<u>-</u>	<u>-</u>
Number of workers to which the monies recovered relates		-	-
Aggregate payables to workers attributable to recovered monies but not yet distributed			
Payable balance		-	-
Number of workers the payable relates to		-	-
Fund or account operated for recovery of wages			
There has been no fund or account operated and no monies invested in any assets in respect to recovery of wages.			

The accompanying notes form part of this financial report.

CSIRO STAFF ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2013

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 the Fair Work Commission 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 2013

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 profit and loss.

In respect to available for sale equity securities, impairment losses previously recognised in profit and loss are not reversed through profit and loss. Any increase in fair value subsequent to an impairment loss is recognised in other comprehensive income and accumulated in the Available for Sale Gain/(Loss) Reserve.

(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 profit and loss.

(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 2013

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 2013

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES *continued*

(h) Capitation fees and levies

Capitation fees and levies are recognised on an accruals basis and recorded as an expense in the year to which it relates.

(i) Comparative Figures

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

(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 2013 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 the Fair Work Commission, 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 2013

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
Section Deputy Presidents -	Warren Hicks Elizabeth Hulm (Acting to 31 December 2012; Elected 1 January 2013)
Section Secretary -	Sam Popovski
Section Treasurer -	Scott Wilkinson
Councillors-	
ACT	- Janet Anstee
NT & North Qld	- Margaret Allan (Retired 4 July 2012) - (Position Vacant from 5 July 2012 to 30 August 2012) - Delia Muller (Acting from 31 August 2012)
NSW	- Peter Saunders
SA	- Sonia Grocke
Southern Qld	- Anna Campbell
TAS	- Ann Thresher
VIC	- Gary Crameri
WA	- Steve Charles (Acting to 10 May 2013) - (Position Vacant from 11 May 2013)

(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
	\$	\$	\$	\$	\$	\$
2013						
Total Compensation	121,700	100,716	15,934	5,050	-	-
2012						
Total Compensation	123,968	103,097	15,873	4,998	-	-

(d) Transactions between the Council and the Section were conducted on normal commercial terms in respect of membership fees and reimbursements.

CSIRO STAFF ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2013

NOTE 3: RELATED PARTY INFORMATION *continued*

(e) Terms and conditions of transactions with related parties

The CSIRO Staff Association is affiliated with the Community and Public Sector Union (CPSU).

Amounts were paid for and recovered from the National Office of the CPSU on receipt of invoices during the year.

The CPSU National Office processes and administers the payroll function for the CSIRO Staff Association. The CSIRO Staff Association reimburses the CPSU National Office for the Section's employees payroll cost, including superannuation, payroll tax and workcover, on a monthly basis. The CSIRO Staff Association also pays the Section's share of costs and other reimbursements to the CPSU National Office including the Melbourne office rent, interstate office rents, insurance, telephone, photocopier charges, travel expenses, affiliation fees and movement in LSL provision (refer Note 1(e)).

The CSIRO Staff Association pays capitation fees to the CPSU National Office, calculated at 7% of Membership Subscription revenue.

The CSIRO Staff Association is registered for GST on a consolidated basis with the CPSU National Office. The net GST on the Section's income and expenses is paid at the end of each quarter to the CPSU National Office.

The sales to and purchases from related parties are made on terms equivalent to those that prevail in arm's length transactions. Outstanding balances for sales and purchases at the year end are unsecured and interest free and settlement occurs in cash. There have been no guarantees provided or received for any related party receivables or payables. For the year ended 30 June 2013, the Section has not recorded any impairment of receivables relating to amounts owed by related parties (2012: \$Nil). This assessment is undertaken each financial year through examining the financial position of the related party and the market in which the related party operates.

CSIRO STAFF ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2013

NOTE 4: EMPLOYEE BENEFITS

Year Ended 30 June 2013:	Elected Officials \$	Administrative & Industrial Staff \$	Total \$
Employee benefits paid to employees during the year:			
Wages & Salaries	\$ 93,682	\$ 588,802	\$ 682,484
Annual Leave and Sick Leave	\$ 7,034	\$ 71,128	\$ 78,162
Long Service Leave (Refer Note 1(e))	\$ -	\$ 4,903	\$ 4,903
Separation and Redundancies	\$ -	\$ -	\$ -
Other Employee Expenses	\$ -	\$ -	\$ -
Superannuation	\$ 15,934	\$ 119,933	\$ 135,867

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

Long Service Leave	\$ 4,182	\$ 22,691	\$ 26,873
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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
Separation and Redundancies	\$ -	\$ -	\$ -
Other Employee Expenses	\$ -	\$ -	\$ -
Superannuation	\$ 15,873	\$ 106,338	\$ 122,211

Employee benefits paid 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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CSIRO STAFF ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2013

	2013 \$	2012 \$
NOTE 5: REVENUE		
Operating activities:-		
- Subscriptions Received	1,276,083	1,251,823
- Capitation Fees Received	-	-
- Levies Received	-	-
- Grants or Donations Received	-	-
- Financial Support Received	-	-
- Interest (other persons/corporations)	76,796	93,497
- Investment Income	10,713	10,151
- Other Revenue	-	241
	<u>1,363,592</u>	<u>1,355,712</u>
Total Revenue		
 NOTE 6: EXPENSES		
Depreciation of office furniture and equipment	2,476	2,458
Impairment of Investments	3,394	21,563
Loss on Disposal of Equipment	-	59
Amounts set aside to Provisions:		
Long Service Leave	3,320	10,453
Annual Leave	12,302	(1,499)
Capitation Fee - CPSU National Office	89,326	87,628
Affiliation Fees:		
Science & Technology Australia	4,267	4,398
The Union Shopper	2,056	2,235
ACTU	12,510	9,004
State Labour Councils	11,778	15,345
Total Affiliation Fees	<u>30,611</u>	<u>30,982</u>

CSIRO STAFF ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2013

	2013	2012
	\$	\$
NOTE 6: EXPENSES <i>continued</i>		
Donations and Grants:		
Donations - Family Bereavement Support	1,000	4,000
Donations - Other	1,200	300
Grants - Scholarship Awards	5,000	6,500
Grants - Other	-	-
Total Donations and Grants	7,200	10,800

The following grants in excess of \$1,000 were paid:

- 2012: Women in Science Scholarships: Jenny Hayward \$1,500 & Deborah Lau \$1,500
- 2012: Skills/Qualification Grant: Paid to CPSU National Office for Steven Petinakis \$2,500
- 2013: Women in Science Scholarships: Katherine Locock \$1,500 & Beck Edwards \$1,500

There were no donations paid which exceeded \$1,000 during the year ended 30 June 2012 or 2013.

Consideration paid to employers for payroll deductions	-	-
Compulsory levies	-	-
Fees/allowances - meetings and conferences	6,072	6,313
Conference and meeting expenses	70,058	65,784
Legal fees and other expenses related to:		
Litigation	-	-
Other legal matters	-	-
Penalties - via RO Act or RO Regulations	-	-

NOTE 7: AUDITING EXPENSES

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

Auditing the financial report	7,100	6,800
Other services	3,200	3,450
	10,300	10,250

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 2013

	2013	2012
	\$	\$
NOTE 8: CASH & CASH EQUIVALENTS		
Cash on Hand	550	357
Cash Held at Call:		
Cash with Members and Education Credit Union	52,178	132,236
Cash with Laboratories Credit Union	24,020	120,133
Cash on Deposit:		
Deposits with Members and Education Credit Union	504,447	450,000
Deposits with Laboratories Credit Union	486,228	473,145
Deposits with ME Bank	474,540	452,295
	<u>1,541,963</u>	<u>1,628,166</u>

NOTE 9: RECEIVABLES

Receivables from other reporting units:		
Receivables from other reporting units	4,051	3,951
Less provision for doubtful debts	-	-
Receivables from other reporting units (net)	<u>4,051</u>	<u>3,951</u>
Other Receivables:		
Sundry Debtors	865	1,120
Accrued Interest	20,955	40,197
Total Other Receivables	<u>21,820</u>	<u>41,317</u>
	<u>25,871</u>	<u>45,268</u>

NOTE 10: FINANCIAL ASSETS

Available for Sale Financial Assets:		
Shares in Members and Education Credit Union	10	10
Managed Funds Investments	349,681	289,745
	<u>349,691</u>	<u>289,755</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>(3,394)</u>	<u>(21,563)</u>
Net impairment of investments	<u>(3,394)</u>	<u>(21,563)</u>

CSIRO STAFF ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2013

	2013 \$	2012 \$
NOTE 11: OTHER ASSETS		
Prepayments	<u>5,326</u>	<u>997</u>
	<u>5,326</u>	<u>997</u>
 NOTE 12: PLANT & EQUIPMENT		
Office Furniture & Equipment	16,854	16,854
Less: Accumulated Depreciation	<u>(15,355)</u>	<u>(12,879)</u>
	<u>1,499</u>	<u>3,975</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	3,975	5,794
Additions	-	698
Disposals	-	(59)
Depreciation	<u>(2,476)</u>	<u>(2,458)</u>
Carrying amount at end of year	<u>1,499</u>	<u>3,975</u>
 NOTE 13: ACCOUNTS PAYABLE		
Payables to other reporting unit:		
CPSU National Office	<u>153,329</u>	<u>186,501</u>
Total Payables to other reporting unit	<u>153,329</u>	<u>186,501</u>
Other Payables:		
Sundry Creditors	12,091	11,550
Consideration to employers for payroll deductions	-	-
Legal costs	<u>-</u>	<u>-</u>
Total Other Payables	<u>12,091</u>	<u>11,550</u>
	<u>165,420</u>	<u>198,051</u>

CSIRO STAFF ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2013

	2013 \$	2012 \$
NOTE 14: PROVISIONS		
Current		
Employee Benefits - short term benefits at nominal value:		
Provision for Annual Leave	92,794	80,493
Provision for Long Service Leave Oncosts	33,173	29,853
Provision for Separation and Redundancies	-	-
Provision for Other Employee Benefits	-	-
	<u>125,967</u>	<u>110,346</u>
 (a) Provision for Annual Leave in respect to:		
Elected Officials	23,595	20,465
Administrative and Industrial Staff	69,199	60,028
	<u>92,794</u>	<u>80,493</u>
 (b) Provision for Long Service Leave Oncosts in respect to:		
Elected Officials	5,720	4,852
Administrative and Industrial Staff	27,453	25,001
	<u>33,173</u>	<u>29,853</u>
 (c) Provision for Separation and Redundancies in respect to:		
Elected Officials	-	-
Administrative and Industrial Staff	-	-
	<u>-</u>	<u>-</u>
 (d) Provision for Other Employee Benefits in respect to:		
Elected Officials	-	-
Administrative and Industrial Staff	-	-
	<u>-</u>	<u>-</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	67,696	63,225
- later than one year but not later than five years	231,317	252,900
- later than five years	-	26,365
	<u>299,013</u>	<u>342,490</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 2013

	2013	2012
	\$	\$

NOTE 16: CASH FLOW INFORMATION

(a) Reconciliation of Cash & Cash Equivalents

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	550	357
Cash Held at Call with Credit Unions	76,198	252,369
Cash on Deposits with Credit Unions	<u>1,465,215</u>	<u>1,375,440</u>
	<u>1,541,963</u>	<u>1,628,166</u>

(b) Reconciliation of Net Cash Provided by Operating Activities to Operating Profit

Operating profit/(loss) for year	(82,511)	37,787
Non-cash flows in operating profit		
Depreciation & Amortisation	2,476	2,458
Loss on Disposal of Plant and Equipment	-	59
Impairment Loss/(Gain)	3,394	21,563
Changes in assets and liabilities		
(Increase)/Decrease in Receivables	19,397	(33,474)
(Increase)/Decrease in Other Assets	(4,329)	(902)
(Increase)/Decrease in Other Financial Assets	(7,620)	(5,256)
Increase/(Decrease) in Accounts Payable	(32,631)	133,263
Increase/(Decrease) in Employee Provisions	<u>15,621</u>	<u>8,954</u>
Net Cash Provided by/(Used in) Operating Activities	<u>(86,203)</u>	<u>164,452</u>

(c) Financing Facilities

The Section has no overdraft facilities.

(d) Receipts and Payments to Other Reporting Units/Controlled Entity

Receipts from CPSU National Office	12,660	7,166
Payments to CPSU National Office	(1,464,041)	(1,120,080)

CSIRO STAFF ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2013

NOTE 17: GOING CONCERN

The financial statements are prepared on the basis that the Association will continue as a going concern and that assets including property plant and equipment and liabilities would be realised in the normal course of business at their recorded values as at 30 June 2013.

The Association's ability to continue as a going concern is not reliant on the financial support of any other entity.

The Association has not agreed to provide any other entity with financial support to ensure they can continue on a going concern basis.

NOTE 18: BUSINESS COMBINATIONS

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

The Association did not acquire any assets or liabilities during the financial year as a result of:

- (a) an amalgamation under Part 2 of Chapter 3, of the RO Act in which the organisation (of which the reporting unit form part) was the amalgamated organisation; or
- (b) a restructure of the branches of the organisation; or
- (c) a determination by the General Manager under subsection 245(1) of the RO Act of an alternative reporting structure for the organisation; or
- (d) a revocation by the General Manager under subsection 249(1) of the RO Act of a certificate issued to an organisation under subsection 245(1).

NOTE 19: SPECIAL FUNDS

There has been no fund or account operated and no monies invested in any assets in respect of compulsory levies raised by the reporting unit or voluntary contributions collected from members of the reporting unit.

There has been no fund or account operated (other than the general fund), the operation of which is required by the rules of the organisation. There have been no transfers to or withdrawals to a fund, account or controlled entity, where any of these are kept for a specific purpose(s) by the reporting unit.

CSIRO STAFF ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2013

NOTE 20: 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	
	2013	2012	2013	2012	2013	2012	2013	2012	2013	2012
	\$	\$	%	%	\$	\$	\$	\$	\$	\$
Financial Assets										
Cash and Bank Deposits	1,541,963	1,628,166	4.72	5.43	550	357	76,198	252,369	1,465,215	1,375,440
Managed Funds	349,681	289,745	-	-	349,681	289,745	-	-	-	-
Receivables	25,871	45,268	-	-	25,871	45,268	-	-	-	-
Total Financial Assets	1,917,515	1,963,179			376,102	335,370	76,198	252,369	1,465,215	1,375,440
Financial Liabilities										
Accounts Payable	165,420	198,051	-	-	165,420	198,051	-	-	-	-
Total Financial Liabilities	165,420	198,051			165,420	198,051	-	-	-	-

(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 2013**

NOTE 17: FINANCIAL INSTRUMENTS *continued*

(c) Market Risk *continued*

2013	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
Financial Assets													
Cash and Bank Deposits	1,541,963	(15,414)	(15,414)	15,414	15,414	-	-	-	-	-	-	-	-
Managed Funds	349,681	-	-	-	-	(69,936)	(69,936)	-	69,936	(6,994)	(6,994)	6,994	6,994
Receivables	25,871	-	-	-	-	-	-	-	-	-	-	-	-
Financial Liabilities													
Accounts Payable	165,420	-	-	-	-	-	-	-	-	-	-	-	-

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
Financial Assets													
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	-	-	-	-	-	-	-	-	-	-	-	-
Financial Liabilities													
Accounts Payable	198,051	-	-	-	-	-	-	-	-	-	-	-	-

CSIRO STAFF ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2013

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 2013.

(f) Liquidity Risk

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

From: [Sam Popovski](#)
To: [Orgs](#)
Subject: Lodgement of Certificate and Full Report: CSIRO Staff Association/CSIRO Section of CPSU
Date: Monday, 16 December 2013 3:15:46 PM
Attachments: [Certificate 2013 CSIRO Section CPSU s.268 FW\(RO\) Act.pdf](#)
[Financial Report \(signed\) 2013.pdf](#)
[Operating Report 2013.pdf](#)

Dear FWC,

I hereby lodge the 2012-13 certificate and full report (attached documents) for the CSIRO Staff Association (CSIRO Section of CPSU).

Regards,

Sam.

Sam Popovski | Secretary | CSIRO Staff Association (CSIRO Section of the CPSU) | Mobile
0417 474 163 | Phone 03 8620 6348 | Fax 03 8620 6347 | sam.popovski@cpsu.org.au |
www.cpsu-csiro.org.au Facebook - <http://www.facebook.com/CsiroStaffAssociation> | Twitter - Follow
[@CSIROStaff](#)

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.

This e-mail message and any accompanying attachment is intended for the use of the recipient only and may contain confidential, commercially valuable or legally privileged information. If you are not the intended recipient, or an agent responsible for delivering it to the intended recipient, you are notified that any use, review, copying or dissemination of this communication is strictly prohibited. If you have received this message in error, please notify the sender immediately and delete this message. Before opening any attachments, please check them for viruses and defects.

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Email: csstaff@cpsu.org.au
Web: www.cpsu-csiro.org.au

A section of the Community and Public Sector Union



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), 10TH 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 2013, was made available to all members of the Section on 15 November 2013.

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 14 November 2013. A general meeting of members, held at the CSIRO North Ryde site in Sydney on 12 December 2013, 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 15 November 2013 and accepted by a general meeting of members on 12 December 2013.



Sam Popovski
Section Secretary

16 December 2013

CSIRO STAFF ASSOCIATION

COMMITTEE OF MANAGEMENT CERTIFICATE

On the 14th November 2013 the Committee of Management of CSIRO Staff Association passed the following resolution in relation to the general purpose financial report for the financial year ended 30 June 2013:

The Committee of Management declares that in its opinion:

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the Reporting Guidelines of the General Manager of the Fair Work Commission (General Manager) and other requirements imposed by Part 3 of Chapter 8 of the Fair Work (Registered Organisations) Act 2009 (RO Act);
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable; and
- (e) during the financial year to which the 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 RO Act; 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) where information has been sought in any request of a member of the reporting unit or the General Manager duly made under section 272 of the RO Act has been provided to the member or the General Manager; and
 - (vi) where any order for inspection of financial records made by the Fair Work Commission under section 273 of the RO Act, there has been compliance.
- (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; and
 - (ii) the committee of management caused the auditor to include in the scope of the audit required under section 257(1) of the RO Act 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.

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


.....
MICHAEL BORGAS
Section President


.....
SAM POPOVSKI
Section Secretary

Dated this 15th day of November 2013.

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 2013, 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 Commission 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.

Independence

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

CSIRO STAFF ASSOCIATION
STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2013

	Note	2013 \$	2012 \$
Revenue	5	1,363,592	1,355,712
Expenses	6	(1,442,709)	(1,296,362)
Impairment of Investments	1(d), 6, 10(a)	<u>(3,394)</u>	<u>(21,563)</u>
Profit/(loss) before income tax		(82,511)	37,787
Income tax expense	1(a)	<u>-</u>	<u>-</u>
Profit/(loss) for the year		(82,511)	37,787
Other comprehensive income:			
Net gain/(loss) on revaluation of financial assets		<u>55,710</u>	<u>-</u>
Other comprehensive income for the year, net of tax		<u>55,710</u>	<u>-</u>
Total comprehensive income for the year		<u><u>(26,801)</u></u>	<u><u>37,787</u></u>

The accompanying notes form part of this financial report.

CSIRO STAFF ASSOCIATION
STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2013

	Note	2013 \$	2012 \$
EQUITY			
Accumulated Funds		1,577,253	1,659,764
Reserves		<u>55,710</u>	<u>-</u>
TOTAL EQUITY		<u>1,632,963</u>	<u>1,659,764</u>
Represented by:			
CURRENT ASSETS			
Cash & Cash Equivalents	8	1,541,963	1,628,166
Receivables	9	25,871	45,268
Financial Assets	10	349,691	289,755
Other	11	<u>5,326</u>	<u>997</u>
TOTAL CURRENT ASSETS		<u>1,922,851</u>	<u>1,964,186</u>
NON-CURRENT ASSETS			
Plant & Equipment	12	<u>1,499</u>	<u>3,975</u>
TOTAL ASSETS		<u>1,924,350</u>	<u>1,968,161</u>
CURRENT LIABILITIES			
Payables	13	165,420	198,051
Provisions	14	<u>125,967</u>	<u>110,346</u>
TOTAL CURRENT LIABILITIES		<u>291,387</u>	<u>308,397</u>
TOTAL LIABILITIES		<u>291,387</u>	<u>308,397</u>
NET ASSETS		<u>1,632,963</u>	<u>1,659,764</u>

The accompanying notes form part of this financial report.

CSIRO STAFF ASSOCIATION

STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2013

	Accumulated Funds	Available-for-Sale Financial Instruments Reserve	Total
	\$	\$	\$
Balance at 1 July 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>	<u>-</u>
Balance at 30 June 2012	1,659,764	-	1,659,764
Loss for the year	(82,511)	-	(82,511)
Total other comprehensive income for the year	<u>-</u>	<u>55,710</u>	<u>55,710</u>
Balance at 30 June 2013	<u>1,577,253</u>	<u>55,710</u>	<u>1,632,963</u>

The accompanying notes form part of this financial report.

CSIRO STAFF ASSOCIATION
STATEMENT OF INCOME AND EXPENDITURE
FOR THE YEAR ENDED 30 JUNE 2013

	Note	2013 \$	2012 \$
INCOME			
Membership Subscriptions		1,276,083	1,251,823
Interest Received		76,796	93,497
Sundry Income		-	241
Investment Income		<u>10,713</u>	<u>10,151</u>
		<u>1,363,592</u>	<u>1,355,712</u>
EXPENDITURE			
Salaries and Related Expenditure			
Elected Officials		100,716	103,097
Industrial & Administrative Staff		<u>659,930</u>	<u>569,959</u>
<i>Total Salaries</i>		<i>760,646</i>	<i>673,056</i>
Payroll Tax		44,742	39,110
Workers Compensation Insurance		8,219	6,835
Superannuation		135,867	122,211
Staff Amenities & Training		5,747	15,587
Annual Leave Provided		12,302	(1,499)
Long Service Leave Provided & Paid		<u>30,194</u>	<u>31,559</u>
Total Salaries & Related Expenditure		997,717	886,859
Administrative & Equipment Overheads			
Accounting & Audit Fees		10,300	10,250
Bank Charges		701	1,002
Depreciation		2,476	2,458
Electricity		5,552	3,600
Furniture & Computer Equipment (less than \$1,000)		382	326
Impairment of Investments		3,394	21,563
Loss on Sale of Equipment		-	59
National Office - Capitation Fee		89,326	87,628
Postage & Freight		1,460	1,740
Printing & Stationary		18,328	7,325
Rent & Outgoings		132,878	109,053
Sundry Expenses		11,355	11,392
Telephone		19,847	17,342
Website Service Agreement		<u>1,261</u>	<u>3,531</u>
Total Administrative & Equipment Overheads		297,260	277,269

The accompanying notes form part of this financial report.

CSIRO STAFF ASSOCIATION

STATEMENT OF INCOME AND EXPENDITURE FOR THE YEAR ENDED 30 JUNE 2013

	Note	2013 \$	2012 \$
EXPENDITURE <i>continued</i>			
Industrial Expenditure			
Affiliation Fees	1(h)	30,610	30,982
Carbon Offset		-	568
Cabcharge		1,036	1,076
Council & Executive Meeting Expenses		14,441	40,719
CSIRO Consultative Council		107	566
Donations		1,200	300
Enterprise Bargaining Agreement		-	255
Science & Technology Australia Board Meetings		597	1,534
Family Bereavement Support		1,000	4,000
Library & Publications		207	190
National Campaigns, Events & Meetings		4,122	18,447
Occupational Health & Safety		26	-
Presidential Expenses		3,337	69
Promotions & Merchandising		5,326	736
CPSU Matters		523	404
Research Policy Committee		10,053	9,205
Science Meets Parliament		8,287	-
Scholarship Awards		5,000	6,500
Site Visits		27,851	30,949
Sub-Section Activities		1,487	1,222
Special Events		19,927	-
Training & Conferences		13,247	2,810
Travelling Expenses		2,742	3,265
Total Industrial Expenditure		<u>151,126</u>	<u>153,797</u>
Total Expenditure		<u>1,446,103</u>	<u>1,317,925</u>
NET PROFIT/(LOSS)		<u>(82,511)</u>	<u>37,787</u>

The accompanying notes form part of this financial report.

CSIRO STAFF ASSOCIATION
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2013

	Note	2013 \$	2012 \$
CASHFLOWS FROM OPERATING ACTIVITIES			
Receipts from Membership Subscriptions		1,407,134	1,382,065
Receipts from Other Reporting Units	16 (d)	12,660	7,166
Interest Received		96,038	63,536
Other Income Received		-	241
Payments to Suppliers & Employees		(137,994)	(168,476)
Payments to Other Reporting Units	16 (d)	<u>(1,464,041)</u>	<u>(1,120,080)</u>
Net Cash Provided by Operating Activities	16 (b)	<u>(86,203)</u>	<u>164,452</u>
 CASH FLOW FROM INVESTING ACTIVITIES			
Payment for Office Furniture and Equipment		<u>-</u>	<u>(698)</u>
Net Cash Used in Investing Activities		<u>-</u>	<u>(698)</u>
Net Increase/(Decrease) in cash held		(86,203)	163,754
Cash & Cash Equivalents at Beginning of Year		<u>1,628,166</u>	<u>1,464,412</u>
Cash & Cash Equivalents at End of Year	16 (a)	<u>1,541,963</u>	<u>1,628,166</u>

The accompanying notes form part of this financial report.

CSIRO STAFF ASSOCIATION

RECOVERY OF WAGES ACTIVITY FOR THE YEAR ENDED 30 JUNE 2013

	Note	2013 \$	2012 \$
Cash Assets in respect of recovered money at beginning of the year		-	-
Receipts			
Amounts recovered from employers in respect of wages etc		-	-
Interest Received on recovered money		-	-
Total Receipts		<u>-</u>	<u>-</u>
Payments			
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		-	-
Total Payments		<u>-</u>	<u>-</u>
Cash assets in respect of recovered money at the end of the year		<u>-</u>	<u>-</u>
Number of workers to which the monies recovered relates		-	-
Aggregate payables to workers attributable to recovered monies but not yet distributed			
Payable balance		-	-
Number of workers the payable relates to		-	-
Fund or account operated for recovery of wages			
There has been no fund or account operated and no monies invested in any assets in respect to recovery of wages.			

The accompanying notes form part of this financial report.

CSIRO STAFF ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2013

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 the Fair Work Commission 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 2013

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%
-----------------------	--------

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 profit and loss.

In respect to available for sale equity securities, impairment losses previously recognised in profit and loss are not reversed through profit and loss. Any increase in fair value subsequent to an impairment loss is recognised in other comprehensive income and accumulated in the Available for Sale Gain/(Loss) Reserve.

(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 profit and loss.

(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 2013

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 2013

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES *continued*

(h) Capitation fees and levies

Capitation fees and levies are recognised on an accruals basis and recorded as an expense in the year to which it relates.

(i) Comparative Figures

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

(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 2013 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 the Fair Work Commission, 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 2013

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
Section Deputy Presidents -	Warren Hicks Elizabeth Hulm (Acting to 31 December 2012; Elected 1 January 2013)
Section Secretary -	Sam Popovski
Section Treasurer -	Scott Wilkinson

Councillors-

ACT	- Janet Anstee
NT & North Qld	- Margaret Allan (Retired 4 July 2012) - (Position Vacant from 5 July 2012 to 30 August 2012) - Delia Muller (Acting from 31 August 2012)
NSW	- Peter Saunders
SA	- Sonia Grocke
Southern Qld	- Anna Campbell
TAS	- Ann Thresher
VIC	- Gary Crameri
WA	- Steve Charles (Acting to 10 May 2013) - (Position Vacant from 11 May 2013)

(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
	\$	\$	\$	\$	\$	\$
2013						
Total Compensation	121,700	100,716	15,934	5,050	-	-
2012						
Total Compensation	123,968	103,097	15,873	4,998	-	-

(d) Transactions between the Council and the Section were conducted on normal commercial terms in respect of membership fees and reimbursements.

CSIRO STAFF ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2013

NOTE 3: RELATED PARTY INFORMATION *continued*

(e) **Terms and conditions of transactions with related parties**

The CSIRO Staff Association is affiliated with the Community and Public Sector Union (CPSU).

Amounts were paid for and recovered from the National Office of the CPSU on receipt of invoices during the year.

The CPSU National Office processes and administers the payroll function for the CSIRO Staff Association. The CSIRO Staff Association reimburses the CPSU National Office for the Section's employees payroll cost, including superannuation, payroll tax and workcover, on a monthly basis. The CSIRO Staff Association also pays the Section's share of costs and other reimbursements to the CPSU National Office including the Melbourne office rent, interstate office rents, insurance, telephone, photocopier charges, travel expenses, affiliation fees and movement in LSL provision (refer Note 1(e)).

The CSIRO Staff Association pays capitation fees to the CPSU National Office, calculated at 7% of Membership Subscription revenue.

The CSIRO Staff Association is registered for GST on a consolidated basis with the CPSU National Office. The net GST on the Section's income and expenses is paid at the end of each quarter to the CPSU National Office.

The sales to and purchases from related parties are made on terms equivalent to those that prevail in arm's length transactions. Outstanding balances for sales and purchases at the year end are unsecured and interest free and settlement occurs in cash. There have been no guarantees provided or received for any related party receivables or payables. For the year ended 30 June 2013, the Section has not recorded any impairment of receivables relating to amounts owed by related parties (2012: \$Nil). This assessment is undertaken each financial year through examining the financial position of the related party and the market in which the related party operates.

CSIRO STAFF ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2013

NOTE 4: EMPLOYEE BENEFITS

Year Ended 30 June 2013:	Elected Officials \$	Administrative & Industrial Staff \$	Total \$
Employee benefits paid to employees during the year:			
Wages & Salaries	\$ 93,682	\$ 588,802	\$ 682,484
Annual Leave and Sick Leave	\$ 7,034	\$ 71,128	\$ 78,162
Long Service Leave (Refer Note 1(e))	\$ -	\$ 4,903	\$ 4,903
Separation and Redundancies	\$ -	\$ -	\$ -
Other Employee Expenses	\$ -	\$ -	\$ -
Superannuation	\$ 15,934	\$ 119,933	\$ 135,867

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

Long Service Leave	\$ 4,182	\$ 22,691	\$ 26,873
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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
Separation and Redundancies	\$ -	\$ -	\$ -
Other Employee Expenses	\$ -	\$ -	\$ -
Superannuation	\$ 15,873	\$ 106,338	\$ 122,211

Employee benefits paid 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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CSIRO STAFF ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2013

	2013	2012
	\$	\$
NOTE 5: REVENUE		
Operating activities:-		
- Subscriptions Received	1,276,083	1,251,823
- Capitation Fees Received	-	-
- Levies Received	-	-
- Grants or Donations Received	-	-
- Financial Support Received	-	-
- Interest (other persons/corporations)	76,796	93,497
- Investment Income	10,713	10,151
- Other Revenue	-	241
	<u>1,363,592</u>	<u>1,355,712</u>
Total Revenue		

NOTE 6: EXPENSES

Depreciation of office furniture and equipment	2,476	2,458
Impairment of Investments	3,394	21,563
Loss on Disposal of Equipment	-	59
Amounts set aside to Provisions:		
Long Service Leave	3,320	10,453
Annual Leave	12,302	(1,499)
Capitation Fee - CPSU National Office	89,326	87,628
Affiliation Fees:		
Science & Technology Australia	4,267	4,398
The Union Shopper	2,056	2,235
ACTU	12,510	9,004
State Labour Councils	11,778	15,345
Total Affiliation Fees	<u>30,611</u>	<u>30,982</u>

CSIRO STAFF ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2013

	2013 \$	2012 \$
NOTE 6: EXPENSES <i>continued</i>		
Donations and Grants:		
Donations - Family Bereavement Support	1,000	4,000
Donations - Other	1,200	300
Grants - Scholarship Awards	5,000	6,500
Grants - Other	-	-
Total Donations and Grants	7,200	10,800

The following grants in excess of \$1,000 were paid:

2012: Women in Science Scholarships: Jenny Hayward \$1,500 & Deborah Lau \$1,500

2012: Skills/Qualification Grant: Paid to CPSU National Office for Steven Petinakis \$2,500

2013: Women in Science Scholarships: Katherine Locock \$1,500 & Beck Edwards \$1,500

There were no donations paid which exceeded \$1,000 during the year ended 30 June 2012 or 2013.

Consideration paid to employers for payroll deductions	-	-
Compulsory levies	-	-
Fees/allowances - meetings and conferences	6,072	6,313
Conference and meeting expenses	70,058	65,784
Legal fees and other expenses related to:		
Litigation	-	-
Other legal matters	-	-
Penalties - via RO Act or RO Regulations	-	-

NOTE 7: AUDITING EXPENSES

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

Auditing the financial report	7,100	6,800
Other services	3,200	3,450
	10,300	10,250

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 2013

	2013 \$	2012 \$
NOTE 8: CASH & CASH EQUIVALENTS		
Cash on Hand	550	357
Cash Held at Call:		
Cash with Members and Education Credit Union	52,178	132,236
Cash with Laboratories Credit Union	24,020	120,133
Cash on Deposit:		
Deposits with Members and Education Credit Union	504,447	450,000
Deposits with Laboratories Credit Union	486,228	473,145
Deposits with ME Bank	<u>474,540</u>	<u>452,295</u>
	<u>1,541,963</u>	<u>1,628,166</u>

NOTE 9: RECEIVABLES

Receivables from other reporting units:		
Receivables from other reporting units	4,051	3,951
Less provision for doubtful debts	-	-
Receivables from other reporting units (net)	<u>4,051</u>	<u>3,951</u>
Other Receivables:		
Sundry Debtors	865	1,120
Accrued Interest	<u>20,955</u>	<u>40,197</u>
Total Other Receivables	<u>21,820</u>	<u>41,317</u>
	<u>25,871</u>	<u>45,268</u>

NOTE 10: FINANCIAL ASSETS

Available for Sale Financial Assets:		
Shares in Members and Education Credit Union	10	10
Managed Funds Investments	<u>349,681</u>	<u>289,745</u>
	<u>349,691</u>	<u>289,755</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>(3,394)</u>	<u>(21,563)</u>
Net impairment of investments	<u>(3,394)</u>	<u>(21,563)</u>

CSIRO STAFF ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2013

	2013	2012
	\$	\$
NOTE 11: OTHER ASSETS		
Prepayments	<u>5,326</u>	<u>997</u>
	<u>5,326</u>	<u>997</u>

NOTE 12: PLANT & EQUIPMENT

Office Furniture & Equipment	16,854	16,854
Less: Accumulated Depreciation	<u>(15,355)</u>	<u>(12,879)</u>
	<u>1,499</u>	<u>3,975</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	3,975	5,794
Additions	-	698
Disposals	-	(59)
Depreciation	<u>(2,476)</u>	<u>(2,458)</u>
Carrying amount at end of year	<u>1,499</u>	<u>3,975</u>

NOTE 13: ACCOUNTS PAYABLE

Payables to other reporting unit:		
CPSU National Office	<u>153,329</u>	<u>186,501</u>
Total Payables to other reporting unit	<u>153,329</u>	<u>186,501</u>
Other Payables:		
Sundry Creditors	12,091	11,550
Consideration to employers for payroll deductions	-	-
Legal costs	-	-
Total Other Payables	<u>12,091</u>	<u>11,550</u>
	<u>165,420</u>	<u>198,051</u>

CSIRO STAFF ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2013

	2013	2012
	\$	\$
NOTE 14: PROVISIONS		
Current		
Employee Benefits - short term benefits at nominal value:		
Provision for Annual Leave	92,794	80,493
Provision for Long Service Leave Oncosts	33,173	29,853
Provision for Separation and Redundancies	-	-
Provision for Other Employee Benefits	-	-
	<u>125,967</u>	<u>110,346</u>
 (a) Provision for Annual Leave in respect to:		
Elected Officials	23,595	20,465
Administrative and Industrial Staff	69,199	60,028
	<u>92,794</u>	<u>80,493</u>
 (b) Provision for Long Service Leave Oncosts in respect to:		
Elected Officials	5,720	4,852
Administrative and Industrial Staff	27,453	25,001
	<u>33,173</u>	<u>29,853</u>
 (c) Provision for Separation and Redundancies in respect to:		
Elected Officials	-	-
Administrative and Industrial Staff	-	-
	<u>-</u>	<u>-</u>
 (d) Provision for Other Employee Benefits in respect to:		
Elected Officials	-	-
Administrative and Industrial Staff	-	-
	<u>-</u>	<u>-</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	67,696	63,225
- later than one year but not later than five years	231,317	252,900
- later than five years	-	26,365
	<u>299,013</u>	<u>342,490</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 2013

	2013	2012
	\$	\$

NOTE 16: CASH FLOW INFORMATION

(a) Reconciliation of Cash & Cash Equivalents

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	550	357
Cash Held at Call with Credit Unions	76,198	252,369
Cash on Deposits with Credit Unions	<u>1,465,215</u>	<u>1,375,440</u>
	<u>1,541,963</u>	<u>1,628,166</u>

(b) Reconciliation of Net Cash Provided by Operating Activities to Operating Profit

Operating profit/(loss) for year	(82,511)	37,787
Non-cash flows in operating profit		
Depreciation & Amortisation	2,476	2,458
Loss on Disposal of Plant and Equipment	-	59
Impairment Loss/(Gain)	3,394	21,563
Changes in assets and liabilities		
(Increase)/Decrease in Receivables	19,397	(33,474)
(Increase)/Decrease in Other Assets	(4,329)	(902)
(Increase)/Decrease in Other Financial Assets	(7,620)	(5,256)
Increase/(Decrease) in Accounts Payable	(32,631)	133,263
Increase/(Decrease) in Employee Provisions	<u>15,621</u>	<u>8,954</u>
Net Cash Provided by/(Used in) Operating Activities	<u>(86,203)</u>	<u>164,452</u>

(c) Financing Facilities

The Section has no overdraft facilities.

(d) Receipts and Payments to Other Reporting Units/Controlled Entity

Receipts from CPSU National Office	12,660	7,166
Payments to CPSU National Office	(1,464,041)	(1,120,080)

CSIRO STAFF ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2013

NOTE 17: GOING CONCERN

The financial statements are prepared on the basis that the Association will continue as a going concern and that assets including property plant and equipment and liabilities would be realised in the normal course of business at their recorded values as at 30 June 2013.

The Association's ability to continue as a going concern is not reliant on the financial support of any other entity.

The Association has not agreed to provide any other entity with financial support to ensure they can continue on a going concern basis.

NOTE 18: BUSINESS COMBINATIONS

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

The Association did not acquire any assets or liabilities during the financial year as a result of:

- (a) an amalgamation under Part 2 of Chapter 3, of the RO Act in which the organisation (of which the reporting unit form part) was the amalgamated organisation; or
- (b) a restructure of the branches of the organisation; or
- (c) a determination by the General Manager under subsection 245(1) of the RO Act of an alternative reporting structure for the organisation; or
- (d) a revocation by the General Manager under subsection 249(1) of the RO Act of a certificate issued to an organisation under subsection 245(1).

NOTE 19: SPECIAL FUNDS

There has been no fund or account operated and no monies invested in any assets in respect of compulsory levies raised by the reporting unit or voluntary contributions collected from members of the reporting unit.

There has been no fund or account operated (other than the general fund), the operation of which is required by the rules of the organisation. There have been no transfers to or withdrawals to a fund, account or controlled entity, where any of these are kept for a specific purpose(s) by the reporting unit.

CSIRO STAFF ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2013

NOTE 20: 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	
	2013	2012	2013	2012	2013	2012	2013	2012	2013	2012
	\$	\$	%	%	\$	\$	\$	\$	\$	\$
Financial Assets										
Cash and Bank Deposits	1,541,963	1,628,166	4.72	5.43	550	357	76,198	252,369	1,465,215	1,375,440
Managed Funds	349,681	289,745	-	-	349,681	289,745	-	-	-	-
Receivables	25,871	45,268	-	-	25,871	45,268	-	-	-	-
Total Financial Assets	1,917,515	1,963,179			376,102	335,370	76,198	252,369	1,465,215	1,375,440
Financial Liabilities										
Accounts Payable	165,420	198,051	-	-	165,420	198,051	-	-	-	-
Total Financial Liabilities	165,420	198,051			165,420	198,051	-	-	-	-

(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 2013**

NOTE 17: FINANCIAL INSTRUMENTS *continued*

(c) Market Risk *continued*

2013	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
Financial Assets													
Cash and Bank Deposits	1,541,963	(15,414)	(15,414)	15,414	15,414	-	-	-	-	-	-	-	-
Managed Funds	349,681	-	-	-	-	(69,936)	(69,936)	-	69,936	(6,994)	(6,994)	6,994	6,994
Receivables	25,871	-	-	-	-	-	-	-	-	-	-	-	-
Financial Liabilities													
Accounts Payable	165,420	-	-	-	-	-	-	-	-	-	-	-	-

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
Financial Assets													
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	-	-	-	-	-	-	-	-	-	-	-	-
Financial Liabilities													
Accounts Payable	198,051	-	-	-	-	-	-	-	-	-	-	-	-

CSIRO STAFF ASSOCIATION

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2013**

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 2013.

(f) Liquidity Risk

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



**CSIRO Staff Association
Operating Report 2012-13**

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

This challenging past year generated significant and important Staff Association action.

A sequence of issues drove our activity: from bullying and harassment; the Pearce Investigation response; the Annual Direction Statement and consequent redundancies; the Matrix review; a public sector Science Integrity Charter, and promoting the importance of people at regional sites.

Our actions included directly supporting members, consulting with members to produce submissions, and engaging with management to achieve better outcomes. Over 80 redundancy substitutions helped people cope, and the shared commitment to improved staff wellbeing and psychological health is an important development.

These issues emerged against a backdrop of multiple changes in Science Ministers and a Federal Election. We engaged and reengaged with the Ministers and consulted with members on priorities for CSIRO. We communicated our priorities and had responses from all major political parties.

We learnt from this year of activity that our capacity is often stretched to the limits and to operate sustainably we need to grow. More members and more participation, but more sharing of the load will deliver sustained high capacity.

I believe that science can be organised best as a collegiate activity, drawing on the ideas of all staff to improve our work. The Staff Association will also work constructively with management to develop the best solutions with better consultation, effective input and ideas from our members, and the best industrial advice for workplace improvement.

I have to thank Secretary Sam Popovski and Lead Organiser Paul Girdler for professional and inspiring work on the issues listed above as well as the constant day-to-day assistance for our members. The local organisers likewise have been a great support, and the office support from communications, finance and administration, and broader CPSU advice, has been vital and appreciated.

The Staff Association Council continues to be our main meeting place for minds, and what minds they are! Thanks to Councillors for connecting us to SDCs, WOCs, delegates and our diverse members in the workplace.

Finally, thank you as a supporting member. You are our best advocate and the best avenue to reach potential new members in the workplace. Your ideas are our causes.

Science and research faces some difficult times, but together we are better.



Michael Borgas
President
November 2013

About the Association in 2012-13

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) and Co-operative Research Centres (CRCs). We also represent associate members of the Association who have previously been employed or associated with these organisations or are students currently 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 2013 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 2012-13 was \$1,276,083, an increase of \$24,260 (or 1.9%) compared to the previous year. The Association also receives income from its cash deposits and managed fund investments. In 2012-13, the combination of interest and investment income contributed 6.4% of total income, or \$87,509, a decrease of \$24,260 (or 21.7%) compared to the previous year.

The largest component of the Association's expenditure was on salaries and related costs totalling \$997,717 (69.0% of total expenditure). Industrial expenditure totalled \$151,126, primarily due to expenditure on affiliation fees (ACTU and labour councils), sites visits to CSIRO workplaces, special events (CPSU National Leaders Conference) and Section Council and Executive meetings.

The Association's overall financial performance resulted in a net deficit this year of \$82,511 or -6.1% of total income.

Membership

Membership of the Association at 30 June 2013 was 2716 members of which 2691 were financial. This was a decrease of 50 financial members (or 1.8%) compared to the previous year.

Recruitment for the year was 167, compared to 182 the previous year (decrease of 15). Cessations were 228, compared to 220 the previous year (increase of 8) and the number of cancellations increased to 22 from 19 in the previous year. The number of unfinancial members decreased to 25 compared to 38 the previous year.

Membership in the Australian Astronomical Observatory this year decreased by 4, to a total of 27 members. The Association does not recruit new members in the National Measurement Institute,

but continues to represent 27 members retained from the former National Measurement Laboratory.

The Association also has 74 associate members at 30 June 2013, who are not included in the table below as they are not categorised as full financial members under CPSU rules.

Membership Year to 30 June 2013							
	Recruited	Cessations			Membership		
		Cancelled*	RRR#	Total	Unfinancial	Financial	Total
ACT	20	2	29	31	3	440	443
NthAus	2	0	9	9	0	59	59
NSW	29	1	41	42	2	447	449
SA	15	0	15	15	4	189	193
SthQLD	23	2	22	24	8	308	316
TAS	11	1	7	8	0	169	169
VIC	48	10	67	77	6	882	888
WA	19	6	16	22	2	197	199
TOTAL	167	22	206	228	25	2691	2716

* Left the Association but not their employment

Left their employment (redundant, retired, resigned)

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 2012-13 were:

Executive

Section President	Michael Borgas
Section Deputy Presidents	Warren Hicks Elizabeth Hulm (Acting to 31/12/2012; Elected 01/01/2013)
Section Secretary	Sam Popovski
Section Treasurer	Scott Wilkinson

Councillors

ACT Councillor	Janet Anstee
Nth Aust (FNQ & NT) Councillor	Margaret Allan (Retired 04/07/12) Delia Muller (Acting from 31/08/2012)
NSW Councillor	Peter Saunders
Sth QLD Councillor	Anna Campbell
SA Councillor	Sonia Grocke
TAS Councillor	Ann Thresher
VIC Councillor	Gary Crameri
WA Councillor	Steve Charles (Acting to 10/05/2013)

The Association had two representatives on the CPSU Governing Council from 1 July 2012 to 30 June 2013: Section President Michael Borgas and Section Secretary Sam Popovski.

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 Councillor) and delegates from Sub-Section workplaces. SDC Executive positions, other than 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 2012-13, there were 101 workplace delegates and deputy delegates in the Association, compared to 106 the previous year (a decrease of 4.7%). This is a ratio of one delegate per 27 members in the workplace, compared to one delegate per 26 members the previous year.



CSIRO Staff Association Council Meeting 63, Deakin University, Victoria
Back row L-R: Louise Jarman, Ian Treloar, Peter Saunders, Ash van Dijk, Sam Popovski, Warren Hicks, Scott Wilkinson,
Leanne Roche, Anna Campbell, Christiane Ludwig
Front row L-R: Janet Anstee, Ann Thresher, Sonia Grocke, Elizabeth Hulm, Delia Muller, Rod Drinkwater, Jeff Carig

Association Council Activities

In 2012-13, the Association Council met formally on seven occasions: two in face and five by telephone. The Association Executive met formally on six occasions, one in face and five by telephone. Minutes of meetings record the motions and actions of the Council and Executive. In 2012-13, the Association Council implemented a number of key activities and campaigns, based on input and participation from members and delegates:

- 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. CSIRO's Annual Direction Statement imposed 2.5% savings on staffing and operations across the organisation, resulting in over 200 redundancies and some declassified positions. Despite the deleterious outcomes for staff, the Association ensured that over 40% of redundancies were achieved through voluntary substitution; that best practice consultation was enforced; and that members were actively supported and represented throughout redundancy and redeployment processes.

- Advocacy for science

The Association engaged with multiple decision makers and peak bodies to advocate for public sector science and for the work that our members do in CSIRO, AAO and NMI. The Association continued to advocate for a Science Integrity Charter, in order to establish consistent science integrity principles for all staff involved in public sector science and innovation. The Association has continued to work constructively with Science and Technology Australia (STA), with Michael Borgas being the CPSU representative on the STA Board.

- Advocacy for regional sites

In 2012-13, the Association campaigned to advance the prominence and sustainability of the work of our members at regional sites. The campaign has brought together delegates, OICs and members across regional sites. Progress has been poor due to a lack of genuine commitment by the CSIRO Executive. The Association will continue its campaign until real outcomes are achieved which markedly improve regional science and support capabilities.

- Bullying and harassment

In 2012-13, the issue of bullying, harassment and unreasonable behaviour received greater prominence than any other issue in CSIRO. In 2012, a Comcare Improvement Notice was applied to a CSIRO Black Mountain workplace and in 2013, an independent external investigation was launched, chaired by Emeritus Professor Dennis Pearce. The Association's submission into the Pearce investigation was based on extensive experience and interaction with members. Throughout 2012-13, Association representatives engaged with the Pearce Investigation team and CSIRO Human Resources and supported individuals and groups of members to make submissions and seek resolution to bullying and harassment matters. The Association's submission is appended to this report, to highlight the significance of the issue to our members in 2013-13.

- Consultative Council

Consultative Council is a legislated consultation mechanism, held biannually, between the CSIRO CEO/Executive and Staff Association representatives. In 2012-13, Consultative Council meetings were held in Melbourne on 6 December 2012 and 17 June 2013. A range of issues were addressed, including psychological health and wellbeing, consultation in the matrix/SIP, regional sites, CSIRO's finances and budgets, and Annual Direction Statement consultation, processes and implications for staff. At the 17 June meeting, the Staff Association also achieved in-principle support from CEO Megan Clark to initiate an internal review of the matrix organisational structure at CSIRO.

- Enforcement and support

The Association ensured that the rights and conditions of members were enforced, no matter if these conditions are contained in an Enterprise Agreement or in organisational policies or legislation. In 2013-13, 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 our Communications Officer and Communications Reference Group ensuring member communications are timely and

relevant. Member engagement with email communications has increased and a cache of materials and information are regularly available to support workplace activities.

More details on the Association's activities (including some activities not listed above) can be found at <http://cpsu-csiro.org.au>

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 2012-13, the team members were:

Organising Staff	Location	Responsibility
Jeff Carig	Sydney	NSW (excluding Southern NSW)
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 2012-13

The Association returned an overall operating deficit for the year of \$82,511. This result compared to the budgeted deficit for the year of \$74,733. Total income was \$7,186 less than budgeted whilst total expenditure was \$592 more than budgeted. The variance in total income arose from less income from membership subscriptions whilst the variance in total expenditure was relatively small.

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/about-cpsu/governance>

Statements on Superannuation Trustees and Reporting

The CSIRO Staff Association has one officer/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.

Angela Yuan, Membership and Finance Officer
Director of WangYuan Investment Pty. Ltd., the corporate trustee for WangYuan Superannuation Fund, a self-managed superannuation fund. The Directorship is not a result of, and has no relationship to, Angela Yuan's position at the CSIRO Staff Association.

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



Sam Popovski
Secretary
November 2013

Appendix:

Submission into the Pearce investigation into bullying and unreasonable behaviour (31 May 2013).

Background

The CSIRO Staff Association (the 'Association') is a section of the Community and Public Sector Union (PSU Group) and represents staff across all functions and parts of CSIRO, excluding the Tidbinbilla site. The Association's current membership is 2730 members, approximately 43% of staff who are eligible to join the Association.

The Association regularly supports members through bullying and harassment cases and processes, as well as other processes, including misconduct and underperformance cases, grievances and disputes. We have a broad range of experiences, both from the perspective of supporting members exposed to bullying, harassment and unreasonable behaviour, as well as members who are required to respond to bullying and harassment allegations.

This submission highlights key matters identified by current members and former members of the Association who have retired, resigned, been terminated or made redundant, within the period of reference of Phase 1 of this investigation. It does not include details of cases of individual members.

Policy and procedures

The Association has been involved in negotiations and consultation to develop bullying and harassment provisions in the CSIRO Enterprise Agreement and CSIRO Procedures. This has included consultation with staff and benchmarking against policies of other public sector agencies and departments. It is the Association's view that CSIRO's existing policy and procedures are a reasonable framework for addressing bullying and harassment. However, we would consider and support improvements to benefit staff that may arise from this investigation process.

Our members' experiences indicate that unresolved problems relating to bullying and harassment in CSIRO do arise from inadequate application of procedures. Procedures have been implemented incorrectly by error or neglect and alternative ad hoc mechanisms have been applied instead of established procedures. This includes the use of internal investigations that are not prescribed in the CSIRO Enterprise Agreement or Procedures, some of which have been used to investigate serious complaints and claims of bullying, harassment, fraud and misconduct.

To address this, a fundamental step following receipt of a complaint requiring further investigation should be to identify the claim as either a grievance, dispute, misconduct, underperformance or whistleblower matter (or a combination of these matters). Subsequent actions, including any investigations, should then proceed according to the appropriate procedure/s for the matter/s outlined in the CSIRO Enterprise Agreement or Procedures, in consultation with staff.

Our members' experiences also indicate that staff are increasingly exploring multiple avenues of potential resolution for the same situation, rather than utilising only one process. This includes avenues involving Comcare and Fair Work Australia. We submit that if CSIRO conducted its own procedures with greater fairness and accountability, this trend would significantly reduce.

Furthermore, the support available to staff by potentially accessing allied processes (to bullying and harassment) where appropriate, such as whistleblower protections, are not widely understood by staff or encouraged by CSIRO.

In summary, the Staff Association submits that investigations should occur as outlined in either the CSIRO Enterprise Agreement or CSIRO Procedures. Staff should be supported, first and foremost, to access these processes in the CSIRO Enterprise Agreement and Procedures to resolve bullying and harassment situations, wherever possible. We also submit that whistleblower protection and misconduct procedures should be formally incorporated in the CSIRO Enterprise Agreement in order to support staff and improve awareness.

Common experiences of members

There are several cases that the Association has been involved with since 1 January 2006 that have shared characteristics. We list these characteristics in order to highlight common patterns of bullying, harassment and unreasonable behaviour. In these cases, the Staff Association's immediate intervention was needed and concerns were then raised with CSIRO Corporate HR.

1. Staff received no responses to complaints and requests for action, including where serious claims of bullying and harassment and/or misconduct were made in writing.
2. Staff were warned about adverse career and workplace implications of escalating their bullying and harassment claims to a higher stage of the process.
3. Staff were subjected to inappropriate workplace behaviours (threats, shouting) with no immediate intervention by management or HR who witnessed the behaviour.
4. Bullying and harassment of staff, in relation to performance and job security on return to work, occurred following absences due to extended leave, particularly women.
5. Bullying and harassment of staff occurred, through remote management approaches, particularly through email, and particularly impacting staff from a non-English speaking background.
6. Bullying and harassment of individuals occurred, following separation from CSIRO, in relation to intellectual property and publication of scientific work and author attribution.

The complexity of cases

It is the Staff Association's view that the total number of bullying and harassment cases in CSIRO is anecdotally, not substantially different from other Federal public sector employers, however the reporting trend seems to be increasing, possibly because of increased prominence of the issue in the workplace and in the public arena. We submit that bullying and harassment 'hotspot workplaces' do exist in CSIRO. Further, we believe that the degree of complexity of bullying and harassment cases across CSIRO is greater than average and the prospects for resolution are lower than average, compared to other Federal public sector employers. In part, this is because, broadly:

1. Staff do not feel safe to raise bullying and harassment allegations, meaning that when they are ultimately raised, the staff member has usually been subjected to repeated and/or intense incidents.
2. Staff, both those affected and management/HR, can believe that a bullying and harassment situation may improve without intervention, so situations are left to 'simmer', but aren't actually resolved and can then escalate quickly and deeply.

The Staff Association submits that organisational change must occur rapidly to achieve a 'safe to speak up' work environment. Accordingly, we also submit that CSIRO Executive and HR must implement practices and provide demonstrable evidence to staff of their willingness to tackle bullying and harassment and unreasonable behaviour from the 'top to the bottom' of the organisation. There appears to be a prevalent perception that senior managers who are allegedly guilty of misconduct/unreasonable behaviour are treated differently and that penalties are less harsh or non-existent.

Human Resources structure

According to 2013 staff numbers, approximately 1 in 43 CSIRO staff work in Human Resources. However, the geographic distribution of HR staff is uneven, with a number of small to medium-sized CSIRO sites not having any on-site HR support. Further, CSIRO HR do not provide HR support by location, but rather by Business Unit. As a result, even if on-site HR staff exist, the majority of staff that they are supporting, may be located at other sites. This is further complicated by CSIRO's matrix management structure, with the vast majority of staff having two or more managers to work with, often not in the same Business Unit. As a result, when a bullying and harassment situation arises, it may initially require attention from two or more HR staff from different Business Units. Consequently, the Staff Association believes the following circumstances are increasing:

1. Staff not being able to talk to HR face-to-face, particularly when problems first arise.
2. Staff accessing support by phone or email, which may be inadequate, particularly for staff under considerable stress and duress in their work environment.

3. Face-to-face support being delayed, due to travel time etc., or not being supplied at all, due to cost considerations, particularly in terms of access to early mediation.
4. HR advice and assistance being inconsistent, particularly if two or more HR staff are involved, with different levels of skill and experience.

The Staff Association submits that the structural arrangements for CSIRO Human Resources should be reviewed, including an assessment of the need and capacity to provide on-site HR support, in consultation with staff and the Staff Association.

Human Resources approach

A significant overarching problem for staff is the organisational approach taken by HR/senior management. The tendency at times, and by particular staff in HR/senior management, is to first and foremost, protect the CSIRO brand and reputation. This objective is embedded in HR/senior management job descriptions (as well as practices) and is interpreted, at times and by some, to facilitate protection of more senior officers from bullying and harassment claims, particularly if those officers are important to the organisation (i.e. do important work and/or derive revenue for CSIRO).

The Staff Association has raised this matter with CSIRO Executive and Corporate HR, as we believe it can readily lead to deleterious and unfair outcomes for staff and undermines confidence in processes such as grievance and dispute procedures. More broadly, we believe it is not actually protecting the CSIRO brand and reputation at all. Rather, we have said that it is exposing the organisation to greater risk and scrutiny, due to the lack of transparency and accountability.

The Staff Association submits that job descriptions of all HR staff and relevant management need to be amended to prioritise the responsibility to ensure natural justice, fairness and accountability in handling grievances, disputes and bullying and harassment situations. In addition, enforcement of CSIRO's values, code of conduct and procedures must be consistent and be applied equitably to the circumstances of breaches by HR/senior management, as they are applied to other staff in the organisation.

Conclusion

The Staff Association has provided this submission to highlight a number of the key concerns of our members. We believe that a number of our concerns should be reinforced by the details of other submissions into the investigation. We welcome contact by the investigation team to expand on the information in our submission, and where endorsed by individual members, provide specific examples. We urge the investigation team to demonstrate genuine objectivity and sincerity in responding to the issues raised by staff.