

FR 2006/336



Health Services Union
Victorian Branch

19th December, 2006

The Industrial Registrar
Australian Industrial Registry
GPO Box 1994S
Melbourne VIC 3001

Dear Sir,

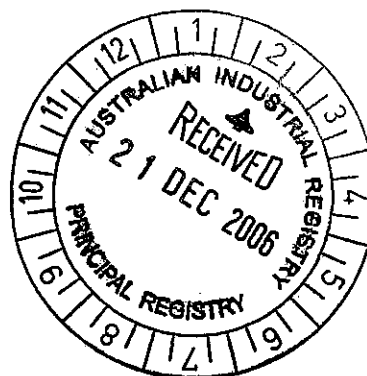
Re: Financial Return – Year Ending 30 June 2006

Please find attached the Designated Officers Certificate and financial statements in accordance with s268 of the Workplace Relations Act.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Jeff Jackson', is written over the typed name. A long horizontal line extends from the end of the signature to the right.

Jeff Jackson
Secretary



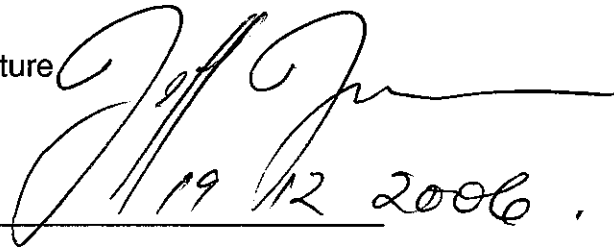
Designated Officer's Certificate
S 268 of Schedule 1B Workplace Relations Act 1996

I, Jeff Jackson being the Secretary of the Health Services Union of Australia Victoria No.1 Branch certify:

- that the documents lodged herewith are copies of the full report referred to in s268 of the RAO Schedule; and
- that the full report was provided to members on 13th December, 2006 and also made available via the HSU website at www.hsuvic.asn.au
- that the full report was presented a meeting of the Branch Committee of Management of the reporting unit on 29th August, 2006; in accordance with section 266 of RAO Schedule.

Signature

Date:


19 12 2006 .

**HEALTH SERVICES UNION OF AUSTRALIA
VICTORIA NO 1 BRANCH
ABN 92 480 180 237**

**FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2006**

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**HEALTH SERVICES UNION OF AUSTRALIA
VICTORIA NO 1 BRANCH**

INDEPENDENT AUDIT REPORT

Scope

We have audited the financial report of the Health Services Union of Australia (Victoria) No.1 Branch for the financial year ended 30 June 2006. The Branch's Committee of Management are responsible for the preparation of the financial report. We have conducted an independent audit of the financial report in order to express an opinion on them to the members of the Branch.

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

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

Audit Opinion

In our opinion,

- (i) there were kept by the Branch, in respect of the year, satisfactory accounting records detailing the source and nature of the income of the Branch (including income from members) and the nature and purpose of the expenditure; and
- (ii) the attached financial report, prepared in accordance with applicable Accounting Standards and other mandatory professional reporting requirements and in accordance with Section 253 of the RAO Schedule, are properly drawn up so as to give a true and fair view of:
 - (a) the financial affairs of the Branch as at 30 June, 2006; and
 - (b) the income and expenditure, results and cash flows of the Branch for the year then ended.
- (iii) all information and explanations required for the purpose of the audit under Section 276(2), were provided by the officers or employees of the Branch.

**Dick & Smith (Elsternwick) Pty Ltd
Chartered Accountants**



Iaan G F Dick

Registered Company Auditor

Dated this day 1ST of September 2006.

**HEALTH SERVICES UNION OF AUSTRALIA
VICTORIA NO 1 BRANCH**

COMMITTEE OF MANAGEMENT STATEMENT

On the 29th day of August 2006 the Committee of Management of the Health Services Union of Australia . Victoria No. 1 Branch passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30th June 2006

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

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the GBFR relates and since the end of that year:
 - 1) meetings of the committee of management were held in accordance with the rules of the organisation including the rules of a branch concerned; and
 - 2) 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
 - 3) the financial records of the reporting unit have been managed in accordance with the RAO Schedule and the RAO Regulations; and
 - 4) the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
 - 5) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member of the registrar; and
 - 6) there has been compliance with any order for the inspection of financial records made by the Commission under section 273 of the RAO Schedule

For Committee of Management:

Jeff Jackson Branch Secretary

Dated this

11 day of September 2006

**HEALTH SERVICES UNION OF AUSTRALIA
VICTORIA NO 1 BRANCH**

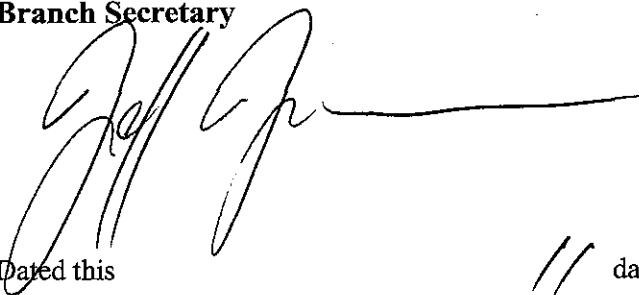
DESIGNATED OFFICER'S CERTIFICATE

I, Jeff Jackson being the officer responsible for keeping the accounting records of the Health Services Union of Australia (Victoria) No.1 Branch, certify that as at 30 June, 2006 the number of members of the Branch was 14,227

In my opinion:

1. the attached financial report shows a true and fair view of the Branch results as at 30 June, 2006.
2. a record has been kept of all monies paid by, or collected from, members and all monies so paid or collected have been credited to the bank account to which those monies are to be credited, in accordance with the rules of the organisation;
3. before any expenditure was incurred by the branch approval of the incurring of the expenditure was obtained in accordance with the rules of the organisation;
4. with regard to funds of the branch raised by compulsory levies or voluntary contributions from members, or funds other than the General Fund operated in accordance with the rules, no payments were made out of any such fund for the purposes other than those for which the fund was operated;
5. no loans or other financial benefits, other than remuneration in respect of their full time employment with the organisation, were made to persons holding office in the branch.
6. the register of members of the branch was maintained in accordance with the Act.

JEFF JACKSON
Branch Secretary



Dated this

11 day of *September* 2006

**HEALTH SERVICES UNION OF AUSTRALIA
VICTORIA NO 1 BRANCH**

OPERATING REPORT FOR THE YEAR ENDED 30 JUNE 2006

In accordance with Sec 254 of the Workplace Relations Act 1996 ("the ACT"), your Committee of Management report as follows

Principal Activities

The principal activity of the organisation during the year was that of a registered trade union. No significant change occurred in the nature of those activities during the year

Operating Result

The operating result of the organisation for the year ended 30th June 2006 was a surplus of \$9,106

Significant Changes

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

Rights of Members

Subject to the rules of the organisation and Sec 174 of the Act, members have the rights to resign from membership of the organisation by written notice addressed to and delivered to the secretary of the organisation.

Superannuation Office Holders

There are no officers and/or members of the organisation that are directors of companies that are trustees of superannuation funds which require one or more of their directors to be a member of a registered organisation –

Other Prescribed Information

In accordance with Regulation 159 of the Workplace Relations (Registration of Accountability of Organisations) Regulations –

- (a) the number of persons that were at the end of the financial year recorded in the register of members for Sec 230 of the RAO Schedule and who are taken to be members of the registered organisation under Sec 240 of the RAO Schedule was 14,227
- (b) the number of persons who were at the end of the financial year employees of the organisation including both full and part-time employees measured on a full-time equivalent basis was 44.2

**HEALTH SERVICES UNION OF AUSTRALIA
VICTORIA NO 1 BRANCH**

OPERATING REPORT FOR THE YEAR ENDED 30 JUNE 2006

- (c) the names of those who have been members of the Committee of Management of the organisation at any time during the financial year –

Name	Period
Jeff Jackson	
Peter Ellison	
Denise Gregor	
Pauline Fegan	
Sonya McCormack	
Veronica Fahey	
Barbara Riggs	
Glenda Meddings	
Robert McCubbin	
Gail Noonan	
Toni Joyce	
Donna Conquo	
David Bray	
April Johnston	
Shaun Hudson	
Maria Toro	
Ben Morgan	

Other Relevant Information

Nil

Signed for and on behalf of the Committee of Management

Date *11* day of *September* 2006

Jeff Jackson,

Secretary



**HEALTH SERVICES UNION OF AUSTRALIA
VICTORIA NO 1 BRANCH**

**STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2006**

	Note	2006 \$	2005 \$
MEMBERS' FUNDS			
Accumulated Funds at beginning of the year		923,259	610,609
Operating surplus (deficit) for the year		9,106	312,650
TOTAL MEMBERS FUNDS		932,365	923,259
Represented by:			
CURRENT ASSETS			
Cash on Hand and at Bank	4	563,894	468,710
Accounts Receivable	5	69,403	18,518
Investments	6	115,682	154,232
TOTAL CURRENT ASSETS		748,979	641,460
NON-CURRENT ASSETS			
Property, Plant and Equipment	7	2,103,229	2,081,006
TOTAL ASSETS		2,852,208	2,722,466
CURRENT LIABILITIES			
Bank Overdraft	8	176,518	-
Accounts Payable	9	781,905	712,768
Monies Held in Trust	12	98,600	180,600
Provision for Annual Leave		333,084	307,650
Provision for Long Service Leave		327,761	108,929
TOTAL CURRENT LIABILITIES		1,717,868	1,309,947
NON-CURRENT LIABILITIES			
Provision for Long Service Leave		201,974	489,260
TOTAL LIABILITIES		1,919,842	1,799,207
NET ASSETS		932,365	923,259

The accompanying notes form part of this financial report.

**HEALTH SERVICES UNION OF AUSTRALIA
VICTORIA NO 1 BRANCH**

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30 JUNE 2006**

	Note	2005 \$	2005 \$
REVENUE			
Subscriptions		4,871,645	4,610,693
Interest Received		15,574	7,588
Rental Income Received		124,610	138,499
Rental Recovery - National Office		82,000	82,000
Sundry Income		249,930	126,416
		<u>5,343,759</u>	<u>4,965,196</u>
 EXPENDITURE			
Audit Fees		7,500	7,500
Advertising		2,023	2,503
Affiliation Fees & Levies		163,948	95,159
Bank Charges		27,197	36,755
Capitation Fee - National Council		270,988	242,306
Cleaning		22,383	22,216
Computer Expenses		70,984	77,704
Consultant Fees		42,849	2,045
Courier		667	681.2
Depreciation		57,107	49,337
Donations		6,845	2,636
Education & Training Expenses		168,787	48,942
Employer union fee deduction charges		16,708	15,593
Entertainment Expenses - Members		10,415	28,728
Fines & Penalties		834	2896.8
Fringe Benefits Tax		89,920	75,786
Indemnity Insurance		58,218	117,453
Insurance		40,577	22,902
Interest Paid		5,352	12,964
Journal Publications		38,231	34,555
Legal Fees		104,119	56,999
Light, Power & Heating		33,967	35,738

**HEALTH SERVICES UNION OF AUSTRALIA
VICTORIA NO 1 BRANCH**

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30 JUNE 2006**

EXPENDITURE	<i>continued</i>	Note	2006 \$	2005 \$
Meeting Expenses			169,036	15,719
Motor Vehicle Expenses			77,781	59,815
Motor Vehicle Rental			149,510	132,888
Office Machine Rental			45,121	50,282
Payroll Tax			161,576	126,975
Postage			79,433	68,260
Printing & Stationary			60,077	47,568
Provision for Annual Leave			25,434	21,731
Provision for Long Service Leave			(68,454)	215,286
Rates & Taxes			14,038	14,118
Repairs & Maintenance - Buildings			55,626	39,111
Repairs & Maintenance - Office Equipment			48,591	47,319
Salaries & Allowances - Officials			338,825	222,324
Salaries & Allowances - Employees			2,407,936	2,102,376
Staff Amenities & Recruitment			10,502	5,948
Superannuation			271,833	281,561
Sundry Expenses			27,931	14,774
Telephone			161,307	152,310
Welfare/Fighting Fund			1,294	2,200
Workcover			57,639	40,583
			<u>5,334,653</u>	<u>4,652,546</u>
OPERATING SURPLUS/(DEFICIT) FOR THE YEAR			9,106	312,650

The accompanying notes form part of this financial report.

**HEALTH SERVICES UNION OF AUSTRALIA
VICTORIA NO 1 BRANCH**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2006**

	Note	2006 \$	2005 \$
CASHFLOWS FROM OPERATING ACTIVITIES			
Subscription Revenue		4,871,645	4,610,693
Other Revenue		374,541	264,915
Interest received		15,574	7,588
Payments to Suppliers & Employees		(5,307,667)	(4,378,469)
Interest Paid		5,352	12,964
		<hr/>	<hr/>
Net Cash Provided by/(Used in) Operating Activities	10 (b)	(40,555)	517,691
CASH FLOW FROM INVESTING ACTIVITIES			
Payment for property, plant and equipment		(74,205)	(37,234)
		<hr/>	<hr/>
Net Cash Used in Investing Activities		(74,205)	(37,234)
Net Increase/(Decrease) in cash held		(114,760)	480,457
Cash at Beginning of Year		<hr/>	<hr/>
Cash at End of Year	10 (a)	503,057	617,818

The accompanying notes form part of this financial report.

**HEALTH SERVICES UNION OF AUSTRALIA
VICTORIA NO 1 BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2006**

NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

This financial report is a general purpose financial report which has been prepared in accordance with Accounting Standards, Urgent Issues Group Consensus Views and other authoritative pronouncements of the Australian Accounting Standards Board and the Workplace Relations Act 1996. The financial report is prepared on the basis of 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.

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

(a) Property, Plant & Equipment

Property, Plant and Equipment are brought to account at cost. The depreciable amount of all fixed assets are depreciated over their estimated useful lives commencing from the time the asset is held ready for use.

The various straight line rates used are as follows;

- (i) Furniture & fittings - 10% p.a.
- (ii) Office equipment - 15% - 33.3% p.a
- (iii) Buildings - 2.5% pa.

(b) Income Tax

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

(c) Employee Entitlements

Provision is made for the Branch's liability for annual leave and long service leave arising from services rendered by employees to balance date.

These provisions have been calculated under terms of and conditions outlined by the Australian Conciliation and Arbitration Commissions, Private Arbitration dated 2nd October, 1985, and the respective awards that apply to employees.

The calculation of the liability for annual leave and long service leave recognised in these financial statements as at 30 June, 2006, includes the provision for employment on-costs payable on the entitlements.

Contributions are made by the Branch to various Superannuation Funds and are charged as expenses when incurred. The Branch has no legal obligation to meet any shortfall in these fund's obligation to provide benefits to employees or officials on retirement.

**HEALTH SERVICES UNION OF AUSTRALIA
VICTORIA NO 1 BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2006**

(d) Leases

Leased assets classified as finance leases are capitalised as fixed assets, The amount initially brought to account is the present value of minimum lease payments.

A finance lease is one which effectively transfers from the lessor to the lessee substantially all the risks and benefits incident to ownership of the leased property.

Capitalised leased assets are amortised on a straight line basis over the estimated useful life of the asset.

Finance lease payments are allocated between interest expense and reduction of lease liability over the term of the lease. The interest expense is determined by applying the interest rate implicit in the lease to the outstanding lease liability at the beginning of each lease payment period.

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

NOTE 2: INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRARS

In accordance with the requirements of the Workplace Relations Act 1996, the attention of members is drawn to the provisions of sub-sections (1), (2) and (3) of section 274 which reads as follows:

- (1) A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.
- (2) An organisation shall, on application made under subsection (1) by a member of the organisation or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time, as is prescribed.
- (3) A Registrar may only make an application under subsection (1) at the request of a member of the organisation concerned, and the Registrar shall provide to a member information received because of an application made at the request of the member.

**HEALTH SERVICES UNION OF AUSTRALIA
VICTORIA NO.1 BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2006**

	2006	2005
	\$	\$
NOTE 4: CASH ON HAND AND AT BANK		
Cash on Hand	890	890
Cash at Bank - Operating Account's	557,879	462,695
Cash at Bank - Monies Held in Trust	5,125	5,125
	<u>563,894</u>	<u>468,710</u>

NOTE 5: RECEIVABLES

Sundry Debtors	69,403	18,518
	<u>69,403</u>	<u>18,518</u>

NOTE 6: INVESTMENTS

Fund on Deposit - Banks	115,682	154,232
	<u>115,682</u>	<u>154,232</u>

**HEALTH SERVICES UNION OF AUSTRALIA
VICTORIA NO 1 BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2006**

	2006	2005
	\$	\$
NOTE 7: PROPERTY, PLANT AND EQUIPMENT		
Freehold Land & Buildings:		
102 - 104 Victoria Street, Carlton		
106 - 108 Victoria Street, Carlton		
Land - at cost	490,583	490,583
Land - at Committee of Management Valuation (May, 1994)	350,000	350,000
Improvements - at cost	33,365	33,365
Building at Committee of Management Valuation (May, 1994)	1,514,417	1,514,417
Less: Accumulated Depreciation	(451,413)	(413,448)
	1,063,004	1,100,969
Total Freehold Land & Buildings	1,936,952	1,974,917
Furniture & Fittings	165,358	165,358
Less accumulated depreciation	(149,965)	(146,960)
	15,393	18,398
Office Equipment	582,098	502,768
Less: Accumulated Depreciation	(431,214)	(415,077)
	150,884	87,691
	2,103,229	2,081,006
NOTE 8: BANK OVERDRAFT		
Bank Overdraft - Operating Account	176,518	-
	176,518	-
NOTE 9: ACCOUNTS PAYABLE		
Trade Creditors & Accruals	781,905	712,768

**HEALTH SERVICES UNION OF AUSTRALIA
VICTORIA NO 1 BRANCH
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2006**

NOTE 10: CASH FLOW INFORMATION

(a) Reconciliation of Cash	2006	2005
	\$	\$
For the purposes of the Statement of Cashflows, cash includes cash on hand, cash at bank and investments money market instruments.		
Cash at the end of the reporting period is reconciled to the related items in the balance sheet as follows:		
Cash on Hand	890	890
Cash at Bank	563,004	462,695
Investment Accounts	115,682	154,232
Bank Overdraft	(176,518)	-
	<u>503,057</u>	<u>617,818</u>
(b) Reconciliation of Net Cash Provided by Operating Activities to Operating Surplus		
Operating Surplus/(Deficit) before Abnormal Items	9,106	312,650
Non-cash flows in Operating Surplus/(Deficit)		
Depreciation	57,107	49,337
Changes in Assets and Liabilities		
(Increase)/Decrease in Accounts Receivable	(50,886)	34,193
Increase/(Decrease) in Creditors & Accruals	69,137	(33,506)
Increase/(Decrease) in Monies Held in Trust	(82,000)	(82,000)
Increase/(Decrease) in Employee Provisions	(43,020)	237,017
Net Cash Provided by/(Used in) Operating Activities	<u>(40,555)</u>	<u>517,691</u>

**HEALTH SERVICES UNION OF AUSTRALIA
VICTORIA NO 1 BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2006**

2006	2005
\$	\$

NOTE 11: CONTINGENT LIABILITY

Legal proceedings have been instituted for and against the Branch and its representatives in respect to various matters. The Branch has agreed to indemnify its representatives and members against any liability arising from these actions, Should the decision in these actions be awarded against the Branch by any Court, damages and costs as determined by the Court would have to be paid by the Branch.

NOTE 12: MONIES HELD IN TRUST

National Office	98,600	180,600
	<hr/>	<hr/>
	98,600	262,600

The Committee of Management agreed on the 19th September 2002 that outstanding amounts owing to the National Office as at 30th June 2002 shall be repaid over five years by the provision of serviced office facilities. Provision of these facilities has been included as income \$82,000 (2005 \$82,000).

NOTE 13: FINANCIAL INSTRUMENTS

(a) Terms, conditions and accounting policies

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

(b) Interest rate risk

The Branch's exposure to interest rate risks and the effective interest rates of financial assets and financial liabilities, both recognised and unrecognised are not significant.

(c) Credit Risk

The Branch has no significant exposure to credit risk.

(d) Net Fair values

The net fair values of the Branch'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 2006.



Australian Government
Australian Industrial Registry

Level 5, 11 Exhibition St,
Melbourne, Vic 3000
GPO Box 1994, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9655 0410
Email – riateam1@air.gov.au

Mr Jeff Jackson
Branch Secretary
Health Services Union
Victoria No. 1 Branch
106 – 108 Victoria Street
CARLTON SOUTH VIC 3053

Dear Mr Jackson,

**Re: Schedule 1 of the Workplace Relations Act 1996 (the RAO Schedule)
Financial reports for year ended 30 June 2006 - FR2006/336**

I have received the financial reports of your branch for year ended 30 June 2006. The documents were lodged in the Industrial Registry on 21 December 2006

The documents have been filed.

The following matters concerning the financial reporting requirements of the RAO schedule require attention in preparing future financial reports.

Auditor's Report

Auditor's Report must comply with s257

Section s257 of the RAO Schedule requires the Auditor's Report to confirm the General Purpose Financial Report is presented fairly in accordance with:

- the Australian Accounting Standards, and
- any additional requirements of the RAO Schedule

The following wording in an Auditor's Report would satisfy the requirements of s257 of the RAO Schedule:

“In our opinion the general purpose financial report is presented fairly in accordance with applicable Australian Accounting Standards and the requirements imposed by Part 3 of Chapter 8 of Schedule 1 of the Workplace Relations Act 1996”.

Operating Report

The operating report should in accordance with subsection 254(2)(f) of the RAO Schedule and regulation 159(c) of the RAO Workplace Relations Regulations, include the name of each person who has been a member of the committee of management of the reporting unit at any time during the reporting period, and the period for which he or she held such a position.

The operating report does not include the period for which he or she held such a position.

Notes to accounts

Information to be provided to members

The notice contains information previously set out in section 274 of the Workplace Relations Act 1996. The financial report should in accordance with subsection 272(5), include a notice setting out the information contained in subsections 272(1), (2) and (3) of the RAO Schedule.

Accounting Officer's Certificate / Designated Officers Certificate

There is no such requirement under the RAO Schedule to lodge an accounting officer's certificate / Designated Officers Certificate. Such certificate was previously required by section 273(2) of the Workplace Relations Act 1996 and regulation 109(1)(a) of the Workplace Relations Regulations.

I have forwarded a copy of this letter to the auditor for their information about this matter.

Should you wish to discuss these matter you may ring me on 8661 7988.

Yours sincerely

Lynette Markovski
Statutory Services Branch
5 January 2007

cc Iaan G F Dick
Dick & Smith (Elsternwick) Pty Ltd
20 Hoddle Street
Elsternwick Vic 3185