



**Australian Government**

**Australian Industrial Registry**

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Dr Rosemary Kelly  
Branch Secretary  
Health Services Union  
Victorian No. 4 Branch  
Level 3, Trades hall  
54 Victoria Street  
CARLTON VIC 3053

By e-mail: [enquiry@msav.org.au](mailto:enquiry@msav.org.au)

Dear Dr Kelly

**Re: Schedule 1 of the Workplace Relations Act 1996 (RAO Schedule)  
Financial reports for year ended 30 June 2007 – FR2007/472  
Financial reports for year ended 30 June 2008 – FR2008/234**

I acknowledge receipt of the financial reports for the Victorian No. 4 Branch of the Health Services Union for the years ended 30 June 2007 and 2008. The concise report for year ended 30 June 2007 was lodged in the Industrial Registry on 30 July 2008 and the corresponding full report was subsequently lodged on 18 September 2008. The full and concise reports for the year ended 30 June 2008 were also lodged in the Industrial Registry on 18 September 2008.

The financial reports for both years have been filed and no further action is required with respect to the lodged documents.

However, I have made the following comments to assist you when you next prepare the financial reports.

**1. Resolution of committee of management that concise report is to be provided**

Subsection 265(2) of the RAO Schedule provides that a concise report may only be provided if the committee of management "*resolves that a concise report is to be provided*".

From the information lodged I cannot find evidence that such a resolution has been passed. The resolution required under subsection 265(2) is different from the resolution your reporting unit passed at the second meeting on 20 September 2007 and 10 September 2008 for each of the financial reports lodged.

In future, the committee of management must make it explicit that a resolution has been passed to allow a concise report be provided to members. This should be done at the first meeting, at the same time the resolutions for the committee of management statement is passed. Details of the subsection 265(2) resolution should be provided in the certificate of secretary.

**2. Copies of full report or concise report to members**

Subsections 265(1) and (3) provide that both the full report and the concise report must include the auditor's report and auditor's statement respectively. I note from the documents lodged the members were provided copies of the full report and the concise report on 15 August 2007 and 12 August 2008 respectively, but the auditor's report and statement were dated 16 August 2007 and 14 August 2008.

Can you please ensure in future that the full report and concise report made available to members on the website includes the signed auditor's report and signed auditor's statement. Therefore the date the reports are provided to members should be at a date *after* the auditor's report and auditor's statement are dated.

### 3. Operating Report

The legislative requirements regarding the contents of the operating report is provided under s.254 of the RAO Schedule and reg.159 of the RAO Regulations.

It is a requirement under subparagraph 254(2)(c) that “*details of the right of members to resign*” be provided in the operating report. The preferred practice to comply with this subparagraph is to reproduce the relevant resignation rule of the reporting unit. In the Health Services Union’s case rule 13 is the relevant rule that should be reproduced in the operating report.

Subparagraph 254(2)(d) provides that details should be given of any officer or member of the reporting unit who is a trustee or a director of a company that is a trustee of a superannuation entity or an exempt public sector superannuation scheme where the criterion of being the trustee or director is that the officer or member is an officer or member of the registered organisation.

I note in the operating reports lodged the superannuation paragraph only considers the “officer”. To comply fully with the subparagraph the statement contained in the operating report should include references to “officer or member of the organisation”.

### 4. Recovery of wages

Items 16 – 23, 25(f) and 27(b) of the *Reporting Guidelines* govern the financial reporting of recovery of wages activity.

I note the accounts do not provide any information in relation to any recovery of wages activity. In circumstances where the reporting unit has not undertaken any recovery of wages activity a brief sentence contained in the committee of management statement or the auditor’s report to state that there was no recovery of wages activity for the financial year would suffice.

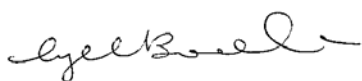
I acknowledge there were numerous improvements made to the financial report for year ended 30 June 2008 implemented by your own accord. Such improvements were:

- the auditor made it explicit in his report that he is an “approved auditor” as defined in regulation 4 of the RAO Regulations;
- references to Schedule 1B are now correctly referred to as Schedule 1; and
- the inclusion of a paragraph stating the concise report cannot provide as full an understanding as the full financial report and that a copy of the full report and auditor’s report will be sent to members free of charge on request.

I would encourage that these improvements should continue to appear in future financial reports along with the suggestions made in paragraphs 1 to 4 of this correspondence.

If you wish to discuss the matters contained in this letter please do not hesitate to contact me on (03) 8661 7989 (Wednesdays to Fridays) or by email at [cynthia.lobooth@airc.gov.au](mailto:cynthia.lobooth@airc.gov.au).

Yours sincerely,



Cynthia Lo-Booth  
Statutory Services Branch

19 September 2008

**HEALTH SERVICES UNION VICTORIA NO. 4 BRANCH**

ABN 63 009 627 460

**FINANCIAL REPORT**

**FOR THE YEAR ENDED 30 JUNE 2007**

**BGL & ASSOCIATES**

**Chartered Accountants**

**Suite One, Ground Floor, 598 St Kilda Road, Melbourne VIC 3004**

**PO Box 6094 St Kilda Road Central VIC 8008**

**Tel: (03) 9525 2511**

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## **OPERATING REPORT**

Your Branch Committee of Management present their report on the union for the financial year ended 30 June 2007.

### **Members of Committee of Management**

The names of the members of Committee of Managements in office at any time during or since the end of the financial year are:

Andrew Wootton (resigned in September 2006)

Valena Braniff

Peter Wells

Richard Roberts (resigned in March 2007)

Kate Tuck (resigned in September 2006)

Damian McVeigh

Barbara Robinson

Matthew Wilson

Max Cowey (appointed in September 2006)

Ruth Perkins

Warrick Brewer

Lillith Collins

Maria Bisignano (appointed in September 2006)

Patricia Miach

Stephen Edwards

Liam Carter (resigned in September 2006)

Jacqui Bailey (appointed in September 2006)

Kent Garrett (resigned in September 2006)

Rosemary Kelly

Jennie Bremner

Katerina Volny (appointed in September 2006)

The members of Committee of Management have been in office since the start of the financial year to the date of this report unless otherwise stated.

### **Operating Results**

The surplus of the union for the financial year amounted to \$3,921 (2006: (\$2,906)).

### **Review of Operations**

A review of the operations of the union during the financial year and the results of those operations found that during the year, the union continued to engage in its principal activity, the results of which are disclosed in the attached financial statements.

### **Significant Changes in State of Affairs**

No significant changes in the state of affairs of the union occurred during the financial year.

**OPERATING REPORT (continued)**

**Principal Activities**

The principal activities of the union during the financial year were the pursuit of the Objects of the Union's Rules. Specifically, the main activities of the Branch were to regulate and protect the employment conditions of its members, including negotiating certified agreements and award variations; upholding members' rights as employees, taking all necessary steps to advance the health and safety of members in the workplace and representing members individually and collectively in the Australian Industrial Relations Commission, the Equal Opportunity Commission and the Victorian Civil and Administrative Tribunal in relation to employment matter.

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

**After Balance Date Events**

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the union, the results of those operations, or the state of affairs of the union in future financial years.

**Union details**

The union did not have any employees during the year ended 30 June 2007. All the administrative and industrial services were provided for a fee to the Branch by the Medical Scientists Association of Victoria.

The number of financial members at 30 June 2007 was 2,339 (2006: 2,207).

**Right of members to resign**

Under the registered Rules of the Health Services Union Victoria No. 4 Branch, a member may resign from membership of the Union by notice in writing addressed and delivered to the Secretary.

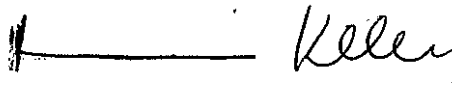
**Directorships of Superannuation Fund**

To the best of our knowledge and belief, no officer of the organisation, by virtue of their office of the Health Services Union Victoria No. 4 Branch is:

- (i) a trustee of a superannuation entity or exempt public sector superannuation scheme; or
- (ii) a director of a company that is the trustee of a superannuation entity or an exempt public sector superannuation scheme; and
- (iii) where a criterion for the officer being the trustee or director is that the officer is an officer of a registered organisation.

Signed in accordance with a resolution of the Committee of Management:

Designated Officer



Rosemary Kelly

Dated this 13th day of August 2007

HEALTH SERVICES UNION VICTORIA NO. 4 BRANCH  
ABN 63 009 627 460

INCOME STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2007

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	Notes	2007 \$	2006 \$
Revenue	4	<u>86,237</u>	<u>140,970</u>
Affiliation and capitation fee	6	(42,290)	(40,505)
Industrial services		(25,381)	(25,105)
Insurance expenses		-	(49,903)
IR Campaign Levy	6	(11,050)	(22,027)
Administration expenses	7	<u>(3,595)</u>	<u>(6,336)</u>
		<u>(82,316)</u>	<u>(143,876)</u>
<b>Surplus (deficit) for the period</b>		<u><u>3,921</u></u>	<u><u>(2,906)</u></u>

The accompanying notes form part of these financial statements.

HEALTH SERVICES UNION VICTORIA NO. 4 BRANCH  
ABN 63 009 627 460

BALANCE SHEET  
AS AT 30 JUNE 2007

	Notes	2007 \$	2006 \$
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	8	27,377	6,272
Trade and other receivables	9	<u>37,556</u>	<u>65,673</u>
<b>TOTAL CURRENT ASSETS</b>		<u>64,933</u>	<u>71,945</u>
<b>TOTAL ASSETS</b>		<u>64,933</u>	<u>71,945</u>
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
Trade and other payables	10	<u>47,180</u>	<u>58,113</u>
<b>TOTAL CURRENT LIABILITIES</b>		<u>47,180</u>	<u>58,113</u>
<b>TOTAL LIABILITIES</b>		<u>47,180</u>	<u>58,113</u>
<b>NET ASSETS</b>		<u>17,753</u>	<u>13,832</u>
<b>MEMBERS' FUND</b>			
Accumulated surplus		<u>17,753</u>	<u>13,832</u>
<b>TOTAL MEMBERS' FUND</b>		<u>17,753</u>	<u>13,832</u>

The accompanying notes form part of these financial statements.



HEALTH SERVICES UNION VICTORIA NO. 4 BRANCH  
ABN 63 009 627 460

STATEMENT OF RECOGNISED INCOME AND EXPENSE  
FOR THE YEAR ENDED 30 JUNE 2007

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	Notes	2007 \$	2006 \$
Balance at the beginning of the financial year		<u>13,832</u>	<u>16,738</u>
Surplus (Deficit) for the period		3,921	(2,906)
Changes in reserve		<u>-</u>	<u>-</u>
Total recognised income and expenses for the year		<u>3,921</u>	<u>(2,906)</u>
Balance at the end of the financial year		<u><u>17,753</u></u>	<u><u>13,832</u></u>

The accompanying notes form part of these financial statements.

HEALTH SERVICES UNION VICTORIA NO. 4 BRANCH  
ABN 63 009 627 460

CASH FLOW STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2007

	Notes	2007 \$	2006 \$
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>			
Receipts from members and other associations		113,656	108,306
Payments to HSU National Office		(67,913)	(45,640)
Payments to suppliers and employees		(24,701)	(74,518)
Interest received		<u>63</u>	<u>54</u>
Net cash inflows/(outflows) from operating activities	12(a)	<u>21,105</u>	<u>(11,798)</u>
Net increase/(decrease) in cash and cash equivalents held		21,105	(11,798)
Cash and cash equivalents at beginning of financial year		<u>6,272</u>	<u>18,070</u>
Cash and cash equivalents at end of financial year	8	<u>27,377</u>	<u>6,272</u>

The accompanying notes form part of these financial statements.

## HEALTH SERVICES UNION VICTORIA NO. 4 BRANCH

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2007

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#### NOTE 1: ENTITY INFORMATION

The financial report of Health Services Union Victoria No. 4 Branch for the year ended 30 June 2007 was authorised for the issue in accordance with the resolution of Committee of Management on 13th August 2007.

Health Services Union Victoria No. 4 Branch is a registered trade union under the Workplace Relations Act 1996. The purpose of the entity is to protect and improve conditions and entitlements for members in the health service sector. The union's members consist of the members from the Medical Scientist Association of Victoria, the Victorian Psychologists and the Australian Health Pharmacists Association

#### NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

##### (a) Basic of Preparation

The financial report is a general purpose financial report that has been prepared in accordance with Accounting Standards, Australian Accounting Interpretations and other authoritative pronouncements of the Australian Accounting Standards Board.

The financial report has been prepared on an accruals basis and is based on 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.

In the application of the Australian equivalents to International Financial Reporting Standards (A-IFRS) management is required to make judgments, estimates and assumptions about carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and various factors that are believed to be reasonable under the circumstances, the results of which form the basis of making the judgments. Actual results may differ from these estimates. The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the periods in which the estimates is revised if the revision affects only that period or in the period of the revision and future periods in the revision effects both current and future periods. Judgments made by management in the application of A-IFRS that have significant effects on the financial statements and estimates with a significant risk of material adjustments in the next year are disclosed, where applicable, in the relevant notes to the financial statements

Accounting policies are selected and applied in a manner which ensures that the resulting financial information satisfies the concepts of relevance and reliability, thereby ensuring that the substance of the underlying transaction or other events is reported.

The accounting policies have been consistently applied, unless otherwise stated.

##### (b) Statement of Compliance

The financial report complies with Australian Accounting Standards, which include A-IFRS. A Statement of compliance with International Financial Reporting Standards cannot be made due to the entity applying the not for profit sector requirements contained in A-IFRS.

##### (c) Income Tax

No provision for income tax has been raised as the entity is exempt from income tax under Section 50-5 of the Income Tax Assessment Act 1997.

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2007

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**NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(d) Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, deposits held at call with financial institutions, other short-term, highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in values, and bank overdrafts. Bank overdrafts are shown within short-term borrowings in current liabilities on the balance sheet.

**(e) Revenue**

Revenue is recognised to the extent that it is probable that the economic benefits will flow to the entity and that it can be reliably measured. Revenue is recognised for the major operating activities as follows:

*Member Fees and Subscriptions*

Membership fees are recognised when the right to receive the revenue has been established.

*Interest*

Interest revenue is recognised as interest accrues, taking into account the yield on the financial assets.

*Other revenue*

Other revenue is recognised when the right to receive the revenue has been established.

All revenue is stated net of the amount of goods and services tax (GST).

**(f) Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of expense. Receivables and payables in the Balance Sheet are shown inclusive of GST.

Cash flows are included in the Cash Flow Statement on a gross basis and GST components of cash flows arising from investing and financing activities, which is recoverable from, or payable to the ATO as classified as operating cash flows. Commitments and contingencies are disclosed inclusive of GST.

**(g) Comparative Figures**

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

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2007

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**NOTE 3: INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR**

In accordance with the requirements of the Workplace Relations Act 1996 the attention of members is drawn to the provisions of subsection (1), (2) and (3) of sections 272, which read as follows:

(1) a member of a reporting unit, or a Registrar, 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).

**NOTE 4: REVENUE**

	2007 \$	2006 \$
<b>From continuing operations</b>		
- interest	63	54
- member subscriptions	84,810	90,853
- PI reimbursement	-	49,903
- other revenue	<u>1,364</u>	<u>160</u>
	<u>86,237</u>	<u>140,970</u>

**NOTE 5: SURPLUS (DEFICIT) FOR THE YEAR**

	2007 \$	2006 \$
Surplus (Deficit) for the year include the following specific expenses:		
(a) Expenses		
Remuneration of the auditors for		
- audit or review services	675	625

**NOTE 6: FEE TO HSU NATIONAL OFFICE**

	2007 \$	2006 \$
Capitation fees	42,290	40,505
Levy - IR Campaign	<u>11,050</u>	<u>22,027</u>
	<u>53,340</u>	<u>62,532</u>

NOTES TO THE FINANCIAL STATEMENTS  
 FOR THE YEAR ENDED 30 JUNE 2007

**NOTE 7: ADMINISTRATION**

	2007	2006
	\$	\$
Auditor's remuneration - audit fees	675	625
Bank charges	59	36
Conference expenses	-	1,635
General expenses	-	13
Legal costs	787	2,045
Meeting expenses	225	368
Staff training and welfare	727	-
Admin. reimbursement to HSU National Office	1,122	-
Travelling and accommodation	-	1,614
	<u>3,595</u>	<u>6,336</u>

**NOTE 8: CASH AND CASH EQUIVALENTS**

	2007	2006
	\$	\$
Cash at banks	<u>27,377</u>	<u>6,272</u>

(a) Cash at banks - these are bearing floating interest rates between 0% and 0.25% (2006: 0% and 0.25%). These deposits are on call deposits.

(b) The above figures are reconciled to the cash and cash equivalents at the end of the financial year as shown in the cash flow statement.

**NOTE 9: TRADE AND OTHER RECEIVABLES**

	2007	2006
	\$	\$
<b>CURRENT</b>		
Association of Hospital Pharmacists	5,772	5,814
Net GST refund	2,087	-
HSU National Office	1,526	-
Medical Scientists Association of Victoria	24,102	40,357
Victorian Psychologists Association	4,069	19,502
	<u>37,556</u>	<u>65,673</u>

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2007

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**NOTE 10: TRADE AND OTHER PAYABLES**

	2007 \$	2006 \$
CURRENT		
Amounts payable to:		
- HSU National Office	-	8,005
- Victorian Psychologists Association	4,972	4,972
- Medical Scientists Association of Victoria	39,752	43,451
Legal fee payable	2,392	1,500
Sundry creditors and accruals	<u>64</u>	<u>185</u>
	<u>47,180</u>	<u>58,113</u>

**NOTE 11: RELATED PARTIES**

(a) The members of the committee of management during the financial year were:

Andrew Wootton (resigned in September 2006)  
Valena Braniff  
Peter Wells  
Richard Roberts (resigned in March 2007)  
Kate Tuck (resigned in September 2006)  
Damian McVeigh  
Barbara Robinson  
Matthew Wilson  
Max Cowey (appointed in September 2006)  
Ruth Perkins  
Warrick Brewer  
Lillith Collins  
Maria Bisignano (appointed in September 2006)  
Patricia Miach  
Stephen Edwards  
Liam Carter (resigned in September 2006)  
Jacqui Bailey (appointed in September 2006)  
Kent Garrett (resigned in September 2006)  
Rosemary Kelly  
Jennie Bremner  
Katerina Volny (appointed in September 2006)

(b) The branch did not pay any remuneration to its key management personnel during the year for the administration of the Branch.

NOTES TO THE FINANCIAL STATEMENTS  
 FOR THE YEAR ENDED 30 JUNE 2007

**NOTE 12: CASH FLOW INFORMATION**

	2007 \$	2006 \$
(a) Reconciliation of cash flow from operations with surplus (deficit) for the period		
Surplus (Deficit) for the period	3,921	(2,906)
<i>Changes in assets and liabilities</i>		
(Increase)/decrease in receivables	28,117	(56,577)
Increase/(decrease) in payables	<u>(10,933)</u>	<u>47,685</u>
Cash flows from operations	<u>21,105</u>	<u>(11,798)</u>

**NOTE 13: EVENTS SUBSEQUENT TO REPORTING DATE**

No matter or circumstance has arisen since the end of the financial year to the date of this report, that has or may significantly affect the activities of the entity, the results of those activities or the state of affairs of the union in the ensuing or any subsequent financial year.

**NOTE 14: COMMITMENTS FOR EXPENDITURE**

There are no capital or lease commitments or contingencies at the end of the financial year.

**NOTE 15: NEW AUSTRALIAN ACCOUNTING STANDARDS**

The following Australian Accounting Standards issued or amended which may be applicable but are not yet effective and have not been adopted in the preparation of the financial statements at the reporting date.

AASB Standard Affected	Nature of Change in Accounting Policy and Impact	Application Date of the Standard
AASB 7: Financial instruments: Disclosures	No change, no impact	1 January 2007
AASB 2005-10 Amendments to Australian Accounting Standard[AASB 132, AASB 101, AASB 114, AASB 117, AASB 133, AASB 139, AASB 1, AASB 4, AASB 1023 & AASB 1038]: consequential amendments arising from the issue of AASB 7	No change, no impact	1 January 2007

**NOTE 16: FINANCIAL INSTRUMENTS**

**(a) Financial Risk Management**

The entity's activities expose it to a variety of financial risks: market risk (including fair value interest rate risk and price risk), credit risk, liquidity risk and cash flow interest rate risk. The financial instruments of the entity consist mainly of deposits with banks, accounts receivable and payable. The branch committee meets on a regular basis to analyse interest rate exposure and to evaluate strategies in the context of the most recent economic conditions and forecasts.



NOTES TO THE FINANCIAL STATEMENTS  
 FOR THE YEAR ENDED 30 JUNE 2007

**NOTE 16: FINANCIAL INSTRUMENTS (Continued)**

**Market Risk**

Market risk for the entity is mainly a price risk. Price risk is the risk that the value of a financial instrument will fluctuate as a result of changes in market prices, whether those changes are caused by factors specific to the individual instrument or its issuer or factors affecting all instruments traded in the market. The entity is not exposed to commodity price risk.

**Credit Risk**

The maximum exposure to credit risk at balance date to recognised financial assets is the carrying amount of those assets as disclosed in the balance sheet and notes to the financial statements. The entity does not have any material credit risk exposure to any single debtor or group of debtors under financial instruments entered into by the entity.

**Liquidity Risk**

The entity manages liquidity risk by monitoring forecast cash flows to ensure that there is sufficient cash and marketable securities available.

**Interest Rate Risk**

The entity's exposure to interest rate risk, which is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates and the effective weighted average interest rates by maturity periods, is as follows:

	Floating Interest Rate		Non Interest Bearing		Total	
	2007	2006	2007	2006	2007	2006
	\$	\$	\$	\$	\$	\$
Financial Assets:						
Cash and cash equivalents	27,377	6,272	-	-	27,377	6,272
Receivables	-	-	37,556	65,673	37,556	65,673
<b>Total Financial Assets</b>	<b>27,377</b>	<b>6,272</b>	<b>37,556</b>	<b>65,673</b>	<b>64,933</b>	<b>71,945</b>
Weighted Average interest rate %	0.25	0.3				
Financial Liabilities:						
Trade and sundry creditors	-	-	2,393	1,622	2,393	1,622
Amounts payable related parties	-	-	44,787	56,491	44,787	56,491
<b>Total Financial Liabilities</b>	<b>-</b>	<b>-</b>	<b>47,180</b>	<b>58,113</b>	<b>47,180</b>	<b>58,113</b>

**(b) Net Fair Values**

The carrying amount of financial assets and financial liabilities recorded in the financial statements approximates their fair value.

**NOTE 17: UNION DETAILS**

The principal place of operation of the union is:  
 Health Services Union Victoria No. 4 Branch  
 3rd Floor, New Building, Trades Hall  
 54 Victoria Street  
 CARLTON VIC 3053

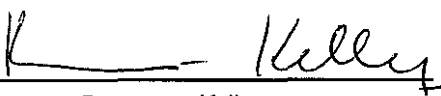
COMMITTEE OF MANAGEMENT CERTIFICATE

I, Rosemary Kelly, being the designated officer of Health Services Union Victoria No. 4 Branch, state that on behalf of the Committee of Management and in accordance with a resolution passed by the Committee of Management on the 13th August 2007 that:

In the opinion of the Committee of Management:

1. the financial statements and notes, as set out on pages 3 to 13 comply with Australian Accounting Standards and other mandatory professional reporting requirements;
2. the financial statements and notes, as set out on pages 3 to 13 comply with the reporting guidelines of the Industrial Registrar;
3. the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of Health Services Union Victoria No. 4 Branch for the financial year to which they relate;
4. there are reasonable grounds to believe that the union will be able to pay its debts as and when they become due and payable; and
5. during the financial year to which the general purpose financial report relates and since the end of 30 June 2007:
  - a. meetings of the Committee of Management were held in accordance with the rules of the organisation including the rules of branches concerned; and
  - b. the financial affairs of Health Services Union Victoria No. 4 Branch have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
  - c. the financial records of Health Services Union Victoria No. 4 Branch have been kept and maintained in accordance with the Registration and Accountability of Organisations (RAO) Schedule and the RAO Regulations; and
  - d. where the organisation consists of 2 or more reporting units, the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation ; and
  - e. the information sought in any request of a member of Health Services Union Victoria No. 4 Branch or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the members or Registrar; and
  - f. there has been compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.

Designated Officer

  
\_\_\_\_\_  
Rosemary Kelly

Dated this 13th day of August 2007



## **B.G.L. & Associates Pty. Ltd.**

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Incorporating BGL & Associates

### **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF HEALTH SERVICES UNION VICTORIA NO. 4 BRANCH**

#### **Report on the Financial Report**

We have audited the accompanying financial report of Health Services Union Victoria No. 4 Branch which comprises the balance sheet as at 30 June 2007 and the income statement, statement of recognised income and expense and cash flow statement for the year ended 30 June 2007, a summary of significant accounting policies and other explanatory notes and the Statement by Committee of Management.

#### *Branch Committee's Responsibility for the Financial Report*

The Branch Committee is responsible for the preparation and fair presentation of the financial report, in accordance with the Australian Accounting Standards (including Australian Accounting Interpretations) and the Workplace Relations Act 1996. This responsibility includes establishing and maintaining internal control 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.

#### *Auditor's 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. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free of 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 and fair presentation of the financial report 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, as well as evaluating the overall presentation of the financial report.

Our audit did not involve an analysis of the prudence of business decisions made by the branch committee.

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 have complied with the independence requirements of Australian professional ethical pronouncements.





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**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF  
HEALTH SERVICES UNION VICTORIA NO. 4 BRANCH (Continued)**

*Auditor's Opinion*

In our opinion, the financial report of Health Services Union Victoria No. 4 Branch presents fairly the financial position of Health Services Union Victoria No. 4 Branch as at 30 June 2007 and the results of its operations, its changes in equity and cash flows for the financial year then ended, in accordance with any of the following that apply to the entity:

- a) the Australian Accounting Standards; and
- b) the requirements imposed by Part 3 of Chapter 8 of Schedule 1B of the Workplace Relations Act 1996.

*BGL + Associates*

BGL & Associates  
Chartered Accountants

*I. A. Hinds*

I. A. Hinds - A.C.A.  
Partner

16 August 2007  
Melbourne



MEDICAL SCIENTISTS ASSOCIATION AND VICTORIAN PSYCHOLOGISTS ASSOCIATION  
3RD FLOOR, REAR BUILDING, TRADES HALL, 54 VICTORIA STREET, CARLTON SOUTH  
MAIL BOX 98 TRADES HALL, 54 VICTORIA STREET, CARLTON SOUTH VIC 3053  
TELEPHONE 9663 8122 OR 9663 8144 FACSIMILE 9663 8109  
E-MAIL enquiry@msav.org.au A.B.N. 63 009 627 460



31 July 2008

The Registrar  
Australian Industrial Relations Commission  
11 Exhibition Street  
MELBOURNE VICTORIA 3000

Dear Sir

***Re Schedule 1B: Workplace Relations Act 1996: s268 Provision of Financial Reports,  
Accounts & Statements 2006-2007***

Please find enclosed a copy of the full General Purpose Financial Report (GPFR), which includes a Committee of Management statement, the Operating Report (OP) of the Health Services Union Victoria No 4 Branch for the year ended 30 June 2007, plus the Auditor's Report.

A copy of the Concise Report (CP) is also enclosed.

These are copies of documents presented at the Annual General Meeting of the Health Services Union Victoria No 4 Branch which was held on 20 September 2007.

The Concise Report was made available to members on the website ([www.msav.org.au](http://www.msav.org.au)) from 15 August 2007. All members were advised that the Concise Report was available on the website.

I also enclose a Designated Officer's Certificate confirming that the documents lodged are copies of the documents presented at the Annual General Meeting.

Yours sincerely

Dr Rosemary Kelly

Secretary  
Health Services Union Victoria No 4 Branch

## **HEALTH SERVICES UNION VICTORIA NO. 4 BRANCH**

**ABN 63 009 627 460**

**CONCISE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2007**

### **BGL & ASSOCIATES**

**Chartered Accountants**

**Suite One, Ground Floor, 598 St Kilda Road, Melbourne VIC 3004**

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**Tel: (03) 9525 2511 Fax: (03) 9525 2829**

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**DISCUSSION AND ANALYSIS OF THE FINANCIAL STATEMENTS**

**Information on Health Services Union Victoria No. 4 Branch Concise Financial Report:**

The financial statements and disclosures in the concise financial report have been derived from the 2007 financial report of Health Services Union Victoria No. 4 Branch.

A copy of the full financial report and auditors report can be sent to any member, free of charge, upon request.

This discussion and analysis is provided to assist members in understanding the concise financial report. The discussion and analysis is based on Health Services Union Victoria No. 4 Branch financial statements and the information contained in the concise financial report has been derived from the full 2007 Financial Report of Health Services Union Victoria No. 4 Branch.

**Income Statement:**

The surplus attributable to members for the year is \$3,921 compared to a deficit of \$2,906 in 2006. Both income have decreased from 2006. These decreases are mainly due to the payment in 2006 of professional indemnity insurance which was on-charged to Victorian Psychologists Association Inc. (VPA) and Medical Scientists Association Of Victoria (MSAV) and included income (This expense has been paid directly by the VPA and MSAV in 2007).

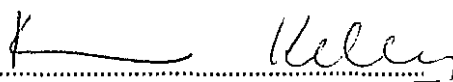
**Balance Sheet:**

Cash and cash equivalents are higher than in 2006 whilst debtors have decreased by 43%. Total assets decreased by \$7,012 or 10% from 30 June 2006 mainly due to decreases in debtors while total liabilities decreased \$10,933 from 30 June 2006 or 18% mainly due to a decrease in creditors. As a consequence members fund increased by \$3,921 from the 2006 year.

**Cash Flow Statement:**

Cash assets increased from \$6,272 as at 30 June 2006 to \$27,377 as at 30 June 2007.

Cash flows from operations improved from a deficit in cash from operation of \$11,798 in 2006 to a surplus of cash from operation of \$21,105 in 2007. This is due to timing of payment of expenses.

Designated Officer .....   
Rosemary Kelly

Dated: 13 August 2007



## OPERATING REPORT

Your Committee of Management present the report on the union for the financial year ended 30 June 2007.

### Members of Committee of Management

The names of the members of the Committee of Management in office at any time during or since the end of the financial year are:

Andrew Wootton (resigned in September 2006)  
Valena Braniff  
Peter Wells  
Richard Roberts (resigned in March 2007)  
Kate Tuck (resigned in September 2006)  
Damian McVeigh  
Barbara Robinson  
Matthew Wilson  
Max Cowey (appointed in September 2006)  
Ruth Perkins  
Warrick Brewer  
Lillith Collins  
Maria Bisignano (appointed in September 2006)  
Patricia Miach  
Stephen Edwards  
Liam Carter (resigned in September 2006)  
Jacqui Bailey (appointed in September 2006)  
Kent Garrett (resigned in September 2006)  
Rosemary Kelly  
Jennie Bremner  
Katerina Volny (appointed in September 2006)

The members of the Committee of Management have been in office since the start of the financial year to the date of this report unless otherwise stated.

### Operating Results

The surplus of the union for the financial year amounted to \$3,921 (2006: ( \$2,906)).

### Review of Operations

A review of the operations of the union during the financial year and the results of those operations found that during the year, the entity continued to engage in its principal activity, the results of which are disclosed in the attached financial statements.

### Significant Changes in State of Affairs

No significant changes in the state of affairs of the entity occurred during the financial year.

**OPERATING REPORT (continued)**

**Principal Activities**

The principal activities of the union during the financial year were the pursuit of the Objects of the Union's Rules. Specifically, the main activities of the Branch were to regulate and protect the employment conditions of its members, including negotiating certified agreements and award variations; upholding members' rights as employees, taking all necessary steps to advance the health and safety of members in the workplace and representing members individually and collectively in the Australian Industrial Relations Commission, the Equal Opportunity Commission and the Victorian Civil and Administrative Tribunal in relation to employment matter.

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

**After Balance Date Events**

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the union, the results of those operations, or the state of affairs of the entity in future financial years.

**Union's Details**

The union did not have any employees during the year ended 30 June 2007. All the administrative and industrial services were provided for a fee to the Branch by the Medical Scientists Association of Victoria.

The number of members at 30 June 2007 was 2,339 (2006: 2,207)

**Rights of members to resign**

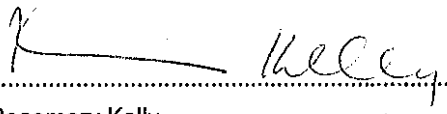
Under the registered Rules of the Health Services Union Victoria No. 4 Branch, a member may resign from membership of the Union by notice in writing addressed and delivered to the Secretary.

**Directorships of Superannuation Fund**

To the best of our knowledge and belief, no officer of the organisation, by virtue of their office of the Health Services Union Victoria No. 4 Branch is:

- (i) a trustee of a superannuation entity or exempt public sector superannuation scheme; or
- (ii) a director of a company that is the trustee of a superannuation entity or an exempt public sector superannuation scheme; and
- (iii) where a criterion for the officer being the trustee or director is that the officer is an officer of a registered organisation.

Signed in accordance with a resolution of the Committee of Management:

Designated Officer .....   
Rosemary Kelly

Dated this 13th day of August 2007

HEALTH SERVICES UNION VICTORIA NO. 4 BRANCH  
ABN 63 009 627 460

INCOME STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2007

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	Notes	2007 \$	2006 \$
Revenues	3	<u>86,237</u>	<u>140,970</u>
Affiliation and capitation fee		(42,290)	(40,505)
Industrial services		(25,381)	(25,105)
Insurance expenses		-	(49,903)
IR Campaign Levy		(11,050)	(22,027)
Administration expenses		<u>(3,595)</u>	<u>(6,336)</u>
		<u>(82,316)</u>	<u>(143,876)</u>
Surplus(Deficit) for the period		<u>3,921</u>	<u>(2,906)</u>

The accompanying notes form part of this concise financial report.

HEALTH SERVICES UNION VICTORIA NO. 4 BRANCH  
ABN 63 009 627 460

BALANCE SHEET  
AS AT 30 JUNE 2007

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	2007	2006
	\$	\$
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	27,377	6,272
Trade and other receivables	<u>37,556</u>	<u>65,673</u>
<b>TOTAL CURRENT ASSETS</b>	<u>64,933</u>	<u>71,945</u>
<b>TOTAL ASSETS</b>	<u>64,933</u>	<u>71,945</u>
<b>LIABILITIES</b>		
<b>CURRENT LIABILITIES</b>		
Trade and other payables	<u>47,180</u>	<u>58,113</u>
<b>TOTAL CURRENT LIABILITIES</b>	<u>47,180</u>	<u>58,113</u>
<b>TOTAL LIABILITIES</b>	<u>47,180</u>	<u>58,113</u>
<b>NET ASSETS</b>	<u>17,753</u>	<u>13,832</u>
<b>MEMBERS' FUND</b>		
Accumulated surplus	<u>17,753</u>	<u>13,832</u>
<b>TOTAL MEMBERS' FUND</b>	<u>17,753</u>	<u>13,832</u>

The accompanying notes form part of this concise financial report.

HEALTH SERVICES UNION VICTORIA NO. 4 BRANCH  
ABN 63 009 627 460

STATEMENT OF RECOGNISED INCOME AND EXPENSE  
FOR THE YEAR ENDED 30 JUNE 2007

---

	2007 \$	2006 \$
Balance at the beginning of the financial year	<u>23,037</u>	<u>25,943</u>
Surplus (Deficit) for the period	3,921	(2,906)
Changes in reserve	<u>-</u>	<u>-</u>
Total recognised income and expenses for the year	<u>3,921</u>	<u>(2,906)</u>
Balance at the end of the financial year	<u><u>26,958</u></u>	<u><u>23,037</u></u>

The accompanying notes form part of this concise financial report.

HEALTH SERVICES UNION VICTORIA NO. 4 BRANCH  
ABN 63 009 627 460

**CASH FLOW STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2007**

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	2007	2006
	\$	\$
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>		
Receipts from members and other associations	113,656	108,306
Payments to HSU National Office	(67,913)	(45,640)
Payments to suppliers and employees	(24,701)	(74,518)
Interest received	<u>63</u>	<u>54</u>
Net cash inflows from operating activities	<u>21,105</u>	<u>(11,798)</u>
Net increase/(decrease) in cash and cash equivalents held	21,105	(11,798)
Cash and cash equivalents at beginning of financial year	<u>6,272</u>	<u>18,070</u>
Cash and cash equivalents at end of financial year	<u>27,377</u>	<u>6,272</u>

The accompanying notes form part of this concise financial report.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2007**

---

**NOTE 1: BASIC OF PREPARATION OF THE CONCISE FINANCIAL REPORT**

The concise financial report is an extract for the full financial report for the year ended 30 June 2007. The concise financial report has been prepared in accordance with Accounting Standard AASB 1039: Concise Financial Reports and the Workplace Relations Act 1996.

The financial statements, specific disclosures and other information included in the concise financial report are derived from and are consistent with the full report of Health Services Union Victoria No. 4 Branch.

The concise financial report cannot be expected to provide as detailed an understanding of the financial performance, financial position and financing and investing activities of Health Services Union Victoria No. 4 Branch as the full financial report.

The financial report complies with Australian Accounting Standards, which include A-IFRS. A Statement of compliance with International Financial Reporting Standards cannot be made due to the entity applying the not for profit sector requirements contained in A-IFRS. The presentation currency used in this concise financial report is Australian dollars.

A full description of the accounting policies adopted by the entity is provided in the 2007 Financial Statements which form part of the full report.

**NOTE 2: INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR**

In accordance with the requirements of the Workplace Relations Act 1996 the attention of members is drawn to the provisions of subsection (1), (2) and (3) of sections 272, which read as follows:

(1) a member of a reporting unit, or a Registrar, 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).

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2007

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NOTE 3: REVENUE

	2007 \$	2006 \$
<b>From continuing activities</b>		
- members subscription	84,810	90,853
- interest	63	54
- PI reimbursement	-	49,903
- other revenue	<u>1,364</u>	<u>160</u>
	<u>86,237</u>	<u>140,970</u>



COMMITTEE OF MANAGEMENT CERTIFICATE

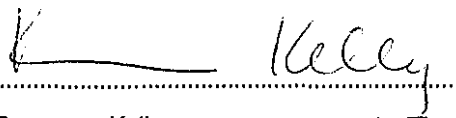
I, Rosemary Kelly, being the designated officer of Health Services Union Victoria No. 4 Branch state that on behalf of the Committee of Management and in accordance with a resolution passed by the Committee of Management on the 13th August 2007.

In the opinion of the Committee of Management:

1. the financial statements and notes, as set out on pages 4 to 9 comply with Australian Accounting Standards and other mandatory professional reporting requirements;
2. the financial statements and notes, as set out on pages 4 to 9 comply with the reporting guidelines of the Industrial Registrar;
3. the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of Health Services Union Victoria No. 4 Branch for the financial year to which they relate;
4. there are reasonable grounds to believe that the union will be able to pay its debts as and when they become due and payable; and
5. during the financial year to which the general purpose financial report relates and since the end of 30 June 2007:
  - a. meetings of the Committee of Management were held in accordance with the rules of the organisation including the rules of branches concerned; and
  - b. the financial affairs of Health Services Union Victoria No. 4 Branch have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
  - c. the financial records of Health Services Union Victoria No. 4 Branch have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
  - d. where the organisation consists of 2 or more reporting units, the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation ; and
  - e. the information sought in any request of a member of Health Services Union Victoria No. 4 Branch or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the members or Registrar; and
  - f. there has been compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.

Designated Officer .....

Rosemary Kelly



Dated this 13th day of August 2007



## **B.G.L. & Associates Pty. Ltd.**

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### **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF HEALTH SERVICES UNION VICTORIA NO. 4 BRANCH**

#### **Report on the concise financial report**

The accompanying concise financial report of Health Services Union Victoria No. 4 Branch comprising balance sheet as at 30 June 2007, the income statement, statement of recognised income and expense and cash flow statement for the year ended 30 June 2007, and the discussion and analysis. The concise financial report does not contain all the disclosures required by the Australian Accounting Standards.

#### *Branch Committee's Responsibility for the Concise Financial Report*

The Branch Committee is responsible for the preparation and presentation of the concise financial report in accordance with the Accounting Standard AASB 1039: Concise Financial Reports (including Australian Accounting Interpretations) and the Workplace Relations Act 1996. This responsibility includes establishing and maintaining internal control relevant to the preparation of the concise financial report; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

#### *Auditor's responsibility*

Our responsibility is to express an opinion on the concise financial report based on our audit procedures. We conducted an independent audit, in accordance with Australian Auditing Standards, of the financial report of Health Services Union Victoria No. 4 Branch for the year ended 30 June 2007. Our audit report on the financial report for the year was signed on the 16th August 2007 and was not subject to any modification. The Australian Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report for the year is free of material misstatement.

Our procedures in respect of the audit of the concise financial report included testing that the information in the concise financial report is derived from and is consistent with, the financial report for the year, and examination on a test basis, of evidence supporting the amounts, discussion and analysis, and other disclosures which were not directly derived from the financial report for the year. These procedures have been undertaken to form an opinion whether, in all material respects, the concise financial report complies with Accounting Standard AASB 1039: Concise Financial Reports and whether the discussion and analysis complies with the requirements laid down in AASB 1039: Concise Financial Reports.

#### *Independence*

In conducting our audit, we have complied with the independence requirements of Australian professional ethical pronouncements.





**B.G.L. & Associates Pty. Ltd.**

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Incorporating BGL & Associates

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF  
HEALTH SERVICES UNION VICTORIA NO. 4 BRANCH (Continued)**

*Auditor's Opinion*

In our opinion, the concise financial report including the discussion and analysis of Health Services Union Victoria No. 4 Branch for the year ended 30 June 2007 complies with Accounting Standard AASB 1039: Concise Financial Reports and the requirements imposed by Part 3 of Chapter 8 of Schedule 1B of the Workplace Relations Act 1996.

*BGL + Associates*

BGL & Associates  
Chartered Accountants

*I Hinds*

I. A. Hinds - A.C.A.  
Partner

16 August 2007  
Melbourne



**Health Services Union Victoria Number 4 Branch**

**Certificate of Secretary**

**S268 of the Registration and Accountability of Organisations  
Schedule  
Schedule 1B**

***Workplace Relations Act 1996***

**30 September 2007**

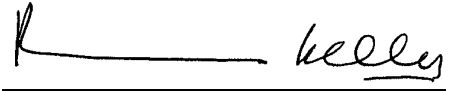
I, Rosemary Kelly, Secretary, Health Services Union Victoria Number 4 Branch, of 54 Victoria Street, Carlton South, certify as follows:

1. That I am authorised under the Rules of the Health Services Union to provide this Certificate.
2. A meeting of the Branch Committee of Management of the Health Services Union Victoria Number 4 Branch was held on 13 August 2007 ('the first meeting').
3. The General Purpose Financial Report and Operating Report and of the Concise Report for the financial year 2006 -2007 were presented to the first meeting, together with the Auditor's Report.
4. The Reports were adopted by the Branch Committee of Management, and the following resolution was carried at the first meeting:

In the opinion of the Committee of Management:

1. the financial statements and notes comply with Australian Accounting Standards and other mandatory professional reporting requirements;
2. the financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
3. the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of Health Services Union Victoria No. 4 Branch for the financial year 2006-2007;
4. there are reasonable grounds to believe that the entity will be able to pay its debts as and when they become due and payable; and
5. during the financial year to which the general purpose financial report relates and since the end of 30 June 2007:

- a. meetings of the Committee of Management were held in accordance with the rules of the organisation including the rules of a branch concerned; and
  - b. the financial affairs of Health Services Union Victoria No. 4 Branch have been managed in accordance with the rules of the organisation including the rules of the branch concerned;
  - c. the financial records of Health Services Union Victoria No. 4 Branch have been kept and maintained in accordance with the Registration and Accountability of Organisations (RAO) Schedule and RAO Regulations; and
  - d. the information sought in any request of a member of Health Services Union Victoria No. 4 Branch or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the members or Registrar; and
  - e. there has been compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.
5. A copy of the Full Report and the Concise Report was made available to members on the website [www.msav.org.au](http://www.msav.org.au) on and from 15 August 2007. Members were advised that the reports were available on the website or from our offices by electronic newsletter and in the meeting notice for the Annual General Meeting.
  6. The Annual General Meeting of the Health Services was held on 20 September 2007 ('the second meeting').
  7. The General Purpose Financial Report, Operating Report, Concise Report and the Auditor's Report ('the Reports') for the financial year 2006-2007 were presented to the second meeting.
  8. The copies of the Reports provided with this Statement are true copies of the Reports presented at the second meeting.
  9. The Reports were adopted by resolution of the members present at the second meeting.



Dr Rosemary Kelly

Secretary, Health Services Union Victoria No 4 Branch

30 September 2007