



1 June 2023

Rikki Hendon  
Branch Secretary  
CPSU, the Community and Public Sector Union-SPSF Group, Western Australian Branch

Sent via email: [rikki.hendon@cpsucsa.org](mailto:rikki.hendon@cpsucsa.org)  
CC: [Jacqueline.Mays@cpsucsa.org](mailto:Jacqueline.Mays@cpsucsa.org); [rgregson@sw-au.com](mailto:rgregson@sw-au.com)

Dear Rikki Hendon

**CPSU, the Community and Public Sector Union-SPSF Group, Western Australian Branch  
Financial Report for the year ended 30 June 2022 – (FR2022/50)**

I acknowledge receipt of the financial report for the year ended 30 June 2022 for the CPSU, the Community and Public Sector Union-SPSF Group, Western Australian Branch. The documents were lodged on 19 December 2022.

The financial report has now been filed.

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 (RGs) 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 2023 may be subject to an advanced compliance review.

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

**1. Non-compliance with previous requests**

While we filed last year's financial report, we raised certain issues for the reporting unit to address in the preparation of future financial reports. I note that the same errors have appeared in the current report, namely AASB 15 Revenue from Contracts with Customers accounting policy disclosures.

On 16 January 2023, I provided correspondence by email to the reporting unit requesting an explanation as to why disclosure regarding AASB 15 Revenue from Contracts with Customers had not been included in the financial report, despite the prior year filing letter requesting disclosure be made. On the 31 May 2023, Jacqueline Mays (Executive Officer to the Branch/General Secretary & Branch Assistant/Assistant General Secretary), provided an email response clarifying that in 2022 the Branch was in a period of transition with changing accountant, auditors as well as accountancy software. The accountant engaged was not familiar with completing the end of financial year statements and used an old version to draft the 2021-22 financial

statements. Jacqueline advised that all current personnel and auditors are aware of the issue and will ensure the template statements issued by Fair Work Commission are used for the financial year 2022-23.

#### Separate disclosure of revenue from contracts with customers

Revenue recognised from contracts with customers must be separately disclosed from other sources of revenue. It can be separately disclosed in either the statement of comprehensive income or in the notes. It does not appear that revenue from contracts with customers has been separately identified in the reporting units financial report.

Please include a heading 'revenue from contracts with customers' either within the statement of comprehensive income or in the notes to ensure compliance with the disclosure requirements under AASB 15 in future financial reports.

## **2. Other**

#### Audit scope to include subsection 255(2A) report

A general purpose financial report prepared under section 253 of the RO Act also includes the expenditure report required to be prepared under subsection 255(2A) as prescribed by reporting guideline 22. Please note that the subsection 255(2A) report must be identified by title in the auditor's statement in accordance with paragraph 24(c) of Australian Auditing Standard ASA 700 Forming an Opinion and Reporting on a Financial Report.

A subsection 255(2A) report was included in the copy of the documents lodged with the Fair Work Commission but the auditor did not refer to the statement in the auditor's statement.

Please ensure in future that the subsection 255(2A) report is audited.

#### Audit scope to include officer's declaration statement

Where nil activity disclosures are contained in an officer's declaration statement, in accordance with reporting guideline 21, the officer's declaration statement also forms part of a general purpose financial report prepared under section 253 of the RO Act (see subsection 253(2)(c) of the RO Act.)

Please also note that an officer's declaration statement must, where one is prepared, be identified by title in the auditor's statement in accordance with paragraph 24(c) of Australian Auditing Standard ASA 700 Forming an Opinion and Reporting on a Financial Report.

An officer's declaration statement was included in the copy of the documents lodged with the Fair Work Commission but the auditor did not refer to the statement in the auditor's report.

## **Reporting Requirements**

The Commission's website provides a number of factsheets in relation to the financial reporting process and associated timelines. The website also contains the section 253 reporting guidelines and a model set of financial statements.

The Commission recommends that reporting units use these model financial statements to assist in complying with the RO Act, the section 253 reporting guidelines and Australian Accounting Standards. Access to this information is available via [this link](#).

If you have any queries regarding this letter, please contact me on (03) 8650 0181 or by email at [Madeleine.Hurrell@fwc.gov.au](mailto:Madeleine.Hurrell@fwc.gov.au).

Yours sincerely

*Madeleine Hurrell*

**Madeleine Hurrell**  
**Financial Reporting Officer**  
**Fair Work Commission - Registered Organisations Governance & Advice Branch**

**COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP WA BRANCH**

**ABN 16 836 420 693**

**GENERAL PURPOSE FINANCIAL REPORT**

**FOR THE YEAR ENDED 30 JUNE 2022**

**COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP WESTERN AUSTRALIAN  
BRANCH**

**ABN 16 836 420 693**

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**COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP WESTERN AUSTRALIAN  
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**OPERATING REPORT  
FOR THE YEAR ENDED 30 JUNE 2022**

In accordance with section 254 of the *Fair Work (Registered Organisations) Act 2009* ("Act") the Branch Committee of Management present their report on the Community and Public Sector Union SPSF Group Western Australian Branch ("the Branch") for the financial year 30 June 2022.

**Review of principal activities, the results of those activities and any significant changes in the nature of those activities during the year**

The Community and Public Sector Union SPSF Group Western Australian Branch [CPSU] and the Civil Service Association of WA [CSA], which is a Union registered under the WA Industrial Relations Act 1979, effectively operate as one unit. Pursuant to the "CPSU and signatory bodies deed" [the deed] the CPSU and CSA have provided mutual covenants for cooperation. The deed has been supplied in previous years' financial disclosures.

As previously advised the deed at clause 12, informs all dealings with the membership subscription fees of the CPSU and CSA. The deed at clause 13, informs the provision of and payment for services between the CPSU and the CSA. The deed at clause 14, provides for mutual covenants of cooperation between the CPSU and the CSA. The deed at clause 15, concerns the assets of the CSA and some financial dealings between the CPSU and the CSA.

This results in the CSA undertaking all necessary financial transactions for and on behalf of the CPSU. The CPSU does not hold a bank account in its own name. Any financial obligations incurred by the CPSU are met out of a bank account held in the name of the CSA.

A list of activities are:-

- Represent the professional and industrial interests of our members
- Promote and defend WA's high quality public services system and higher education
- Negotiate Enterprise Bargaining and Industrial Agreements for fair wages and conditions
- Provide Union delegates and workplace leaders with training and education to enable them to better represent members in the workplace
- Hold monthly committee of management and branch council meetings to ensure oversight and monitoring of operational and governance compliance

**Significant Changes in Financial Affairs**

No matters or circumstances arose during the reporting year which significantly affected the financial affairs of the Branch.

**Operating Results**

The Branch's profit for the year amounted to \$NIL (2021: \$NIL).

**Right of Members to Resign**

Rule 58 of CPSU, the Community and Public Sector Chapter C SPSF Group Rules sets out the terms under which a member of the CPSU Branch may resign.

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- (a) A member may resign from membership of the Branch by notice in writing if;
- (i) The member ceases to be eligible to become a member of the Branch; or
  - (ii) The member gives notice not less than two weeks before the resignation is to take effect.
- (b) The notice in writing of resignation shall be addressed to the Branch Secretary of the Branch of which the member resigning is a member or of which he or she has been attached.

**Officers & Employees who are superannuation fund trustee(s) or director of a company that is a superannuation fund trustee**

Nil

**Number of Members**

In accordance with Regulation 159(a) of the *Fair Work (Registered Organisations) Regulations 2009* [the Regulations] and s.254(2)(f) of the Act – the number of persons that were at the end of the financial year recorded in the register of members and who are taken to be members of the Community and Public Sector Union SPSF Group Western Australian Branch was 11,456.

**Number of Employees**

In accordance with Regulation 159(b) of the regulations and s.254(2)(f) of the Act– the number of persons who were at the end of the financial year employees of the CPSU Branch, including both full-time and part-time employees measured on a full-time equivalent basis were as 70.

As previously advised to Fair Work Commission, the Community and Public Sector Union SPSF Group WA Branch and the Civil Service Association Pty Ltd operate on a dual employer basis. All employees are employees of the Community and Public Sector Union SPSF Group WA Branch and the Civil Service Association Pty Ltd. However, pursuant to the deed and for operating convenience, all employee related transactions are undertaken by the CSA for and on behalf of the CPSU Branch.

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**Names of committee of management members and periods positions held during the financial year**

In accordance with Regulation 159(c) of the regulations and s.254(2)(f) of the Act– the names of the Committee of Management Members and period of positions held during the financial year were:-.

As per Community and Public Sector SPSF Group WA Branch Rule 11, CPSU Branch Executive shall be the Committee of Management.

<b>Name</b>	<b>Position</b>
Rikki Hendon	Branch Secretary
Melanie Bray	Branch Assistant Secretary
John Lamb	Branch Treasurer
Matthew Abrahamson	Branch President
Becky Anderson	Branch Vice President
Lewis Stevens	Branch Vice President
Denise Henden	Executive Councillor
Kurt Mayerhofer	Executive Councillor
Leanne Reid	Executive Councillor
Annette Bohm	Executive Councillor
Jeremy Mowe	Executive Councillor
Rod Schoneveld	Executive Councillor
Anette Bohm	Executive Councillor

Members have been in office since the start of the financial year to the date of this report unless otherwise stated.

Signed in accordance with a resolution of the CPSU SPSF Group WA Branch Executive Committee:



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**Rikki Hendon**

Branch Secretary

Dated: 8<sup>th</sup> day of September 2022



**The CPSU, Community and Public Sector Union-SPSF Group, Western Australian Branch**

s.268 *Fair Work (Registered Organisations) Act 2009*

## Certificate by Prescribed Designated Officer

Certificate for the year ended 30<sup>th</sup> June 2022

I, Rikki Hendon being the Branch Secretary of the CPSU, the Community and Public Sector Union SPSF Group, WA Branch certify:

- that the documents lodged herewith are copies of the full report for the CPSU, the Community and Public Sector Union SPSF Group, WA Branch for the period ended referred to in s.268 of the *Fair Work (Registered Organisations) Act 2009*; and
- that the full report was provided to members of the reporting unit on 28 September 2022; and
- that the full report was presented to a meeting of the committee of management of the reporting unit on 14<sup>th</sup> December 2022 in accordance with s.266 of the *Fair Work (Registered Organisations) Act 2009*.

Signature of prescribed designated officer:



Name of prescribed designated officer:

Rikki Hendon

Title of prescribed designated officer:

Branch Secretary

Dated: 19/12/22

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**REPORT REQUIRED UNDER SUBSECTION 255(2A)  
FOR THE YEAR ENDED 30 JUNE 2022**

The Committee of Management presents the expenditure report as required under subsection 255(2A) on the Reporting Unit for the year ended 30 June 2022.

<b>Categories of Expenditures</b>	<b>2022 \$</b>	<b>2021 \$</b>
Remuneration and other employment-related costs and expenses-employees	-	-
Advertising	426	411
Operating Costs	96,324	157,438
Donations to political parties	-	-
Legal costs	-	-



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**Rikki Hendon**

Branch Secretary

Dated: 8<sup>th</sup> day of September 2022

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**COMMITTEE OF MANAGEMENT STATEMENT**

On Wednesday, 7<sup>th</sup> September 2022 the Committee of Management of Community and Public Sector Union SPSF Group Western Australian Branch ("the Branch") passed the following resolution in relation to the general purpose financial report (GPFR) for the year ended 30 June 2022:

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 any other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of the *Fair Work (Registered Organisations) Act 2009* (the 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 GPFR relates and since the end of that year:
  - (i) meetings of the committee of management were held in accordance with the rules of the organisation including the rules of a Branch concerned; and
  - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a Branch concerned; and
  - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RO Act; and
  - (iv) where the organisation consists of two or more reporting units, the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner with each of the other reporting units of the organisation; and
  - (v) where information has been sought in any request by a member of the reporting unit or Commissioner duly made under section 272 of the RO Act has been provided to the member or Commissioner; and
  - (vi) where any order for inspection of financial records has been made by the Fair Work Commission under section 273 of the RO Act, there has been compliance.
- (f) no revenue has been derived from undertaking recovery of wages activity during the reporting period.

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



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**Rikki Hendon**

Branch Secretary

Dated: 8th day of September 2022

**COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP WESTERN AUSTRALIAN  
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**STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME  
FOR THE YEAR ENDED 30 JUNE 2022**

	<b>Note</b>	<b>2022</b>	<b>2021</b>
		<b>\$</b>	<b>\$</b>
<b>Revenue</b>			
Membership Subscription		372,790	445,324
Capitation Fees	2A	-	-
Levies	2B	-	-
Grants or Donations	2C	-	-
Revenue from Recovery of Wages Activity	2D	-	-
<b>Total income</b>		<b>372,790</b>	<b>445,324</b>
<b>Expenses</b>			
Employee Expenses	3A	-	-
Capitation Fees	3B	(200,814)	(209,413)
Affiliation Fees	3C	(75,652)	(78,062)
Administration Expenses	3D	-	-
Grants or Donations	3E	(667)	(100)
Legal Costs	3F	-	-
Other Expenses	3G	(92,657)	(154,749)
Audit Fees	10	(3,000)	(3,000)
<b>Total expenses</b>		<b>(372,790)</b>	<b>(445,324)</b>
<b>Surplus for the year</b>		<b>-</b>	<b>-</b>
Other comprehensive income		-	-
<b>Total comprehensive income for the year</b>		<b>-</b>	<b>-</b>

The accompanying notes form part of these financial statements.

**COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP WESTERN AUSTRALIAN  
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**STATEMENT OF FINANCIAL POSITION  
AS AT 30 JUNE 2022**

	Note	2022 \$	2021 \$
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash and Cash Equivalents	4	-	-
Trade and Other Receivables	4	-	-
<b>TOTAL CURRENT ASSETS</b>		-	-
<b>NON-CURRENT ASSETS</b>			
<b>TOTAL NON-CURRENT ASSETS</b>		-	-
<b>TOTAL ASSETS</b>		-	-
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
Trade and Other Payables	5	-	-
Employee Provisions	6A	-	-
<b>TOTAL CURRENT LIABILITIES</b>		-	-
<b>NON-CURRENT LIABILITIES</b>			
Employee Provisions	6A	-	-
<b>TOTAL NON-CURRENT LIABILITIES</b>		-	-
<b>TOTAL LIABILITIES</b>		-	-
<b>NET ASSETS</b>		-	-
<b>EQUITY</b>			
Retained Earnings		-	-
<b>TOTAL EQUITY</b>		-	-

The accompanying notes form part of these financial statements.

**COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP WESTERN AUSTRALIAN  
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**STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 30 JUNE 2022**

	<b>Retained Earnings</b>	<b>Total</b>
	<b>\$</b>	<b>\$</b>
<b>Balance at 1 July 2020</b>	-	-
Total comprehensive income for the year	-	-
<b>Balance at 30 June 2021</b>	-	-
Total comprehensive income for the year	-	-
<b>Balance at 30 June 2022</b>	-	-

The accompanying notes form part of these financial statements.

**COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP WESTERN AUSTRALIAN  
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**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30 JUNE 2022**

	2022	2021
	\$	\$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
<b>Cash received</b>		
Receipt from members	-	-
Donations and grants	-	-
Receipts from other reporting unit/controlled entity(s)	-	-
Interest	-	-
<b>Cash used</b>		
Transfers from CPSU of WA	-	-
Payment to national office	-	-
Payment to suppliers	-	-
Payment to other reporting units/controlled entity(s)	-	-
Cash Generated from Operating Activities	8A -	-
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>	-	-
Cash Used in Investing Activities	-	-
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>	-	-
Cash Used in Financing Activities	-	-
Net increase (decrease) in cash held	-	-
Cash & cash equivalents at the beginning of the year	-	-
Cash & cash equivalents at the end of the year	4A -	-

The accompanying notes form part of these financial statements.

**COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP WESTERN AUSTRALIAN  
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**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022**

**Note 1: Summary of Significant Accounting Policies**

**1.1 Basis of preparation of the financial statements**

The financial statements are general purpose financial statements and have been prepared in accordance with Australian Accounting Standards and Interpretations of the Australian Accounting Standards Board that apply for the reporting period and the *Fair Work (Registered Organisation) Act 2009*. For the purpose of preparing the general-purpose financial statements, the Branch is a not-for-profit entity.

The financial statements have been prepared on an accrual basis and in accordance with the historical cost. Historical cost is generally based on the fair values of the consideration given in exchange for assets. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position.

The financial statements are presented in Australian dollars.

**1.2 Nature of the Branch operations**

The Community and Public Sector Union SPSF Group WA Branch and the Civil Service Association of Western Australia Incorporated (“CSA”), which is a Union of employees registered under the WA Industrial Relations Act 1979, effectively operate as one unit. Pursuant to the “CPSU and signatory bodies deed” [the deed] the Community and Public Sector Union SPSF Group WA Branch and CSA have provided mutual covenants for cooperation [see clause 14 deed]. Please note the deed has been supplied in previous year’s financial reports

The deed at clause 12, informs all dealings with the membership subscription fees of the Community and Public Sector Union SPSF Group WA Branch and CSA

The deed at clause 13, informs the provision of and payment for services between the Community and Public Sector Union SPSF Group WA Branch and the CSA.

The deed at clause 14, provides for mutual covenants of cooperation between the Community and Public Sector Union SPSF Group WA Branch and the CSA.

The deed at clause 15, concerns the assets of the CSA and financial dealings between the Community and Public Sector Union SPSF Group WA Branch and the CSA.

This results in the CSA undertaking all necessary financial transactions for and on behalf of the Community and Public Sector Union SPSF Group WA Branch. The Community and Public Sector Union SPSF Group WA Branch does not hold a bank account in its own name. All financial obligations incurred by the Community and Public Sector Union SPSF Group WA Branch are met out of a bank account held in the name of the CSA.

In consequence, Community and Public Sector Union SPSF Group WA Branch revenue and expenses are recorded in compliance with the deed. This is effectively a bookkeeping exercise given the Community and Public Sector Union SPSF Group WA Branch holds no bank account to receive or disburse monies. Further, the Community and Public Sector Union SPSF Group WA Branch holds no other tangible assets in its own name.

A proportion of the membership subscriptions of the Community and Public Sector Union SPSF Group WA Branch and the CSA is allocated as income for the Community and Public Sector Union SPSF Group WA Branch. This is undertaken as per the requirements of the deed.



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**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022**

**Note 1: Summary of Significant Accounting Policies (Continued)**

**1.3 Comparative amounts**

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

**1.4 Adoption of New Australian Accounting Standard Requirements**

No accounting standard has been adopted earlier than the application date stated in the standard.

The accounting policies adopted are consistent with those of the previous financial year.

**1.5 AASB Standards issued but not yet effective as at 30 June 2022**

**1.5.1 2020-1: Amendments to Australian Accounting Standards – Classifications of Liabilities as Current or Non-Current and AASB 2020-6: Amendments to Australian Accounting Standards – Classification of Liabilities as Current or Non-current – Deferral of Effective Date**

This Standard amends AASB 101 to clarify requirements for the presentation of liabilities in the statement of financial position as current or non-current.

For example, the amendments clarify that a liability is classified as non-current if an entity has the right at the end of the reporting period to defer settlement of the liability for at least 12 months after the reporting period. The meaning of settlement of a liability is also clarified.

Effective for annual reporting periods beginning on or after 1 January 2023.

The amendments are not expected to have a material impact on the Branch.

**1.5.2 AASB 2020-3: Amendments to Australian Accounting Standards – Annual Improvements 2018-2020 and Other Amendments**

This Standard amends a number of standards as follows:

- AASB 3: *Business Combinations* to update a reference to the Conceptual Framework for Financial Reporting without changing the accounting requirements for business combinations;
- AASB 9: *Financial Instruments* to clarify the fees an entity includes when assessing whether the terms of a new or modified financial liability are substantially different from the terms of the original financial liability;
- AASB 116: *Property, Plant and Equipment* to require an entity to recognise the sales proceeds from selling items produced while preparing property, plant and equipment for its intended use and the related cost in profit or loss, instead of deducting the amounts received from the cost of the asset;
- AASB 137: *Provisions, Contingent Liabilities and Contingent Assets* to specify the costs that an entity includes when assessing whether a contract will be loss-making; and

Effective for Annual reporting periods beginning on or after 1 January 2022.

The amendments are not expected to have a material impact on the Branch.

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**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022**

**Note 1: Summary of Significant Accounting Policies (Continued)**

**1.5 AASB Standards issued but not yet effective as at 30 June 2022 (Continued)**

**1.5.3 AASB 2021-2: Amendments to Australian Accounting Standards – Disclosure of Accounting Policies and Definition of Accounting Estimates (amends AASB 7, AASB 101, AASB 108 & AASB Practice Statement 2)**

This Standard amends a number of standards as follows:

- AASB 7: *Financial Instruments: Disclosures* to clarify that information about measurement bases for financial instruments is expected to be material to an entity's financial statements;
- AASB 101: *Presentation of Financial Statements* to require entities to disclose their material accounting policy information rather than their significant accounting policies;
- AASB 108: *Accounting Policies, Changes in Accounting Estimates and Errors* to clarify how entities should distinguish changes in accounting policies and changes in accounting estimates;
- AASB Practice Statement 2, to provide guidance on how to apply the concept of materiality to accounting policy disclosures.

Effective for annual reporting periods beginning on or after 1 January 2023.

No impact on reported financial performance or position and the amendments would lead to reductions in quantum of accounting policies disclosures to focus on key decision areas and material policies only.

**1.5.4 AASB 2021-5: Amendments to Australian Accounting Standards – Deferred Tax related to Assets and Liabilities arising from a Single Transactions (AASB 1 and AASB 112)**

This Standard amends AASB 112 to clarify the accounting for deferred tax on transactions that, at the time of the transaction, give rise to equal taxable and deductible temporary differences. In specified circumstances, entities are exempt from recognising deferred tax when they recognise assets or liabilities for the first time. The amendments clarify that the exemption does not apply to transactions for which entities recognise both an asset and a liability and that give rise to equal taxable and deductible temporary differences. This may be the case for transactions such as leases and decommissioning, restoration and similar obligations. Entities are required to recognise deferred tax on such transactions.

In addition, AASB 2021-5 amends AASB 1 to require deferred tax related to leases and decommissioning, restoration and similar obligations to be recognised by first-time adopters at the date of transition to Australian Accounting Standards, despite the exemption set out in AASB 112.

Effective for annual reporting periods beginning on or after 1 January 2023.

The amendments are not expected to have a material impact on the branch.

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**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022**

**Note 1: Summary of Significant Accounting Policies (Continued)**

**1.5 AASB Standards issued but not yet effective as at 30 June 2022 (Continued)**

**1.5.5 AASB 2022-3: Amendments to Australian Accounting Standards – Illustrative Examples for Not-for-Profit Entities accompanying AASB 15**

This Standard provides an example 7A under IE4A to illustrate the accounting for upfront fee received by an organisation as per AASB 15. Upfront fee may include enrolment fee collected by schools, membership fee/joining fee of clubs, establishment fee etc., collected at the inception of an agreement. This example essentially demonstrates how an entity should apply the provisions in AASB 15.B48-B51 regarding accounting for a non-refundable upfront fee collected from customer. Additionally, it specifies that the upfront fee that does not represent separate performance obligation (i.e., it only relates to administrative or set up activities performed for a future service to be provided) has to be regarded as an advance payment towards such future services. Hence they are recognised as and when revenue is recognised in relation to such future services as per AASB 15.

The Standard is effective for annual reporting periods beginning on or after 1 July 2022. The amendments are not expected to have a material impact on the branch.

**1.6 Acquisition of assets and or liabilities that do not constitute a business combination**

The Branch did not acquire an asset or liability due to an amalgamation under Part 2 of Chapter 3 of the RO Act, a restructure of the branches of the organisation, a determination by the General Manager of the Fair Work Commission under subsection 245(1) or 249(1) of the RO Act.

**1.7 Current versus non-current classification**

The Branch presents assets and liabilities in the statement of financial position based on current/non-current classification.

An asset is current when it is:

- Expected to be realised or intended to be sold or consumed in the normal operating cycle;
- Held primarily for the purpose of trading;
- Expected to be realised within twelve months after the reporting period; or
- Cash or cash equivalent unless restricted from being exchanged or used to settle a liability for at least twelve months after the reporting period.

All other assets are classified as non-current.

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**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022**

**Note 1: Summary of Significant Accounting Policies (Continued)**

**1.7 Current versus non-current classification (Continued)**

A liability is current when:

- It is expected to be settled in the normal operating cycle;
- It is held primarily for the purpose of trading;
- It is due to be settled within twelve months after the reporting period; or
- There is no unconditional right to defer the settlement of the liability for at least twelve months after the reporting period.

The terms of the liability that could, at the option of the counterparty, result in its settlement by the issue of equity instruments do not affect its classification.

The Branch classifies all other liabilities as non-current.

**1.8 Revenue from contracts with customers**

Where the Branch has a contract with a customer, the Branch recognises revenue when or as it transfers control of goods or services to the customer. The Branch accounts for an arrangement as a contract with a customer if the following criteria are met:

- the arrangement is enforceable; and
- the arrangement contains promises (that are also known as performance obligations) to transfer goods or services to the customer (or to other parties on behalf of the customer) that are sufficiently specific so that it can be determined when the performance obligation has been satisfied.

**Membership subscriptions**

For membership subscription arrangements that meet the criteria to be contracts with customers, revenue is recognised when the promised goods or services transfer to the customer as a member of the Branch.

If there is only one distinct membership service promised in the arrangement, the Branch recognises revenue as the membership service is provided, which is typically based on the passage of time over the subscription period to reflect the Branch's promise to stand ready to provide assistance and support to the member as required.

If there is more than one distinct good or service promised in the membership subscription, the Branch allocates the transaction price to each performance obligation based on the relative standalone selling prices of each promised good or service. In performing this allocation, standalone selling prices are estimated if there is no observable evidence of the price that the Branch charges for that good or service in a standalone sale. When a performance obligation is satisfied, which is either when the customer obtains control of the good (for example, books or clothing) or as the service transfers to the customer (for example, member services or training course), the Branch recognises revenue at the amount of the transaction price that was allocated to that performance obligation.

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**Note 1: Summary of Significant Accounting Policies (Continued)**

**1.8 Revenue from contracts with customers (Continued)**

For member subscriptions paid annually in advance, the Branch has elected to apply the practical expedient to not adjust the transaction price for the effects of a significant financing component because the period from when the customer pays and the good or services will transfer to the customer will be one year or less.

When a member subsequently purchases additional goods or services from the Branch at their standalone selling price, the Branch accounts for those sales as a separate contract with a customer.

**Capitation fees**

Where the Branch's arrangement with a branch or another reporting unit meets the criteria to be a contract with a customer, the Branch recognises the capitation fees promised under that arrangement when or as it transfers the funds.

In circumstances where the criteria for a contract with a customer are not met, the Branch will recognise capitation fees as income upon receipt (as specified in the income recognition policy below).

**Levies**

Levies paid by a member (or other party) in an arrangement that meets the criteria to be a contract with a customer is recognised as revenue when or as the Branch transfers the funds.

In circumstances where the criteria for a contract with a customer are not met, the Branch will recognise levies as income upon receipt (as specified in the income recognition policy below).

**Volunteer services**

In circumstances where the fair value of the volunteer services can be measured reliably, the Branch recognises the fair value of volunteer services received as income together with a corresponding expense where the economic benefits of the volunteer services are consumed as the services are acquired. Where the volunteer services will contribute to the development of an asset, the fair value is included in the carrying amount of that asset.

During the year, the Branch did not recognise any volunteer services as revenue because it could not reliably measure the fair value of those services.

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**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022**

**Note 1: Summary of Significant Accounting Policies (Continued)**

**1.8 Revenue from contracts with customers (Continued)**

**Income of the Branch as a Not-for-Profit Entity**

Consideration is received by the Branch to enable the entity to further its objectives. The Branch recognises each of these amounts of consideration as income when the consideration is received (which is when the Branch obtains control of the cash) because, based on the rights and obligations in each arrangement:

- the arrangements do not meet the criteria to be contracts with customers because either the arrangement is unenforceable or lacks sufficiently specific promises to transfer goods or services to the customer; and
- the Branch's recognition of the cash contribution does not give to any related liabilities. Cash consideration received by the Branch will be recognised as income upon receipt.

**Income recognised from transfers to acquire or construct a non-financial asset**

Where, as part of an enforceable agreement, the Branch receives consideration to acquire or construct a non-financial asset such as property, plant and equipment to an identified specification and for the Branch's own use, a liability is recognised for the obligation to acquire or construct the asset. Income is recognised as the obligation to acquire or construct the asset is satisfied, which is typically over time. The asset that is being acquired or constructed is recognised in accordance with the policy on property, plant and equipment.

**Gains from sale of assets**

An item of property, plant and equipment is derecognised upon disposal (which is at the date the recipient obtains control) or when no future economic benefits are expected from its use or disposal. Any gain or loss arising on derecognition of the asset (calculated as the difference between the net disposal proceeds and the carrying amount of the asset) is included in the statement of profit or loss when the asset is derecognised.

**Interest income**

Interest revenue is recognised on an accrual basis using the effective interest method.

**Rental income**

Leases in which the Branch as a lessor, does not transfer substantially all the risks and rewards incidental to ownership of an asset are classified as operating leases. Rental income arising is accounted for on a straight-line basis over the relevant lease term. Initial direct costs incurred in negotiating and arranging an operating lease are added to the carrying amount of the leased asset and recognised over the lease term on the same basis as rental income. Contingent rents are recognised as revenue in the period in which they are earned.

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**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022**

**Note 1: Summary of Significant Accounting Policies (Continued)**

**1.9 Employee benefits**

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

Liabilities for short-term employee benefits (as defined in AASB 119 Employee Benefits) and termination benefits due within twelve months of the end of reporting period are measured at their nominal amounts. The nominal amount is calculated with regard to the rates expected to be paid on settlement of the liability.

Other long-term employee benefits are measured as the present value of the estimated future cash outflows to be made by the Branch in respect of services provided by employees up to reporting date.

Payments to defined contribution retirement benefit plans are recognised as an expense when employees have rendered service entitling them to the contributions.

The Branch recognises an obligation to provision for termination when it has developed a detailed formal plan for the terminations and has informed those employees affected that it will carry out the terminations as per the requirements of the relevant industrial conditions or obligations set out by Fair Work Commission.

**1.10 Cash**

Cash is recognised at its nominal amount. Cash and cash equivalents includes cash on hand, deposits held at call with bank, other short-term highly liquid investments with original maturity of 3 months or less that are readily convertible to known amounts of cash and subject to insignificant risk of changes in value and bank overdrafts. Bank overdrafts are shown within short-term borrowings in current liabilities on the consolidated statement of financial position.

**1.11 Financial instruments**

Financial assets and financial liabilities are recognised when the Branch becomes a party to the contractual provisions of the instrument.

**1.11.1 Financial assets**

**Contract assets and receivables**

A contract asset is recognised when the Branch's right to consideration in exchange goods or services that has transferred to the customer when that right is conditioned on the Branch's future performance or some other condition.

A receivable is recognised if an amount of consideration that is unconditional is due from the customer (i.e., only the passage of time is required before payment of the consideration is due).

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**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022**

**Note 1: Summary of Significant Accounting Policies (Continued)**

**1.11 Financial instruments (Continued)**

**1.11.1 Financial assets (Continued)**

Contract assets and receivables are subject to impairment assessment. Refer to accounting policies on impairment of financial assets below.

**Initial recognition and measurement**

Financial assets are classified, at initial recognition, and subsequently measured at amortised cost, fair value through other comprehensive income (OCI), or fair value through profit or loss.

The classification of financial assets at initial recognition depends on the financial asset's contractual cash flow characteristics and the Branch's business model for managing them. With the exception of trade receivables that do not contain a significant financing component, the Branch initially measures a financial asset at its fair value plus, in the case of a financial asset not at fair value through profit or loss, transaction costs. In order for a financial asset to be classified and measured at amortised cost or fair value through OCI, it needs to give rise to cash flows that are 'solely payments of principal and interest' (SPPI) on the principal amount outstanding. This assessment is referred to as the SPPI test and is performed at an instrument level.

The Branch's business model for managing financial assets refers to how it manages its financial assets in order to generate cash flows. The business model determines whether cash flows will result from collecting contractual cash flows, selling the financial assets, or both.

Purchases or sales of financial assets that require delivery of assets within a time frame established by regulation or convention in the market place (regular way trades) are recognised on the trade date, i.e., the date that the Branch commits to purchase or sell the asset.

**Subsequent measurement**

For purposes of subsequent measurement, financial assets are classified in five categories:

- (Other) financial assets at amortised cost
- (Other) financial assets at fair value through other comprehensive income
- Investments in equity instruments designated at fair value through other comprehensive income
- (Other) financial assets at fair value through profit or loss
- (Other) financial assets designated at fair value through profit or loss



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**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022**

**Note 1: Summary of Significant Accounting Policies (Continued)**

**1.11 Financial instruments (Continued)**

**1.11.1 Financial assets (Continued)**

**Financial assets at amortised cost**

The Branch measures financial assets at amortised cost if both of the following conditions are met:

- The financial asset is held within a business model with the objective to hold financial assets in order to collect contractual cash flows; and
- The contractual terms of the financial asset give rise on specified dates to cash flows that are solely payments of principal and interest on the principal amount outstanding.

Financial assets at amortised cost are subsequently measured using the effective interest (EIR) method and are subject to impairment. Gains and losses are recognised in profit or loss when the asset is derecognised, modified or impaired.

The Branch's financial assets at amortised cost includes trade receivables and loans to related parties.

**Financial assets at fair value through other comprehensive income**

The Branch measures debt instruments at fair value through OCI if both of the following conditions are met:

- The financial asset is held within a business model with the objective of both holding to collect contractual cash flows and selling; and
- The contractual terms of the financial asset give rise on specified dates to cash flows that are solely payments of principal and interest on the principal amount outstanding.

For debt instruments at fair value through OCI, interest income, foreign exchange revaluation and impairment losses or reversals are recognised in profit or loss and computed in the same manner as for financial assets measured at amortised cost.

The remaining fair value changes are recognised in OCI. Upon derecognition, the cumulative fair value change recognised in OCI is recycled to profit or loss.

The Branch's debt instruments at fair value through OCI includes investments in quoted debt instruments included under other non-current financial assets.

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**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022**

**Note 1: Summary of Significant Accounting Policies (Continued)**

**1.11 Financial instruments (Continued)**

**1.11.1 Financial assets (Continued)**

**Investments in equity instruments designated at fair value through other comprehensive income**

Upon initial recognition, the Branch can elect to classify irrevocably its equity investments as equity instruments designated at fair value through other comprehensive income when they meet the definition of equity under AASB 132 Financial Instruments: Presentation and are not held for trading. The classification is determined on an instrument-by-instrument basis.

Gains and losses on these financial assets are never recycled to profit or loss. Dividends are recognised as other income in profit or loss when the right of payment has been established, except when the Branch benefits from such proceeds as a recovery of part of the cost of the financial asset, in which case, such gains are recorded in OCI. Equity instruments designated at fair value through other comprehensive income are not subject to impairment assessment.

The Branch elected to classify irrevocably its listed and non-listed equity investments under this category.

**Financial assets at fair value through profit or loss (including designated)**

Financial assets at fair value through profit or loss include financial assets held for trading, financial assets designated upon initial recognition at fair value through profit or loss, or financial assets mandatorily required to be measured at fair value. Financial assets are classified as held for trading if they are acquired for the purpose of selling or repurchasing in the near term. Derivatives, including separated embedded derivatives, are also classified as held for trading unless they are designated as effective hedging instruments.

Financial assets with cash flows that are not solely payments of principal and interest are classified and measured at fair value through profit or loss, irrespective of the business model. Notwithstanding the criteria for debt instruments to be classified at amortised cost or at fair value through other comprehensive income, as described above, debt instruments may be designated at fair value through profit or loss on initial recognition if doing so eliminates, or significantly reduces, an accounting mismatch.

Financial assets at fair value through profit or loss are carried in the statement of financial position at fair value with net changes in fair value recognised in profit or loss.

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**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022**

**Note 1: Summary of Significant Accounting Policies (Continued)**

**1.11 Financial instruments (Continued)**

**1.11.1 Financial assets (Continued)**

**Derecognition**

A financial asset is derecognised when:

- The rights to receive cash flows from the asset have expired or
- The Branch has transferred its rights to receive cash flows from the asset or has assumed an obligation to pay the received cash flows in full without material delay to a third party under a 'pass-through' arrangement; and either:
  - a) the Branch has transferred substantially all the risks and rewards of the asset, or
  - b) the Branch has neither transferred nor retained substantially all the risks and rewards of the asset but has transferred control of the asset.

When the Branch has transferred its rights to receive cash flows from an asset or has entered into a pass-through arrangement, it evaluates if, and to what extent, it has retained the risks and rewards of ownership.

When it has neither transferred nor retained substantially all of the risks and rewards of the asset, nor transferred control of the asset, the Branch continues to recognise the transferred asset to the extent of its continuing involvement together with associated liability.

**Offsetting**

Financial assets and financial liabilities are offset and the net amount is reported in the statement of financial position if there is a currently enforceable legal right to offset the recognised amounts and there is an intention to settle on a net basis, to realise the assets and settle the liabilities simultaneously.

**Impairment**

**Expected credit losses**

Receivables for goods and services, which have 30-day terms, are recognised at the nominal amounts due less any loss allowance due to expected credit losses at each reporting date. A provision matrix that is based on historical credit loss experience, adjusted for forward-looking factors specific to the debtors and the economic environment has been established.

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**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022**

**Note 1: Summary of Significant Accounting Policies (Continued)**

**1.11 Financial instruments (Continued)**

**1.11.1 Financial assets (Continued)**

**(i) Trade receivables**

For trade receivables that do not have a significant financing component, the Branch applies a simplified approach in calculating expected credit losses (ECLs) which requires lifetime expected credit losses to be recognised from initial recognition of the receivables.

Therefore, the Branch does not track changes in credit risk, but instead recognises a loss allowance based on lifetime ECLs at each reporting date. The Branch has established a provision matrix that is based on its historical credit loss experience, adjusted for forward-looking factors specific to the debtors and the economic environment.

**(ii) Debt instruments other than trade receivables**

For all debt instruments other than trade receivables and debt instruments not held at fair value through profit or loss, the Branch recognises an allowance for expected credit losses using the general approach. ECLs are based on the difference between the contractual cash flows due in accordance with the contract and all the cash flows that the Branch expects to receive, discounted at an approximation of the original effective interest rate.

ECLs are recognised in two stages:

- Where there has not been a significant increase in credit risk since initial recognition, ECLs are provided for credit losses from possible default events within the next 12-months (a 12-month ECL).
- Where there has been a significant increase in credit risk since initial recognition, a loss allowance is required for credit losses expected over the remaining life of the debt, irrespective of the timing of the default (a lifetime ECL).

The Branch considers a financial asset in default when contractual payments are 90 days past due. However, in certain cases, the Branch may also consider a financial asset to be in default when internal or external information indicates that the Branch is unlikely to receive the outstanding contractual amounts in full. A financial asset is written off when there is no reasonable expectation of recovering the contractual cash flows.

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**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022**

**Note 1: Summary of Significant Accounting Policies (Continued)**

**1.11 Financial instruments (Continued)**

**1.11.2 Financial Liabilities**

**Initial recognition and measurement**

Financial liabilities are classified, at initial recognition, at amortised cost unless or at fair value through profit or loss.

All financial liabilities are recognised initially at fair value and, in the case of financial liabilities at amortised cost, net of directly attributable transaction costs.

**Subsequent measurement**

**Financial liabilities at fair value through profit or loss (including designated)**

Financial liabilities at fair value through profit or loss include financial liabilities held for trading and financial liabilities designated upon initial recognition as at fair value through profit or loss.

Gains or losses on liabilities held for trading are recognised in profit or loss.

Financial liabilities designated upon initial recognition at fair value through profit or loss are designated at the initial date of recognition, and only if the criteria in AASB 9 Financial Instruments are satisfied.

**Financial liabilities at amortised cost**

After initial recognition, trade payables and interest-bearing loans and borrowings are subsequently measured at amortised cost using the EIR method. Gains and losses are recognised in profit or loss when the liabilities are derecognised as well as through the EIR amortisation process.

Amortised cost is calculated by taking into account any discount or premium on acquisition and fees or costs that are an integral part of the EIR. The EIR amortisation is included as finance costs in profit or loss.

**Derecognition**

A financial liability is derecognised when the obligation under the liability is discharged or cancelled or expires. When an existing financial liability is replaced by another from the same lender on substantially different terms, or the terms of an existing liability are substantially modified, such an exchange or modification is treated as the derecognition of the original liability and the recognition of a new liability. The difference in the respective carrying amounts is recognised in profit or loss.

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**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022**

**Note 1: Summary of Significant Accounting Policies (Continued)**

**1.12 Liabilities relating to contracts with customers**

**Contract liabilities**

A contract liability is recognised if a payment is received or a payment is due (whichever is earlier) from a customer before the Branch transfers the related goods or services. Contract liabilities include deferred income. Contract liabilities are recognised as revenue when the Branch performs under the contract (i.e., transfers control of the related goods or services to the customer).

**Refund liabilities**

A refund liability is recognised for the obligation to refund some or all of the consideration received (or receivable) from a customer. The Branch's refund liabilities arise from customers' right of return. The liability is measured at the amount the Branch ultimately expects it will have to return to the customer. The Branch updates its estimates of refund liabilities (and the corresponding change in the transaction price) at the end of each reporting period.

**1.13 Contingent liabilities and contingent assets**

Contingent liabilities and contingent assets are not recognised in the Statement of Financial Position but are reported in the relevant notes. They may arise from uncertainty as to the existence of a liability or asset or represent an existing liability or asset in respect of which the amount cannot be reliably measured. Contingent assets are disclosed when settlement is probable but not virtually certain, and contingent liabilities are disclosed when settlement is greater than remote.

**1.14 Land, buildings, plant and equipment**

**Asset recognition threshold**

Purchases of land, buildings, plant and equipment are recognised initially at cost in the Statement of Financial Position. The initial cost of an asset includes an estimate of the cost of dismantling and removing the item and restoring the site on which it is located.

**Revaluations—Land and Buildings**

Following initial recognition at cost, land and buildings are carried at fair value less subsequent accumulated depreciation and accumulated impairment losses.

Revaluations are performed with sufficient frequency such that the carrying amount of assets do not differ materially from those that would be determined using fair values as at the reporting date.

Revaluation adjustments are made on a class basis. Any revaluation increment is credited to equity under the heading of asset revaluation reserve except to the extent that it reversed a previous revaluation decrement of the same asset class that was previously recognised in the surplus/deficit. Revaluation decrements for a class of assets are recognised directly in the profit or loss except to the extent that they reverse a previous revaluation increment for that class. Any accumulated depreciation as at the revaluation date is eliminated against the gross carrying amount of the asset and the asset is restated to the revalued amount.

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**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022**

**Note 1: Summary of Significant Accounting Policies (Continued)**

**1.14 Land, buildings, plant and equipment (Continued)**

**Depreciation**

Depreciable property, plant and equipment assets are written-off to their estimated residual values over their estimated useful life using, in all cases, the straight line method of depreciation. Depreciation rates (useful lives), residual values and methods are reviewed at each reporting date and necessary adjustments are recognised in the current, or current and future reporting periods, as appropriate.

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

<b>Class of Fixed Asset</b>	<b>Depreciation Rate</b>
Furniture and equipment	2% - 40%
Motor vehicles	18.75%
Buildings and improvement	1.5% - 11.25%

**Derecognition**

An item of land, buildings, plant and equipment is derecognised upon disposal or when no future economic benefits are expected from its use or disposal. Any gain or loss arising on the disposal or retirement of an item of property, plant and equipment is determined as the difference between the sales proceeds and the carrying amount of the asset and is recognised in the profit and loss.

**1.15 Impairment for Non-Financial Assets**

All assets are assessed for impairment at the end of each reporting period to the extent that there is an impairment trigger. Where indications of impairment exist, the asset's recoverable amount is estimated and an impairment adjustment made if the asset's recoverable amount is less than its carrying amount.

The recoverable amount of an asset is the higher of its fair value less costs to sell and its value in use. Value in use is the present value of the future cash flows expected to be derived from the asset. Where the future economic benefit of an asset is not primarily dependent on the asset's ability to generate future cash flows, and the asset would be replaced if the Branch was deprived of the asset, its value in use is taken to be its depreciated replacement cost.

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**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022**

**Note 1: Summary of Significant Accounting Policies (Continued)**

**1.8 Taxation**

The Branch is exempt from income tax under section 50.1 of the Income Tax Assessment Act 1997 however still has obligation for Fringe Benefits Tax (FBT) and the Goods and Services Tax (GST).

Revenues, expenses and assets are recognised net of GST except where the amount of GST incurred is not recoverable from the Australian Taxation Office; and for receivables and payables.

The net amount of GST recoverable from, or payable to, the taxation authority is included as part of receivables or payables.

Cash flows are included in the cash flow statement on a gross basis. The GST component of cash flows arising from investing and financing activities which is recoverable from, or payable to, the Australian Taxation Office is classified within operating cash flows.

**1.9 Going Concern**

The Branch is not reliant on financial support of another reporting unit to continue on a going concern basis. However the Branch is reliant on the financial support of the Civil Service Association of Western Australia Incorporated (see Note 9).

The Branch provides no financial support to ensure another reporting unit can continue on a going concern basis.



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**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022**

**Note 2: Income**

No income was received during the reporting period for capitation fees, levies, grants or donations or support from another reporting unit of the organisation.

	<b>2022</b>	<b>2021</b>
	<b>\$</b>	<b>\$</b>
<b>Note 2A: Capitation Fees</b>	-	-
<b>Note 2B: Levies</b>	-	-
<b>Note 2C: Grants or Donations</b>	-	-
<b>Note 2D: Revenue from recovery of wages activity</b>	-	-

**Note 3: Expenses**

During the reporting period no expenses were incurred as consideration for employers making payroll deductions of membership subscriptions, compulsory levies imposed, legal costs or penalties imposed on the Branch under the RO Act with respect to its conduct.

**Note 3A: Employee Expenses**

Holders of office:

– Wages and salaries	391,261	353,188
– Superannuation	44,661	39,875
– Leave and other entitlements	26,434	14,958
Subtotal employee expenses holders of office	462,265	408,021

Employees other than office holders:

– Wages and salaries	5,388,904	5,573,651
– Superannuation	711,687	683,605
– Leave and other entitlements	11,370	48,333
– Other employee expenses	-	-
Subtotal employee expenses other than office holders	6,111,961	6,305,589

Total employee expenses *(Reported in the financial statements of the Civil Service Association of WA Inc)*

	6,574,226	6,713,610
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**Note 3B: Capitation Fees and Other Expense to Another Reporting Unit**

Capitation fees

National Office Membership (CPSU)	(200,814)	(209,413)
Subtotal capitation fees	(200,814)	(209,413)

Other expense to another reporting unit

	-	-
Total capitation fees and other expense to another reporting unit	(200,814)	(209,413)

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	<b>2022</b>	<b>2021</b>
	<b>\$</b>	<b>\$</b>
<b>Note 3C: Affiliation Fees</b>		
Australian Council of Trade Union Affiliation fees	(75,652)	(78,062)
Total Affiliation fees	<u>(75,652)</u>	<u>(78,062)</u>

**Note 3D: Administration Expenses**

Community and Public Sector Union SPSF Group WA Branch expenses are recorded in compliance with the deed (Refer Note 1.2). Administration expense for the year ended 30 June 2022 was Nil (Nil – 2021).

**Note 3E: Grants or Donations**

Grants

Total paid that were \$1,000 or less	-	-
Total paid that exceeded \$1,000	-	-

Donations

Total paid that were \$1,000 or less	(667)	(100)
Total paid that exceeded \$1,000	-	-

Total grants or donations	<u>(667)</u>	<u>(100)</u>
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**Note 3F: Legal Costs**

Litigation	-	-
Other legal matters	-	-
Total legal costs	<u>-</u>	<u>-</u>

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**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022**

<b>Note 3G: Other Expenses</b>	<b>2022</b>	<b>2021</b>
	<b>\$</b>	<b>\$</b>
Advertising	(426)	(411)
Cleaning	(12,391)	(13,609)
Council Expenses	(1,815)	(1,815)
Courier Services	(1)	(6)
Covid 19 Expenses	(149)	(932)
Fuel Light and Power	(14,985)	(15,445)
General Expense	(1,393)	(2,747)
Industrial Campaigns	(30,544)	(85,118)
Insurance	(7,591)	(7,365)
Media Monitoring	(194)	(87)
Photocopy Cost	(2,023)	(4,071)
Postage	(703)	(1,109)
Promotions	(186)	-
Rates & Taxes	(12,031)	(10,772)
Security	(496)	(180)
Special Projects	(154)	(1,695)
Stationery	(610)	(1,224)
Storage Facility	(1,084)	(1,151)
Subscriptions	(718)	(1,224)
Telephone	(4,253)	(4,856)
Travelling Expenses	(41)	(77)
Web Development Costs	(867)	(855)
Penalties - via RO Act or RO Regulations	-	-
<b>Total Other Expenses</b>	<b>(92,657)</b>	<b>(154,749)</b>

**Note 4: Current Assets**

The Branch has no fund or account operated in respect of compulsory levies or voluntary contributions, and therefore has no such monies invested in any assets. The Branch has no fund or account the operation of which is required by its rules or by the rules of the organisation, and therefore no transfers and/or withdrawal(s) from such an account.

**Note 5: Current Liabilities**

The Branch has no payables or other financial liability to any other reporting unit of the organisation.

The Branch has no payables to employers as consideration for the employer making payroll deductions for membership subscriptions, or in respect of legal costs and other expenses related to litigation or other legal matters.

**COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP WESTERN AUSTRALIAN  
BRANCH**

**ABN 16 836 420 693**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022**

	<b>2022</b>	<b>2021</b>
	<b>\$</b>	<b>\$</b>
<b>Note 6: Provisions</b>		
<b>Note 6A: Employee Provisions</b>		
Office holders:		
– Provision for annual leave	54,654	53,828
– Provision for long service leave	129,556	101,191
Subtotal employee provisions – office holders	184,210	155,019
Employees other than office holders:		
– Annual leave	566,928	565,235
– Long service leave	857,835	678,761
Subtotal employee provisions – employees other than office holders	1,608,973	1,399,015
Total employee provisions <i>(Reported in the financial statements of the Civil Service Association of WA Inc)</i>	1,704,254	1,554,236
Current	1,608,973	1,399,015
Non-current	95,281	155,221
Total employee provisions <i>(Reported in the financial statements of the Civil Service Association of WA Inc)</i>	1,704,254	1,554,236

**Note 8: Cash Flow**

As a result of the Community and Public Sector Union SPSF Group Western Australian Branch's relationship with the CSA, the Community and Public Sector Union SPSF Group Western Australian Branch's funds are not a discrete deposit of monies, separate to that of the CSA.

The funds are identified as a notional sum in the CSA accounts and in accordance with the deed. The CSA undertakes all necessary financial transactions for and on behalf of the Community and Public Sector Union SPSF Group Western Australian Branch, which does not hold a bank account in its own name or have any cash assets and all financial obligations incurred by the Community and Public Sector Union SPSF Group Western Australian Branch are met out of a bank account held in the name of the CSA.

**Note 9: Related Party Disclosures**

Since the inception of the Civil Service Association of WA Incorporated, it has provided financial and other resource support to the CPSU WA Branch. The CSA has in correspondence dated 31<sup>st</sup> August 2022 formalised the nature of that support and resolved to continue to fund the operations of the Branch by way of making necessary payments on behalf of CPSUWA from time to time and/or the provision of staff and other resources as required.

The CSA has undertaken to consult with the Branch should it become necessary to alter or cease this support and in any event will give at least three months' notice of any such alteration or cessation.

**COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP WESTERN AUSTRALIAN  
BRANCH**

**ABN 16 836 420 693**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022**

	<b>2022</b>	<b>2021</b>
	<b>\$</b>	<b>\$</b>
<b>Note 9A: Related Party Transactions for the Reporting Period</b>		
The following table provides the total amount of transactions that have been entered into with related parties for the relevant year.		
Revenue received from the following:		
– Civil Service Association of Western Australia incorporated	-	-
	-	-
	-	-
<b>Terms and conditions of transactions with related parties</b>		
The terms of the revenue received from the related party are as per Note 9 above. There have been no guarantees required or provided by the Branch for any of the revenue received from the related party. For the year ended 30 June 2022 there are no amounts owed to the Branch by a related party, declared person or body (2021: \$Nil)		
<b>Note 9B: Key Management Personnel Remuneration for the Reporting Period</b>		
Pursuant to a certificate issued under s71 of the <i>WA Industrial Relations Act 1979</i> , the two full time elected officials of the Community and Public Section Union SPSF Group WA Branch [Key Management Personnel] are also the two full time elected officials of the CSA. The relevant titles are Branch Secretary and Branch Assistant Secretary for the Community and Public Sector Union SPSF Group Western Australian Branch and General Secretary and Assistant General Secretary for the CSA.		
Short-term employee benefits:		
– Salary (including annual leave taken)	373,071	353,188
– Annual leave accrued	9,318	(269)
– Remuneration for attending meeting & conferences & travel allowance	-	-
– Committee honorariums	-	-
– Meeting expenses	-	-
Total short-term employee benefits	382,389	352,919
	382,389	352,919
Post-employment benefits:		
– Superannuation	40,845	39,875
Total post-employment benefits	40,845	39,875
	40,845	39,875
Other long-term benefits:		
– Long service leave	13,101	15,228
Total long-term benefits	13,101	15,228
	13,101	15,228

**COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP WESTERN AUSTRALIAN  
BRANCH**

**ABN 16 836 420 693**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022**

**Note 9C: Remuneration Paid to the Employees (Other than Office Holders)**

The Community and Public Sector Union SPSF Group Western Australian Branch has 70 employees. It effectively operates as a dual employer of the employees with the CSA. All employee expenses are paid through the CSA.

The following employee expenses were paid through CSA and recoded as a liability for CSA:

	<b>2022</b>	<b>2021</b>
	<b>\$</b>	<b>\$</b>
Short-term employee benefits:		
– Salary (including annual leave taken)	5,391,393	5,573,651
– Annual leave accrued	(8,430)	(3,582)
– Separation & Redundancies	-	-
Total short-term employee benefits	<u>5,382,963</u>	<u>5,570,069</u>
Post-employment benefits:		
– Superannuation	711,687	683,605
Total post-employment benefits	<u>711,687</u>	<u>683,605</u>
Other long-term benefits:		
– Long service leave	19,799	51,915
Total long-term benefits	<u>19,799</u>	<u>51,915</u>

**Note 10: Remuneration of Auditors**

Value of the services provided		
– Financial statement audit services	3,000	3,000
– Other services & membership audit	-	-
Total remuneration of auditors	<u>3,000</u>	<u>3,000</u>

**Note 11: Events after the reporting period**

No matters or circumstances have arisen since 30 June 2022 that has significantly affected, or may significantly affect the Branch's operations, the results of those operations, or the Branch's state of affairs in future financial years.

**COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP WESTERN AUSTRALIAN  
BRANCH**

**ABN 16 836 420 693**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022**

**Note 12: Administration of financial affairs by a third party**

Name of entity providing service:	Not Applicable
Terms and conditions:	Not Applicable
Nature of expenses/consultancy service:	Not Applicable

**Note 13: Section 272 Fair Work (Registered Organisations) Act 2009**

In accordance with the requirements of the *Fair Work (Registered Organisations) Act 2009*, the attention of members is drawn to the provisions of subsections (1) to (3) of section 272, which reads as follows:

Information to be provided to members or the Commissioner:

- (1) A member of a reporting unit, or the Commissioner, 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).

**COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP WESTERN AUSTRALIAN  
BRANCH**

**ABN 16 836 420 693**

**OFFICER DECLARATION STATEMENT**

I, Rikki Hendon, being the Branch Secretary of the Community and Public Sector Union SPSF Group WA Branch, declare that the following activities did not occur during the reporting period ending 30 June 2022.

The Branch did not:

- Agree to receive financial support from another reporting unit as a going concern (refers to agreement regarding financial support not dollar amount)
- Agree to provide financial support to another reporting unit to ensure they continue as a going concern (refers to agreement regarding financial support not dollar amount)
- Acquire an asset or liability due to amalgamation under Part 2 of Chapter 3 of the RO Act, a restructure of the branches of an organization, a determination or revocation by the General Manager, Fair Work Commission
- Receive capitation fees or any other revenue amount from another reporting unit
- Receive revenue via compulsory levies
- Receive donations or grants
- Receive revenue from undertaking recovery of wages activity
- Incur fees as consideration for employers making payroll deductions of membership subscriptions
- Pay any other expense to another reporting unit
- Pay compulsory levies
- Pay a grant that was \$1,000 or less
- Pay a grant that exceeded \$1,000
- Pay a donation that exceeded \$1,000
- Pay to a person fees or allowances to attend conferences or meetings as a representative of the reporting unit
- Incur expenses due to holding a meeting as required under the rules of the organization
- Pay legal costs relating to litigation
- Pay legal costs relating to other legal matters
- Pay a penalty imposed under the RO Act or the *Fair Work Act 2009*
- Have a receivable with other reporting unit(s)
- Have a payable with other reporting unit(s)
- Have a payable to an employer for that employer making payroll deductions of membership subscriptions
- Have a payable in respect of legal costs relating to litigation
- Have a payable in respect of legal costs relating to other legal matters
- Have a fund or account for compulsory levies, voluntary contributions or required by the rules of the organization or branch
- Transfer to or withdraw from a fund (other than the general fund), account, asset or controlled entity
- Have a balance within the general fund
- Provide cash flows to another reporting unit and/or controlled entity
- Receive cash flows from another reporting unit and/or controlled entity
- Have another entity administer the financial affairs of the reporting unit
- Make a payment to a former related party of the reporting unit



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**Rikki Hendon**  
Branch Secretary

Dated: 8<sup>th</sup> September 2022



## AUDITOR'S INDEPENDENCE DECLARATION TO THE MEMBERS OF COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP WA BRANCH

I declare that, to the best of my knowledge and belief, during the year ended 30 June 2022 there have been:

- i. No contraventions of the auditor independence requirements as set out in the Fair Work (Registered Organisation) Act 2009 ("the RO Act"), in relation to the audit, and
- ii. No contraventions of any applicable code of professional conduct in relation to the audit.

*SW Audit*

**SW Audit** (formerly ShineWing Australia)  
Chartered Accountants



Richard Gregson  
Partner

Perth, 8th September 2022



## INDEPENDENT AUDITOR'S REPORT

### TO THE MEMBERS OF COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP WA BRANCH

#### Opinion

We have audited the financial report of the Community and Public Sector Union SPSF Group WA Branch ("the Branch") which comprises the statement of financial position as at 30 June 2022, the statement of comprehensive income, the statement of changes in equity, and the statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the declaration by the Committee of Management.

In our opinion, the accompanying financial report of the Community and Public Sector Union SPSF Group WA Branch is in accordance with the reporting guidelines in Part 3 of Chapter 8 of the Fair Work (Registered Organisation) Act 2009 ("the RO Act") including:

- a. giving a true and fair view of the Branch's financial position as at 30 June 2022, and of its financial performance for the year then ended, and
- b. complying with Australian Accounting Standards to the extent described in Note 1.

#### Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Branch in accordance with the auditor independence requirements and the ethical requirements of the Accounting Professional & Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants (including Independence Standards)* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

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

#### Responsibilities of Management and Those Charged with Governance for the Financial Report

Management is responsible for the preparation of the financial report that gives a true and fair view and has determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the Australian Accounting Standards and the Fair Work (Registered Organisation) Act 2009 and is appropriate to meet the needs of the members. Management's responsibility also includes such internal control as the management determines is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the management is responsible for assessing the Branch's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the management either intends to liquidate the Branch or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Branch's financial reporting process.

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## Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 Branch's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of the management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Branch's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Branch to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



**SW Audit** (formerly ShineWing Australia)

Chartered Accountants



Richard Gregson

Partner

Perth, 8th September 2022