



FAIR WORK
AUSTRALIA

26 October 2012

Mr Jim Metcher
Secretary, NSW Postal and Telecommunications Branch
CEPU
PO Box 250
PARRAMATTA NSW 2124

Dear Mr Metcher

Re: Lodgement of Financial Statements and Accounts – NSW Postal and Telecommunications Branch – for year ending 31 March 2012 (FR2012/213)

Thank you for your letter dated 16 October 2012 which was received by Fair Work Australia the same day. Your letter mentioned two matters which I raised in my letter dated 8 October, namely, the statement of donations and the requirements for concise reporting, and I welcome the opportunity to clarify the legislative requirements.

(1) Donations statement

I note the copy of your letter dated 10 July 2012 which was attached. Unfortunately, there was no copy of this in Fair Work Australia's records, or any record of its lodgment which is why I mentioned the issue of s237 statements in my correspondence.

I have considered the statement you attached, noting the typographical error in the reference to "22 November 2012". I have also looked closely at the provisions of section 237. The relevant extract concerning donations provides as follows:

237 Organisations to notify particulars of loans, grants and donations

(1) An organisation must, within 90 days after the end of each financial year (or such longer period as the General Manager allows), lodge with FWA a statement showing the relevant particulars in relation to each loan, grant or donation of an amount exceeding \$1,000 made by the organisation during the financial year.

Note: This subsection is a civil penalty provision (see section 305).

.....

(6) The relevant particulars, in relation to a grant or donation made by an organisation, are:

(a) the amount of the grant or donation; and

(b) the purpose for which the grant or donation was made; and

(c) except where the grant or donation was made to relieve a member of the organisation, or a dependant of a member of the organisation, from severe financial hardship—the name and address of the person to whom the grant or donation was made.

Considered strictly, the statement you have provided is compliant in respect of providing (a) the *amount* of the donation; (b) the *purpose* for which the donation was made; and (c) the *name* of the "person" (i.e. the recipient), but was partly non-compliant in not providing the *address* of the

recipient. In addition, the Branch was not compliant insofar as it did not lodge the statement within 90 days of the end of the financial year, i.e. by 30 June 2012.

I have considered previous reporting lodgments by the Branch. The only statement lodged under section 237 which I was able to identify readily for comparison was one lodged last year in respect of that financial year (FR2011/2515), and I attach a copy of it for your ready reference. It too omitted providing the address of the recipients although this was not pointed out in FWA's letter of acknowledgment and it was similarly lodged outside the prescribed 90 days.

The question of the prescribed time is expressed as "*within 90 days.... (or such longer period as the General Manager allows)*". This phrasing has the effect of granting a discretionary power to the General Manager, to consider and grant an extension of time. However, this kind of power is normally exercised in a discrete determination upon application. Accordingly, in order to avoid unreasonable presumptions of the General Manager's discretion, reporting units should in future make every effort to lodge s237 statements by the 90 day period, or lodge an application for an extension of time if circumstances lead to them lodging statements after that period.

Action - Corrected s237 Statement to be lodged

As statements under section 237 are statutory documents, to be kept on an official, if restricted, FWA file, then given the omission of the address of the donation recipient, and the typographical error, I would ask that you lodge a corrected statement which includes the address and refers to the correct date of "22 November 2011". For your convenient use, I enclose a blank proforma, similar to the one used for the preceding year.

(2) Resolution for Concise Report

You have raised several points in relation to this. Firstly, I accept that you have not previously been requested by FWA or its predecessor to reference a resolution approving the concise report in either the Committee of Management Statement or a covering letter. I also note that the Branch always provides a concise report.

Where a reporting unit has a long standing practice of providing a concise report, (or a summary under earlier legislation), the approval by the Committee to provide one might easily be taken for granted. Indeed the Act itself does not say in so many words that a declaration as to a resolution must be included anywhere in the reports.

However, a careful consideration of the Act supports an inference that a reference to a resolution to provide a concise report ought to be included. Sub-section 265(2) provides, as follows:

(2) A concise report may only be provided if, under the rules of the reporting unit, the committee of management of the reporting unit resolves that a concise report is to be provided.

In order for FWA to be able to be satisfied that the provision of a concise report has been authorized by a resolution of the Committee, it must be referenced somewhere in the documents lodged, otherwise a question naturally and properly arises. It is not therefore strictly correct for me to simply assume this is the case or not to have brought this to the Branch's attention in the past.

By way of comparison, I note that in 2003 (FR2003/33) and 2004 (FR2004/217) the summaries provided by the Branch for those years included a statement that "*the following summary is provided for members in accordance with section 279(2)*" (i.e. of the former pre-RAO Workplace Relations Act).

Now, section 279(2) contained a similar provision to section 265(2) of the current Act. Thus, the statement that the summary was “provided in accordance with section 279(2)” could be read, and would generally have been taken to read in the past, as equivalent to saying that, amongst other things, the committee of management had resolved under its rules to provide a summary.

In your letter you confirmed that “*On 23 May 2012, our Branch Committee of Management passed the following resolution:Circulation of Concise Report etc*”. This confirmation enables FWA to be satisfied that the Branch has complied with section 265(2). If this kind of confirmation is included somewhere in the financial documents lodged in future, no question will arise at the time of lodgment.

Where to reference the resolution

Since the inclusion of confirmation of the resolution is only implied, there is no prescribed place for the confirmation to be included. In my letter of 8 October I suggested the Committee of Management Statement or the covering letter, but I did not intend to be prescriptive. It will depend on when the resolution to provide a concise report is made. Some reporting units prepare their Committee of Management Statement with the additional statement included because they intend to pass the resolution about the concise report at the first meeting along with the resolution in respect of the general purpose financial report and the various other declarations. Others include a brief confirming statement in the covering letter. It would be acceptable to include a reference in the concise report itself. If the resolution to provide a concise report is recorded in the minutes of a separate meeting, an extract of the minutes from that meeting would serve the purpose. As far as I am aware, FWA leaves the form in which the reporting unit provides confirmation that a resolution to provide a concise report was passed, to the reporting unit.

Conclusion

I wish to emphasize the future focus of this letter. I acknowledge that reporting units often depend on advice by FWA to assist them to fully comply with the statutory requirements and such advice will sometimes change to reflect different policy priorities. FWA is, for example, currently undertaking a review of the Reporting Guidelines first published in 2003-2004 with the intention of addressing any anomalies or ambiguities or to bring them into line with latest practice. It is incumbent on FWA officers, however, to provide reporting units with information and explanation for any apparent changes in practice or procedure.

I have consulted internally with colleagues with responsibility for different registered organizations. In support of, and reflecting, recent amendments to the Act which include requirements for training for officers with financial duties in the future, all reporting units will have their attention drawn to relevant provisions or requirements to ensure the transparency and full compliance of documentation lodged.

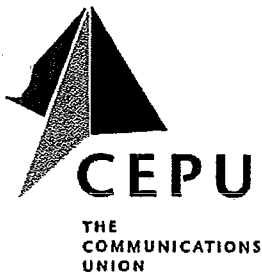
I hope this clarifies what FWA requires in respect of these two particular matters. In neither case should the requirement represent an onerous modification to the preparation of the financial documents. I invite you to feel welcome to contact me at any time on (02) 6723 7237 if you have any further queries or concerns about financial reporting compliance.

Yours sincerely,



Stephen Kellett

Regulatory Compliance Branch



COMMUNICATIONS ELECTRICAL PLUMBING UNION NSW POSTAL & TELECOMMUNICATIONS BRANCH

ABN 81 643 762 631

Level 3, 81 George Street Parramatta NSW 2150 | PO Box 250 Parramatta NSW 2124
Phone: (02) 9893 7822 | Fax: (02) 9893 7396 | Email: admina@cepu.org | Web: www.cepu.org

Our Ref: 62/2

16 October 2012

Mr Stephen Kellett
Senior Advisor
Regulatory Compliance Branch
Fair Work Australia
Level 8, Terrace Towers
80 William Street
East Sydney NSW 2011

By facsimile: 9380 6990

Dear Mr Kellett,

**Re: CEPU NSW Postal and Telecommunications Branch
Financial Reports for year ending 31 March 2012**

I refer to your correspondence of 8 October 2012.

In your correspondence you have drawn our attention to matters that require to being satisfied in terms of reporting "Donations and Grants" under section 237 along with whether the Branch Committee of Management provided an authority for determining circulation of a concise report to members in accordance with section 265(2) of the Act.

Donations and Grants under section 237 of the Act

On 10 July 2012, I forwarded the attached correspondence to the General Manager of Fair Work Australia.

This correspondence provides for the prescribed particulars of the donation that exceeded \$1,000 for the 2011/12 reporting period in accordance with section 237 of the Act.

Please note that I have noticed that there is a typographical error in this correspondence where within the only dot point, the date of "22 November 2012" should read "22 November "2011".

Could you please confirm or otherwise whether this particular matter of concern as expressed by you in your correspondence remains or is now satisfied.



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Circulation of a concise report to members under section 265(2) of the Act

On 23 May 2012 our Branch Committee of Management passed the following resolution:

CIRCULATION OF CONCISE REPORT AND AVAILABILITY OF GPFR FOR YEAR ENDING 31 MARCH 2012

"BCOM RESOLVES FOR THE BRANCH SECRETARY TO CIRCULATE THE CONCISE REPORT FOR THE YEAR ENDING 31 MARCH 2012, FOR THE INFORMATION OF MEMBERS AND MAKE AVAILABLE THE GENERAL PURPOSE FINANCIAL REPORT ON THE BRANCH WEBSITE AND A COPY OF THE SAME TO ANY MEMBER WHO MAKES A FORMAL REQUEST IN WRITING."

It is our understanding that the BCOM may consider circulation of a concise report to members under a separate determination by the BCOM and only if the rules of the union provide for such an authority.

During my time as the authorised officer managing the Branch financial reporting requirements, I have never been required by FWA or by its predecessor regulator or have been required by Branch Auditors of the requirement to have the BCOM resolution approving the concise report being referenced in the BCOM Statement of the GPFR or having it referenced in a covering letter when lodging the relevant GPFR and concise report with FWA.

The only requirement I am aware of, is where there must be a reference in the concise report for members being able to have access to a copy of the GPFR free of charge, upon a request in writing by the member.

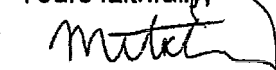
This reference is highlighted in the opening paragraphs of page one of the concise report.

We are unsure how a reference in the BCOM Statement of a GPFR can be made of a concise report being provided to members, if the BCOM has not considered or determined for this to occur until after it receives the GPFR and passes the BCOM statement contained in the GPFR.

Nevertheless, if you disagree, we shall ensure this matter is managed in the manner as required by you in future reports. If this is the case then could you please provide in writing the precise measure to be undertaken for future reporting requirements.

Should you require further information please contact Branch Secretary Jim Metcher on (02) 9893-7822.

Yours faithfully,



JIM METCHER
BRANCH SECRETARY

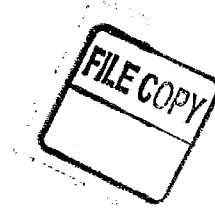
Attachment: Correspondence to General Manager FWA dated 10 July 2012



FAIR WORK
AUSTRALIA

8 October 2012

Mr Jim Metcher
Secretary, NSW Postal and Telecommunications Branch
CEPU
PO Box 250
PARRAMATTA NSW 2124



Dear Mr Metcher

**Re: Lodgement of Financial Statements and Accounts – NSW Postal and
Telecommunications Branch – for year ending 31 March 2012 (FR2012/213)**

I acknowledge receipt of the above financial return which was received by Fair Work Australia on 20 September 2012.

The documents have been filed. However I take this opportunity to draw your attention to the following.

The figure for "Donations and Grants" in the Statement of Comprehensive Income was \$7,000. If this figure included any single donation exceeding \$1,000, then a separate statement pursuant to section 237 of the Act, showing the prescribed particulars must be lodged as soon as possible if it has not already been lodged. I enclose a form that may be completed for the purpose.

A concise report was provided to the members on and from 19 July 2012. Sub-section 265(2) of the Act provides that "*a concise report may only be provided if, under the rules of the reporting unit, the committee of management of the reporting unit resolves that a concise report is to be provided.*"

There was no reference to any such resolution in the report. The logical time at which such a resolution would normally be passed would be at the first Committee of Management meeting, and an appropriate place to include a declaration that such a resolution was passed would be on the Committee of Management Statement, or alternatively, in the covering letter accompanying the documents. I would ask that the Branch include this in future reports if it provides a concise report.

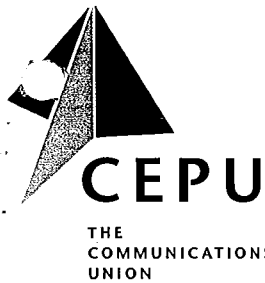
Yours sincerely,

Stephen Kellett

Senior Adviser, Regulatory Compliance Branch

Terrace Towers
80 William Street
East Sydney NSW 2011

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FR 2012/213

COMMUNICATIONS ELECTRICAL PLUMBING UNION NSW POSTAL & TELECOMMUNICATIONS BRANCH

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Our Ref: 62/2

19 September 2012

General Manager
Fair Work Australia
Level 8, Terrace Towers
80 William Street
East Sydney NSW 2011



**Re: CEPU NSW Postal and Telecommunications Branch
Financial Reports for year ending 31 March 2012**

Dear Sir/Madam,

I James Metcher being the Branch Secretary of the CEPU NSW Postal and Telecommunications Branch certify;

- that the documents lodged herewith are copies of the full branch financial report and concise report for the year ending 31 March 2012, referred to in s268 of the Fair Work (Registered Organisations) Act 2009; and
- that the concise report, was provided to members as of 19 July 2012.
- that the annual general meeting of the branch scheduled for 15 August 2012 failed under the rules of the organisation; and
- the full branch financial report and concise report was presented to a meeting (second meeting) of the CEPU NSW Postal and Telecommunications Branch Committee of Management held on 19 September 2012

Should you require further information please contact Branch Secretary Jim Metcher on (02) 9893-7822.

Yours faithfully,



JIM METCHER
BRANCH SECRETARY

Attachments:

Branch Financial Report for the Year Ending 31 March 2012
Concise Branch Financial Report for the Year Ending 31 March 2012

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COMMUNICATIONS, ELECTRICAL, PLUMBING UNION OF AUSTRALIA

POSTAL AND TELECOMMUNICATIONS BRANCH NSW

FINANCIAL REPORT FOR THE YEAR ENDED 31 MARCH 2012

**COMMUNICATIONS, ELECTRICAL, PLUMBING UNION OF AUSTRALIA
POSTAL AND TELECOMMUNICATIONS BRANCH NSW**

OPERATING REPORT

Branch Committee of Management report in accordance with section 254 of the Fair Work (Registered Organisations) Act 2009 for the year ended 31 March 2012.

Principal Activities

The principal activity of the Communications, Electrical, Plumbing Union of Australia, Postal and Telecommunications Branch NSW was that of a registered Trade Union.

There have been no significant changes to the way the Union has carried out these activities during the last financial year.

Operating Result

The operating surplus for the Branch for the year ending 31 March 2012 is \$539,834 (2011: \$493,081)

Significant Changes

There have been no significant changes to the operating costs of the Branch in the last financial year.

Rights of Members

Members have the right to resign their membership of the union by giving written notice of resignation to the Branch Secretary. This written notification is accepted subject to the rules of CEPU and in accordance with section 174(1) of the Fair Work (Registered Organisations) Act 2009. In accordance with section 174(1) of the Fair Work (Registered Organisations) Act 2009 a member of an organisation may resign from membership by written notice addressed and delivered to a person designated for the purpose in the rules of the organisation or a branch of the organisation. There was no change to this rule during the year.

Superannuation Office Holders

The ACTU has appointed Jim Metcher (Elected officer) as the members' representative on the board of the Australia Post Superannuation Scheme.

Membership Numbers

- (1) Under section 230 of the Fair Work (Registered Organisations) Act 2009 the number of persons recorded in the register of members and who under section 244 of the Fair Work (Registered Organisations) Act 2009 are taken to be members of the Branch of the Union as at 31 March 2012 was 8,380.
- (2) The number of persons, both full-time and part time employees measured on a full-time equivalent basis, employed by the Branch as at 31 March 2012 was 13.5.
- (3) The names of persons who have at any time during the financial year ending 31 March 2012 been members of the CEPU P & T NSW Branch Committee of Management and periods they served on the branch committee are as follows:


<u>Position</u>	<u>Name</u>	<u>Period</u>
Branch President	Peter Chaloner	1/4/2011 – 31/7/2011
	Rod Baxter	1/8/2011 – 31/3/2012
Branch Vice Presidents	Rod Baxter	1/4/2011 – 31/7/2011
	Wayne Hewitt	1/4/2011 – 31/7/2011
	Maureen Morris	1/8/2011-31/3/2012
	Max Wiley	1/8/2011-31/3/2012

**COMMUNICATIONS, ELECTRICAL, PLUMBING UNION OF AUSTRALIA
POSTAL AND TELECOMMUNICATIONS BRANCH NSW**

OPERATING REPORT (cont'd)

<u>Position</u>	<u>Name</u>	<u>Period</u>
Branch Secretary	Jim Metcher	1/4/2011 – 31/3/2012
Branch Assistant Secretary	Shane Murphy	1/4/2011 – 31/3/2012
Branch Organisers	Peter Chaloner Gil Enzon Tan Kien Ly Aaron Stockdale Nathan Metcher	1/8/2011 – 31/3/2012 1/4/2011 – 31/3/2012 1/4/2011 – 31/3/2012 1/4/2011 – 31/3/2012 1/4/2011 – 31/7/2011
Lines & General	Zoran Ancevski	1/4/2011 – 31/7/2011
Sectional Representatives	Kingsley Searle Robert Citrioni Jason Sparks Max Catania Coralie Luskey Peter O'Connell Michael Stanbury	1/4/2011 – 31/7/2011 1/4/2011 – 31/7/2011 1/4/2011 – 31/7/2011 1/8/2011 – 31/3/2012 1/8/2011 – 31/3/2012 1/8/2011 – 31/3/2012 1/8/2011 – 31/3/2012
Postal	Ramon Gammad	1/4/2011 – 31/3/2012
Sectional Representatives	Geoffrey Johnson Maxwell Wiley Elizabeth Clarke Maureen Morris Aaron Robertson Dharpal Singh John Amatto Paula Houghton Brandon Lam Gregory Rayner	1/4/2011 – 31/3/2012 1/4/2011 – 31/7/2011 1/4/2011 – 31/7/2011 1/4/2011 – 31/7/2011 1/4/2011 – 31/3/2012 1/4/2011 – 31/7/2011 1/8/2011 – 31/3/2012 1/8/2011 – 31/3/2012 1/8/2011 – 31/3/2012 1/8/2011 – 31/3/2012

For and on behalf of the Committee of Management


.....
JIM METCHER
BRANCH SECRETARY

23 May 2012

**COMMUNICATIONS, ELECTRICAL, PLUMBING UNION OF AUSTRALIA
POSTAL AND TELECOMMUNICATIONS BRANCH NSW**

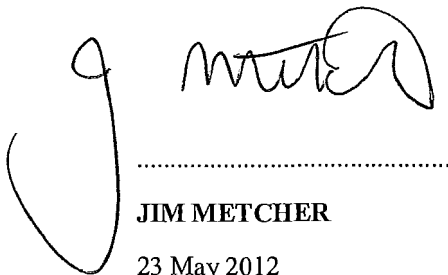
BRANCH COMMITTEE OF MANAGEMENT'S STATEMENT

On 23 May 2012 the Branch Committee of Management of the Communications, Electrical, Plumbing Union of Australia Postal and Telecommunications Branch NSW passed the following resolution in relation to the general purpose financial report (GPFR) of the Branch for the year ended 31 March 2012.

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

- (a) the financial report and notes comply with the Australian Accounting Standards- Reduced Disclosure Requirements;
- (b) the financial report and notes comply with the reporting guidelines of the General Manager of Fair Work Australia;
- (c) the financial report and notes give a true and fair view of the financial performance, financial position and cash flows of the branch for the financial year ended 31 March 2012;
- (d) There are reasonable grounds to believe that the Branch will be able to pay its debts as and when they become due and payable; and
- (e) during the financial year ended 31 March 2012 and since the end of the financial year:
 - (i) meetings of the Branch Committee of Management were held in accordance with the rules of the organisation and the rules of the Branch; and
 - (ii) the financial affairs of the Branch have been managed in accordance with the rules of the organisation and the rules of the Branch; and
 - (iii) the financial records of the branch have been kept and maintained in accordance with the Fair Work (Registered Organisations) Act 2009 and the Fair Work (Registered Organisations) Regulation 2009; and
 - (iv) the financial records of the Branch have been kept, as far as practicable, in a consistent manner to each of the other branches of the organisation; and
 - (v) no information has been sought in any request of a member of the branch or a Registrar under section 272 of the Fair Work (Registered Organisations) Act 2009; and
 - (vi) no order for inspection of the financial records was made by the Commission under section 273 of the Fair Work (Registered Organisations) Act 2009.
- (f) during the financial year ended 31 March 2012 the branch did not participate in any recovery of wages activity.

For the Branch Committee of Management:


.....
JIM METCHER
23 May 2012

**COMMUNICATIONS, ELECTRICAL, PLUMBING UNION OF AUSTRALIA
POSTAL AND TELECOMMUNICATIONS BRANCH NSW**

**STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 31 MARCH 2012**

	2012 \$	2011 \$
INCOME		
Membership Contributions	3,016,823	3,083,423
Interest	44,721	29,104
Rent	467,086	431,709
Dividends	143	116
Tenants Outgoings	17,427	21,226
Sundry Income	28,871	15,663
TOTAL INCOME	<u>3,575,071</u>	<u>3,581,241</u>
EXPENDITURE		
Depreciation		
Office Furniture & Equipment	27,624	31,307
Motor Vehicles	44,285	48,541
	<u>71,909</u>	<u>79,848</u>
Employee Benefits Expense		
Salaries – Officials	844,526	691,351
Salaries – Staff	211,996	226,837
Payroll Tax	63,794	60,696
Provident Fund and Superannuation	162,314	147,453
Provision for Long Service Leave	20,958	27,345
Provision for Annual Leave	49,318	13,530
Provision for Sick Leave	7,227	(4,092)
	<u>1,360,133</u>	<u>1,163,120</u>
Other Expenses		
Affiliation Fees	46,263	49,185
Bank Charges	34,490	32,123
Capitation Divisional Conference	678,816	693,454
CEPU Journey cover	59,813	61,453
Collection Costs - Membership Contributions	28,420	25,327
Computer Expenses	47,435	49,535
Delegates, Meetings and Organisers Expenses	54,864	65,810
Donations & Grants	7,000	99,640
Electricity, Gas and Heating	34,886	44,712
Emergency Ambulance Transport Benefit Fund	12,545	13,180
Equipment Rental	12,038	12,694
Fringe Benefits Tax	9,175	30,034
Campaign Expenses - Your Rights At Work & EBA's	72,973	105,828
Insurance	30,055	31,709
Land Tax	32,070	31,372
Legal and Professional Fees	38,851	64,195
Loss on disposal of assets	-	9,169
Management Fees Building	25,200	25,410
Carried Forward	<u>1,224,894</u>	<u>1,444,830</u>

**COMMUNICATIONS, ELECTRICAL, PLUMBING UNION OF AUSTRALIA
POSTAL AND TELECOMMUNICATIONS BRANCH NSW**

**STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 31 MARCH 2012 (cont'd)**

	2012	2011
	\$	\$
Other Expenses (cont'd)		
Brought Forward	1,224,894	1,444,830
Mortality Benefits Paid	3,500	1,000
Motor Vehicle Expenses	78,775	73,408
National Council Fund	4,490	(1,160)
Other Expenditure	12,004	26,889
Parking Space Levy	13,230	12,915
Postage, Printing and Stationery	66,539	66,654
Publications and Communication	21,026	30,487
Rates and Taxes	70,709	69,030
Repairs and Maintenance	64,653	71,888
Sub-Branch Expenses	-	102
Telecommunication costs	31,495	36,918
Training	3,098	515
Workers Compensation	8,782	11,716
	<u>1,603,195</u>	<u>1,845,192</u>
TOTAL EXPENDITURE	<u>3,035,237</u>	<u>3,088,160</u>
NET SURPLUS FOR THE YEAR	539,834	493,081
Other Comprehensive Income:		
Revaluation of Building	200,000	-
	<u>739,834</u>	<u>493,081</u>
TOTAL COMPREHENSIVE INCOME FOR THE YEAR	<u>739,834</u>	<u>493,081</u>

(The attached notes form part of these financial statements)

**COMMUNICATIONS, ELECTRICAL, PLUMBING UNION OF AUSTRALIA
POSTAL AND TELECOMMUNICATIONS BRANCH NSW**

STATEMENT OF FINANCIAL POSITION AS AT 31 MARCH 2012

	Note	2012 \$	2011 \$
CURRENT ASSETS			
Cash and Cash Equivalents	4	2,033,615	1,377,146
Receivables	5	67,985	38,262
Contributions in Transit		<u>33,933</u>	<u>3,565</u>
		<u>2,135,533</u>	<u>1,418,973</u>
NON CURRENT ASSETS			
Investments	6	1,591	1,591
Property, Plant and Equipment	7	<u>9,162,816</u>	<u>9,023,325</u>
		<u>9,164,407</u>	<u>9,024,916</u>
TOTAL ASSETS		<u>11,299,940</u>	<u>10,443,889</u>
CURRENT LIABILITIES			
Branch Education Training Fund		7,768	7,768
Emergency Ambulance Transport Benefit Fund		10,000	9,867
Provision for Long Service Leave		132,717	111,759
Provision for Annual Leave		134,758	87,542
Provision for Sick Leave		281,996	274,769
Sundry Creditors and Accruals		359,429	273,820
Sundry Creditor - Divisional Conference		<u>28,941</u>	<u>73,867</u>
TOTAL LIABILITIES		<u>955,609</u>	<u>839,392</u>
NET ASSETS		<u>10,344,331</u>	<u>9,604,497</u>
Accumulated Funds		10,144,331	9,604,497
Asset Revaluation Reserve		<u>200,000</u>	<u>-</u>
ACCUMULATED FUNDS AND RESERVES		<u>10,344,331</u>	<u>9,604,497</u>

(The attached notes form part of these financial statements)

**COMMUNICATIONS, ELECTRICAL, PLUMBING UNION OF AUSTRALIA
POSTAL AND TELECOMMUNICATIONS BRANCH NSW**

**STATEMENT OF CHANGES IN ACCUMULATED FUNDS AND RESERVES
FOR THE YEAR ENDED 31 MARCH 2012**

	Accumulated Funds	Building Revaluation Reserve	Total
	\$	\$	\$
Balance at 1 April 2010	9,111,416	-	9,111,416
Net Surplus	493,081	-	493,081
Other Comprehensive Income	-	-	-
Total Comprehensive Income for the Year	<u>493,081</u>	<u>-</u>	<u>493,081</u>
Balance at 31 March 2011	<u>9,604,497</u>	<u>-</u>	<u>9,604,497</u>
Net Surplus	539,834	-	539,834
Other Comprehensive Income	-	200,000	200,000
Total Comprehensive Income for the Year	<u>539,834</u>	<u>200,000</u>	<u>739,834</u>
Balance at 31 March 2012	<u>10,144,331</u>	<u>200,000</u>	<u>10,344,331</u>

(The attached notes form part of these financial statements)

**COMMUNICATIONS, ELECTRICAL, PLUMBING UNION OF AUSTRALIA
POSTAL AND TELECOMMUNICATIONS BRANCH NSW**

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2012

	Note	2012 \$	2011 \$
CASH FLOW FROM OPERATING ACTIVITIES			
Receipts from Members		2,986,455	3,079,858
Payments to Suppliers and Employees		(2,837,922)	(2,996,543)
Interest Received		44,721	29,104
Dividend Received		143	116
Rent Received		428,174	431,709
Other Receipts		<u>46,298</u>	<u>36,889</u>
NET CASH PROVIDED BY OPERATING ACTIVITIES	8(b)	<u>667,869</u>	<u>581,133</u>
CASH FLOW FROM INVESTING ACTIVITIES			
Proceeds from sale of Property, Plant and Equipment		-	40,844
Payment for Property, Plant and Equipment		<u>(11,400)</u>	<u>(143,167)</u>
NET CASH USED IN INVESTING ACTIVITIES		<u>(11,400)</u>	<u>(102,323)</u>
NET INCREASE IN CASH		656,469	478,810
Cash at 1 April 2011		<u>1,377,146</u>	<u>898,336</u>
CASH AT 31 MARCH 2012	8(a)	<u>2,033,615</u>	<u>1,377,146</u>

(The attached notes form part of these financial statements)

**COMMUNICATIONS, ELECTRICAL, PLUMBING UNION OF AUSTRALIA
POSTAL AND TELECOMMUNICATIONS BRANCH NSW**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2012**

1. SIGNIFICANT ACCOUNTING POLICIES

The financial report is for the entity Communications, Electrical, Plumbing Union of Australia Postal and Telecommunications Branch NSW, as an individual entity. The Communications, Electrical, Plumbing Union of Australia is an organisation registered under the Fair Work (Registered Organisations) Act 2009. The Postal and Telecommunications Branch NSW is a Branch of the registered organisation. In accordance with the Act the Union is a body corporate and has perpetual succession. By virtue of this method of incorporation, the Union and the Branch are not subject to the Corporations Act 2001.

(a) Basis of Preparation

The financial report is a general purpose financial report which has been prepared in accordance with Australian Accounting Standards – Reduced Disclosure Requirements, other authoritative pronouncements of the Australian Accounting Standards Board and the Fair Work (Registered Organisations) Act 2009.

The Branch Committee of Management has determined that Communications, Electrical, Plumbing Union of Australia Postal and Telecommunications Branch NSW is permitted to apply the Tier 2 reporting requirements (Australian Accounting Standards – Reduced Disclosure Requirements) as set out in AASB 1053 Application of Tiers of Australian Accounting Standards because it is a not-for-profit private sector entity that does not have public accountability. As such, the Branch Committee of Management has early adopted AASB 2010-2 Amendments to Australian Accounting Standards Arising from Reduced Disclosure Requirements from 1 July 2010. AASB 2010-2 only mandatorily applies to annual reporting periods commencing on or after 1 July 2013. The early adoption of AASB 2010-2 has had no impact on amounts recognised in the financial report and related notes because it merely requires less disclosures for these general purpose financial report, which has been prepared using Australian Accounting Standards - Reduced Disclosure Requirements, than if these financial statements were prepared using Australian Accounting Standards.

The financial report has been prepared on the basis of historical costs modified by the revaluation of selected financial assets and liabilities for which the fair value basis of accounting has been applied. Cost is based on the fair values of the consideration given in exchange for assets. The accounting policies have been consistently applied, unless otherwise stated.

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

(b) Revenue

Contributions and Entrance Fees are accounted for on a cash receipts basis. Otherwise, the concept of accruals accounting has been adopted in the preparation of the financial statements. Interest is accounted for on an accruals basis.

(c) Income Tax

No provision for Income Tax is necessary as the Union is exempt from Income Tax under Section 50 - 15 of the Income Tax Assessment Act 1997.

**COMMUNICATIONS, ELECTRICAL, PLUMBING UNION OF AUSTRALIA
POSTAL AND TELECOMMUNICATIONS BRANCH NSW**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2012 (cont'd)**

1. SIGNIFICANT ACCOUNTING POLICIES (cont'd)

(d) Property, Plant and Equipment

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

Depreciation

The depreciable amount of plant and equipment is depreciated on a diminishing value method over their useful lives to the union commencing from the time the asset is ready for use.

The depreciation rates used for each class of asset are:

Office Furniture and Equipment	10% - 33%
Motor Vehicles	22.5%

The assets' residual values and useful lives are reviewed and adjusted, if appropriate, at each balance date.

Gains and losses on disposals are calculated as the difference between the net disposal proceeds and the asset's carrying amount and are included in the statement of comprehensive income in the year that the item is derecognised.

Land and Buildings

Land and Buildings are carried at fair value.

(e) Impairment

The carrying amounts of property, plant and equipment are reviewed for impairment when events or changes in circumstances indicate that the carrying value may not be recoverable. An impairment loss is recognised in the statement of comprehensive income for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of the asset's fair value and value in use. For the purpose of assessing value in use, this represents depreciated current replacement cost, as the Union is a not-for-profit organisation.

(f) Employee Benefits

Provision is made for the Branch's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled plus related on costs.

Other employee benefits payable later than one year have been measured at the amounts expected to be paid when the liability is settled, plus related on-costs. In the case of Long Service Leave this results in an amount not materially different to that achieved by discounting future cash flows.

Contributions are made by the Branch to employee superannuation funds and are charged as expenses when incurred.

**COMMUNICATIONS, ELECTRICAL, PLUMBING UNION OF AUSTRALIA
POSTAL AND TELECOMMUNICATIONS BRANCH NSW**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2012 (cont'd)**

1. SIGNIFICANT ACCOUNTING POLICIES (cont'd)

(g) Investments

All investments and other financial assets are initially stated at cost, being the fair value of consideration given plus acquisition costs. Purchases and sales of investments are recognised on trade date, which is the date on which the entity commits to purchase, or sell the asset. Accounting policies for each category of investments and other financial assets subsequent to initial recognition are set out below.

Available-for-sale financial assets

Investments, which are classified as available for sale, are measured at cost. This results in an amount not materially different to measuring them at fair value.

(h) Goods and Services Tax

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 Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables on the statement of financial position are shown inclusive of GST.

(i) Accounting Standards Issued But Not Yet Effective

There have been no accounting standards issued which will impact the financial report in future periods and which are not yet effective.

2. ACCOUNTING ESTIMATES AND JUDGEMENTS

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

(a) Critical accounting estimates and assumptions

The Branch makes estimates and assumptions concerning the future. The resulting accounting estimates by definition seldom equal the related actual results. There are no estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities.

(b) Critical judgments in applying the Branch's accounting principles

There are no critical judgements that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities.

**COMMUNICATIONS, ELECTRICAL, PLUMBING UNION OF AUSTRALIA
POSTAL AND TELECOMMUNICATIONS BRANCH NSW**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2012 (cont'd)**

**3. INFORMATION TO BE PROVIDED TO MEMBERS OR THE GENERAL MANAGER OF
FAIR WORK AUSTRALIA**

In accordance with the requirements of the Fair Work (Registered Organisations) Regulation 2009 the attention of members is drawn to the provisions of Sub-Sections (1), (2) and (3) of Section 272 of the Fair Work (Registered Organisations) Act 2009 which read as follows:

- (1) A member of an organisation, or the General Manager of Fair Work Australia, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making the application.
- (2) The application must be in writing and must specify the period within which, and the manner in which, the information is to be made available. The period must not be less than 14 days after the application is given to the reporting unit.
- (3) A reporting unit must comply with an application made under subsection (1).

	2012	2011
	\$	\$
4. CASH AND CASH EQUIVALENTS		
Cash on Hand	800	800
Cash at Bank	296,164	284,286
Cash Management Account	<u>1,736,651</u>	<u>1,092,060</u>
	<u>2,033,615</u>	<u>1,377,146</u>
5. RECEIVABLES		
Bonds	6,795	6,795
Prepayments	22,278	31,467
Sundry Debtors	<u>38,912</u>	<u>-</u>
	<u>67,985</u>	<u>38,262</u>
6. INVESTMENTS		
Available-For-Sale Financial Assets		
Shares in listed companies – at cost	<u>1,591</u>	<u>1,591</u>

**COMMUNICATIONS, ELECTRICAL, PLUMBING UNION OF AUSTRALIA
POSTAL AND TELECOMMUNICATIONS BRANCH NSW**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2012 (cont'd)**

	2012	2011
	\$	\$
7. PROPERTY, PLANT AND EQUIPMENT		
Land and Buildings		
81 George Street, Parramatta		
At fair value	<u>8,825,000</u>	<u>8,625,000</u>
Office Furniture and Equipment		
At Cost	594,483	583,084
Less Accumulated Depreciation	<u>(409,469)</u>	<u>(381,846)</u>
	<u>185,014</u>	<u>201,238</u>
Motor Vehicles		
At Cost	302,255	302,255
Less Accumulated Depreciation	<u>(149,453)</u>	<u>(105,168)</u>
	<u>152,802</u>	<u>197,087</u>
TOTAL PROPERTY, PLANT AND EQUIPMENT	<u>9,162,816</u>	<u>9,023,325</u>

MOVEMENTS IN CARRYING AMOUNTS

	Land and Buildings	Office Furniture and Equipment	Motor Vehicles	Total
Balance at 1 April 2011	8,625,000	201,238	197,087	9,023,325
Additions	-	11,400	-	11,400
Disposals	-	-	-	-
Depreciation	-	(27,624)	(44,285)	(71,909)
Revaluation*	200,000	-	-	200,000
	<u>8,825,000</u>	<u>185,014</u>	<u>152,802</u>	<u>9,162,816</u>
Balance at 31 March 2012	<u>8,825,000</u>	<u>185,014</u>	<u>152,802</u>	<u>9,162,816</u>

* The branch committee of management have determined that the fair value of the land and building be increased to \$8,825,000 at 31 March 2012 to reflect current market information on the land and building.

**COMMUNICATIONS, ELECTRICAL, PLUMBING UNION OF AUSTRALIA
POSTAL AND TELECOMMUNICATIONS BRANCH NSW**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2012 (cont'd)**

	2012 \$	2011 \$
8. CASH FLOW INFORMATION		
(a) For the purpose of the statement of cash flows, cash includes cash on hand and in at call deposits with banks and financial institutions.		
Cash at the end of the year is shown in the statement of financial position as:		
Cash on Hand	800	800
Cash at Bank	296,164	284,286
Cash Management Account	<u>1,736,651</u>	<u>1,092,060</u>
	<u>2,033,615</u>	<u>1,377,146</u>
(b) Reconciliation of cash flow from Operations with Net Surplus		
Net Surplus	539,834	493,081
Non-Cash Flows in Operating Result		
Loss on disposal of assets	-	9,169
Depreciation	71,909	79,848
Changes in Assets and Liabilities		
(Increase) in Deductions in Transit	(30,368)	(3,565)
(Increase)/Decrease in Bonds, Prepayments & Sundry Debtors	(29,723)	261
Increase in Branch Education Training Fund & Emergency Ambulance Transport Benefit Fund	133	-
Increase/(Decrease) in Sundry Creditors	40,683	(34,444)
Increase in Provisions	<u>75,401</u>	<u>36,783</u>
CASH FLOWS FROM OPERATIONS	<u>667,869</u>	<u>581,133</u>

**COMMUNICATIONS, ELECTRICAL, PLUMBING UNION OF AUSTRALIA
POSTAL AND TELECOMMUNICATIONS BRANCH NSW**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2012 (cont'd)**

	2012	2011
	\$	\$
9. LEGAL AND PROFESSIONAL FEES		
Auditors' Remuneration:		
Audit Fees	29,918	32,000
Accounting Services	2,530	1,577
	<hr/>	<hr/>
	32,448	33,577
Legal Costs	6,403	30,618
	<hr/>	<hr/>
	38,851	64,195

10. RELATED PARTIES

The following persons were members of the Branch Committee of Management during the financial period.

<u>Position</u>	<u>Name</u>	<u>Period</u>
Branch President	Peter Chaloner	1/4/2011 – 31/7/2011
	Rod Baxter	1/8/2011 – 31/3/2012
Branch Vice Presidents	Rod Baxter	1/4/2011 – 31/7/2011
	Wayne Hewitt	1/4/2011 – 31/7/2011
	Maureen Morris	1/8/2011-31/3/2012
	Max Wiley	1/8/2011-31/3/2012
Branch Secretary	Jim Metcher	1/4/2011 – 31/3/2012
Branch Assistant Secretary	Shane Murphy	1/4/2011 – 31/3/2012
Branch Organisers	Peter Chaloner	1/8/2011 – 31/3/2012
	Gil Enzon	1/4/2011 – 31/3/2012
	Tan Kien Ly	1/4/2011 – 31/3/2012
	Aaron Stockdale	1/4/2011 – 31/3/2012
	Nathan Metcher	1/4/2011 – 31/7/2011
Lines & General	Zoran Ancevski	1/4/2011 – 31/7/2011
Sectional Representatives	Kingsley Searle	1/4/2011 – 31/7/2011
	Robert Citrioni	1/4/2011 – 31/7/2011
	Jason Sparks	1/4/2011 – 31/7/2011
	Max Catania	1/8/2011 – 31/3/2012
	Coralie Luskey	1/8/2011 – 31/3/2012
	Peter O'Connell	1/8/2011 – 31/3/2012
	Michael Stanbury	1/8/2011 – 31/3/2012
Postal	Ramon Gammad	1/4/2011 – 31/3/2012
Sectional Representatives	Geoffrey Johnson	1/4/2011 – 31/3/2012
	Maxwell Wiley	1/4/2011 – 31/7/2011

**COMMUNICATIONS, ELECTRICAL, PLUMBING UNION OF AUSTRALIA
POSTAL AND TELECOMMUNICATIONS BRANCH NSW**

Elizabeth Clarke	1/4/2011 – 31/7/2011
Maureen Morris	1/4/2011 – 31/7/2011
Aaron Robertson	1/4/2011 – 31/3/2012
Dharpal Singh	1/4/2011 – 31/7/2011
John Amatto	1/8/2011 – 31/3/2012
Paula Houghton	1/8/2011 – 31/3/2012
Brandon Lam	1/8/2011 – 31/3/2012
Gregory Rayner	1/8/2011 – 31/3/2012

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2012 (cont'd)**

10. RELATED PARTIES (cont'd)

- (a) The aggregate amount of remuneration paid to officers during the financial year is disclosed in the Statement of Comprehensive Income under Salaries - Branch Elected Officials.
- (b) The aggregate amount paid during the financial year to a superannuation plan in respect of elected full time officials was \$94,757 (2011: \$92,577).
- (c) There have been no other transactions between the officers and the Branch other than those relating to their membership of the Branch and the reimbursement by the Branch in respect of expenses incurred by them in the performance of their duties. Such transactions have been on conditions no more favourable than those which it is reasonable to expect would have been adopted by parties at arm's length.

11. SUPERANNUATION

Employees of the Branch are entitled to benefits from a superannuation plan on retirement, disability or death. The Branch participated in a defined contribution plan. The benefits provided under this plan are based on accumulated contributions and earnings for each employee. The Branch's liability is limited to paying the contributions to the plan.

12. BRANCH MEMBERSHIP

For the purposes of the National Council Composition and Voting Rights, the actual membership contributions received for the financial year ended 31 March 2012 were \$3,016,823.

13. COMMITMENTS

Operating lease commitments:

The Union had the following lease commitment for Plant and Equipment as at 31 March 2012.

	2012	2011
	\$	\$
Payable within one year	10,737	11,818
Payable later than one year but not later than five years	-	6,254
	<u>10,737</u>	<u>18,072</u>

14. REGISTERED OFFICE

The registered office and principal place of business of the Branch is:

Level 3,
81 George Street
Parramatta NSW 2150



Grant Thornton

Grant Thornton Audit Pty Ltd
ACN 130 913 594

Level 19, 2 Market Street
Sydney NSW 2000
GPO Box 2551
Sydney NSW 2001
T +61 2 9286 5555
F +61 2 9286 5599
E info.nsw@au.gt.com
W www.grantthornton.com.au

Independent Auditor's Report

To the members of the Communications, Electrical, Plumbing Union of Australia Postal and Telecommunications Branch NSW.

We have audited the general purpose financial report of Communications, Electrical, Plumbing Union of Australia Postal and Telecommunications Branch NSW, which comprises the statement of financial position as at 31 March 2012, and the statement of comprehensive income, statement of changes in accumulated funds and statement of cash flows for the year then ended, a summary of significant accounting policies and other explanatory notes and the Branch Committee of Management's statement for the year then ended.

Branch Committee of Management and the Branch Secretary's Responsibility for the Financial Report

The Branch Committee of Management and the Branch Secretary are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards – Reduced Disclosure Requirements and the Fair Work (Registered Organisations) Act 2009. This responsibility also 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 from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation 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 Branch Committee of Management and Branch Secretary, as well as evaluating the overall presentation of the financial report.

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

Independence

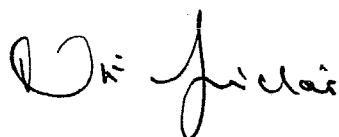
In conducting our audit, we have complied with the independence requirements of the Australian professional accounting bodies and the Fair Work (Registered Organisations) Act 2009.

Auditor's Opinion

In our opinion the general purpose financial report of Communications, Electrical, Plumbing Union of Australia Postal and Telecommunications Branch NSW is presented fairly in accordance with applicable Australian Accounting Standards – Reduced Disclosure Requirements and the requirements imposed by Part 3 of Chapter 8 of the Fair Work (Registered Organisations) Act 2009.



GRANT THORNTON AUDIT PTY LTD
Chartered Accountants



Neville Sinclair
Partner – Audit & Assurance

Sydney, 23 May 2012

COMMUNICATIONS, ELECTRICAL, PLUMBING UNION OF AUSTRALIA

POSTAL AND TELECOMMUNICATIONS BRANCH NSW

**CONCISE FINANCIAL REPORT
FOR THE YEAR ENDED 31 MARCH 2012**

COMMUNICATIONS, ELECTRICAL, PLUMBING UNION OF AUSTRALIA
POSTAL AND TELECOMMUNICATIONS BRANCH NSW

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**COMMUNICATIONS, ELECTRICAL, PLUMBING UNION OF AUSTRALIA
POSTAL AND TELECOMMUNICATIONS BRANCH NSW**

DISCUSSION AND ANALYSIS OF THE FINANCIAL STATEMENTS

Information on the Communications, Electrical, Plumbing Union of Australia, Postal and Telecommunications Branch NSW Concise Financial Report:

The financial statements and disclosures in the concise financial report have been derived from the 2012 General Purpose Financial Report (GPFR) of the Communications, Electrical, Plumbing Union of Australia - Postal and Telecommunications Branch NSW.

A copy of the GPFR and auditor's report can be made available to any member, free of charge, upon a request in writing.

This discussion and analysis is provided to assist members in understanding the concise report. The discussion and analysis is based on the GPFR of the Communications, Electrical, Plumbing Union of Australia - Postal and Telecommunications Branch NSW.

Statement of Comprehensive Income and Statement of Financial Position:

The end of year 2012 financial position exceeded budget estimations.

The Branch continues to return an operating surplus to ensure cash reserves fund exceptional circumstances for relevant expenditure costs associated with protecting and improving living standards for members and their families.

The Branch income and expenditure for the year end is consistent with budget estimations together with the overall responsible financial management processes.

The financial viable position of the Branch continues to remain strong despite significant funds continually invested in important initiatives associated with the ambassador card and journey cover benefits that provide for important savings and income protection for all members of the Branch.

Statement of Cashflows:

The cashflow of the Branch has been managed to ensure all liabilities are settled and met as they fall due.

The financial management plan is meeting budget estimations despite rising operating costs of the Branch.



JIM METCHER
BRANCH SECRETARY

23 May 2012

COMMUNICATIONS, ELECTRICAL, PLUMBING UNION OF AUSTRALIA

POSTAL AND TELECOMMUNICATIONS BRANCH NSW

OPERATING REPORT

Branch Committee of Management report in accordance with section 254 of the Fair Work (Registered Organisations) Act 2009 for the year ended 31 March 2012.

Principal Activities

The principal activity of the Communications, Electrical, Plumbing Union of Australia, Postal and Telecommunications Branch NSW was that of a registered Trade Union.

There have been no significant changes to the way the Union has carried out these activities during the last financial year.

Operating Result

The operating surplus for the Branch for the year ending 31 March 2012 is \$539,834 (2011:493,081).

Significant Changes

There have been no significant changes to the operating costs of the Branch in the last financial year.

Rights of Members

Members have the right to resign their membership of the union by giving written notice of resignation to the Branch Secretary. This written notification is accepted subject to the rules of CEPU and in accordance with section 174(1) of the Fair Work (Registered Organisations) Act 2009. In accordance with section 174(1) of the Fair Work (Registered Organisations) Act 2009 a member of an organisation may resign from membership by written notice addressed and delivered to a person designated for the purpose in the rules of the organisation or a branch of the organisation. There was no change to this rule during the year.

Superannuation Office Holders

The ACTU has appointed Jim Metcher (Elected officer) as the members' representative on the board of the Australia Post Superannuation Scheme.

Membership Numbers

- (1) Under section 230 of the Fair Work (Registered Organisations) Act 2009 the number of persons recorded in the register of members and who under section 244 of the Fair Work (Registered Organisations) Act 2009 are taken to be members of the Branch of the Union as at 31 March 2012 was 8,380.
- (2) The number of persons, both full-time and part time employees measured on a full-time equivalent basis, employed by the Branch as at 31 March 2012 was 13.5.
- (3) The names of persons who have at any time during the financial year ending 31 March 2011 been members of the CEPU P & T NSW Branch Committee of Management and periods they served on the committee are as follows:

<u>Position</u>	<u>Name</u>	<u>Period</u>
Branch President	Peter Chaloner	1/4/2011 - 31/7/2011
	Rod Baxter	1/8/2011 - 31/3/2012
Branch Vice Presidents	Rod Baxter	1/4/2011 - 31/7/2011
	Wayne Hewitt	1/4/2011 - 31/7/2011
	Maureen Morris	1/8/2011-31/3/2012
	Max Wiley	1/8/2011-31/3/2012

COMMUNICATIONS, ELECTRICAL, PLUMBING UNION OF AUSTRALIA

POSTAL AND TELECOMMUNICATIONS BRANCH NSW

OPERATING REPORT (cont'd)

<u>Position</u>	<u>Name</u>	<u>Period</u>
Branch Secretary	Jim Metcher	1/4/2011 - 31/3/2012
Branch Assistant Secretary	Shane Murphy	1/4/2011 - 31/3/2012
Branch Organisers	Peter Chaloner	1/8/2011 - 31/3/2012
	Gil Enzon	1/4/2011 - 31/3/2012
	Tan Kien Ly	1/4/2011 - 31/3/2012
	Aaron Stockdale	1/4/2011 - 31/3/2012
	Nathan Metcher	1/4/2011 - 31/7/2011
Lines & General	Zoran Ancevski	1/4/2011 - 31/7/2011
Sectional Representatives	Kingsley Searle	1/4/2011 - 31/7/2011
	Robert Citrioni	1/4/2011 - 31/7/2011
	Jason Sparks	1/4/2011 - 31/7/2011
	Max Catania	1/8/2011 - 31/3/2012
	Coralie Luskey	1/8/2011 - 31/3/2012
	Peter O'Connell	1/8/2011 - 31/3/2012
	Michael Stanbury	1/8/2011 - 31/3/2012
Postal	Ramon Gammad	1/4/2011 - 31/3/2012
Sectional Representatives	Geoffrey Johnson	1/4/2011 - 31/3/2012
	Maxwell Wiley	1/4/2011 - 31/7/2011
	Elizabeth Clarke	1/4/2011 - 31/7/2011
	Maureen Morris	1/4/2011 - 31/7/2011
	Aaron Robertson	1/4/2011 - 31/3/2012
	Dharpal Singh	1/4/2011 - 31/7/2011
	John Amatto	1/8/2011 - 31/3/2012
	Paula Houghton	1/8/2011 - 31/3/2012
	Brandon Lam	1/8/2011 - 31/3/2012
	Gregory Rayner	1/8/2011 - 31/3/2012

For and on behalf of the Committee of Management


.....
JIM METCHER
BRANCH SECRETARY

23 May 2012

COMMUNICATIONS, ELECTRICAL, PLUMBING UNION OF AUSTRALIA

POSTAL AND TELECOMMUNICATIONS BRANCH NSW

BRANCH COMMITTEE OF MANAGEMENT'S STATEMENT

On 23 May 2012 the Branch Committee of Management of the Communications, Electrical, Plumbing Union of Australia Postal and Telecommunications Branch NSW passed the following resolution in relation to the general purpose financial report (GPFR) of the Branch for the year ended 31 March 2012.

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

- (a) the financial report and notes comply with the Australian Accounting Standards- Reduced Disclosure Requirements;
- (b) the financial report and notes comply with the reporting guidelines of the General Manager of Fair Work Australia;
- (c) the financial report and notes give a true and fair view of the financial performance, financial position and cash flows of the branch for the financial year ended 31 March 2012;
- (d) There are reasonable grounds to believe that the Branch will be able to pay its debts as and when they become due and payable; and
- (e) during the financial year ended 31 March 2012 and since the end of the financial year:
 - (i) meetings of the Branch Committee of Management were held in accordance with the rules of the organisation and the rules of the Branch; and
 - (ii) the financial affairs of the Branch have been managed in accordance with the rules of the organisation and the rules of the Branch; and
 - (iii) the financial records of the branch have been kept and maintained in accordance with the Fair Work (Registered Organisations) Act 2009 and the Fair Work (Registered Organisations) Regulation 2009; and
 - (iv) the financial records of the Branch have been kept, as far as practicable, in a consistent manner to each of the other branches of the organisation; and
 - (v) no information has been sought in any request of a member of the branch or a Registrar under section 272 of the Fair Work (Registered Organisations) Act 2009; and
 - (vi) no order for inspection of the financial records was made by the Commission under section 273 of the Fair Work (Registered Organisations) Act 2009.
- (f) during the financial year ended 31 March 2012 the branch did not participate in any recovery of wages activity.

For the Branch Committee of Management:



.....
JIM METCHER

23 May 2012

COMMUNICATIONS, ELECTRICAL, PLUMBING UNION OF AUSTRALIA
 POSTAL AND TELECOMMUNICATIONS BRANCH NSW

STATEMENT OF COMPREHENSIVE INCOME
 FOR THE YEAR ENDED 31 MARCH 2012

	2012	2011
	\$	\$
INCOME		
Membership Contributions	3,016,823	3,083,423
Interest	44,721	29,104
Rent	467,086	431,709
Dividends	143	116
Tenants Outgoings	17,427	21,226
Sundry Income	28,871	15,663
TOTAL INCOME	<u>3,575,071</u>	<u>3,581,241</u>
EXPENDITURE		
Depreciation	71,909	79,848
Employee Benefits Expense	1,360,133	1,163,120
Other expenses	1,603,195	1,845,192
TOTAL EXPENDITURE	<u>3,035,237</u>	<u>3,088,160</u>
NET SURPLUS FOR THE YEAR	539,834	493,081
Other Comprehensive Income	200,000	-
TOTAL COMPREHENSIVE INCOME FOR THE YEAR	<u>739,834</u>	<u>493,081</u>

(The attached notes form part of these financial statements)

COMMUNICATIONS, ELECTRICAL, PLUMBING UNION OF AUSTRALIA
 POSTAL AND TELECOMMUNICATIONS BRANCH NSW

STATEMENT OF FINANCIAL POSITION

AS AT 31 MARCH 2012

	2012 \$	2011 \$
CURRENT ASSETS		
Cash and Cash Equivalents	2,033,615	1,377,146
Receivables	67,985	38,262
Contributions in Transit	<u>33,933</u>	<u>3,565</u>
	<u>2,135,533</u>	<u>1,418,973</u>
NON CURRENT ASSETS		
Investments	1,591	1,591
Property, Plant and Equipment	<u>9,162,816</u>	<u>9,023,325</u>
	<u>9,164,407</u>	<u>9,024,916</u>
TOTAL ASSETS	<u>11,299,940</u>	<u>10,443,889</u>
CURRENT LIABILITIES		
Payables	406,138	365,322
Provisions	<u>549,471</u>	<u>474,070</u>
TOTAL LIABILITIES	<u>955,609</u>	<u>839,392</u>
NET ASSETS	<u>10,344,331</u>	<u>9,604,497</u>
Accumulated Funds	10,144,331	9,604,497
Asset Revaluation Reserve	<u>200,000</u>	<u>-</u>
ACCUMULATED FUNDS AND RESERVES	<u>10,344,331</u>	<u>9,604,497</u>

(The attached notes form part of these financial statements)

COMMUNICATIONS, ELECTRICAL, PLUMBING UNION OF AUSTRALIA
 POSTAL AND TELECOMMUNICATIONS BRANCH NSW

STATEMENT OF CHANGES IN ACCUMULATED FUNDS AND RESERVES
 FOR THE YEAR ENDED 31 MARCH 2012

	Accumulated Funds	Building Revaluation Reserve	Total
	\$	\$	\$
Balance at 1 April 2010	9,111,416	-	9,111,416
Net Surplus	493,081	-	493,081
Other Comprehensive Income	-	-	-
Total Comprehensive Income for the Year	<u>493,081</u>	<u>-</u>	<u>493,081</u>
Balance at 31 March 2011	<u>9,604,497</u>	<u>-</u>	<u>9,604,497</u>
Net Surplus	539,834	-	539,834
Other Comprehensive Income	-	200,000	200,000
Total Comprehensive Income for the Year	<u>539,834</u>	<u>200,000</u>	<u>739,834</u>
Balance at 31 March 2012	<u>10,144,331</u>	<u>200,000</u>	<u>10,344,331</u>

(The attached notes form part of these financial statements)

COMMUNICATIONS, ELECTRICAL, PLUMBING UNION OF AUSTRALIA
 POSTAL AND TELECOMMUNICATIONS BRANCH NSW
 STATEMENT OF CASH FLOWS
 FOR THE YEAR ENDED 31 MARCH 2012

	2012	2011
	\$	\$
CASH FLOW FROM OPERATING ACTIVITIES		
Receipts from Members	2,986,455	3,079,858
Payments to Suppliers and Employees	(2,837,922)	(2,996,543)
Interest Received	44,721	29,104
Dividend Received	143	116
Rent Received	428,174	431,709
Other Receipts	46,298	36,889
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>667,869</u>	<u>581,133</u>
CASH FLOW FROM INVESTING ACTIVITIES		
Proceeds from sale of Property, Plant and Equipment	-	40,844
Payment for Property, Plant and Equipment	(11,400)	(143,167)
NET CASH USED IN INVESTING ACTIVITIES	<u>(11,400)</u>	<u>(102,323)</u>
NET INCREASE IN CASH	656,469	478,810
Cash at 1 April 2011	<u>1,377,146</u>	<u>898,336</u>
CASH AT 31 March 2012	<u>2,033,615</u>	<u>1,377,146</u>

(The attached notes form part of these financial statements)

COMMUNICATIONS, ELECTRICAL, PLUMBING UNION OF AUSTRALIA

POSTAL AND TELECOMMUNICATIONS BRANCH NSW

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2012

NOTE 1: BASIS OF PREPARATION OF THE CONCISE FINANCIAL REPORT

The concise financial report has been prepared in accordance with Australian equivalents to International Financial Reporting Standards (AIFRS), other authoritative pronouncements of the Australian Accounting Standards Board, Urgent Issues Group Interpretations and the Fair Work (Registered Organisations) Act 2009.

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 the Communications, Electrical, Plumbing Union of Australia, Postal and Telecommunications Branch NSW. 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 Communications, Electrical, Plumbing Union of Australia, Postal and Telecommunications Branch NSW as the full financial report.

The accounting policies have been consistently applied by the entity and are consistent with those of the previous financial year.

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

In accordance with the requirements of the Fair Work (Registered Organisations) Act 2009, the attention of members is drawn to the provisions of Sub-Sections (1), (2) and (3) of Section 272 of the Fair work (Registered Organisations) Act 2009 which read as follows:

- (1) A member of a reporting unit, or the general manger of fair work Australia, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making the application.
- (2) The application must be in writing and must specify the period within which, and the manner in which, the information is to be made available. The period must not be less than 14 days after the application is given to the reporting unit.
- (3) A reporting unit must comply with an application made under subsection (1).

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Independent Audit Report
To the members of the Communications, Electrical, Plumbing Union of
Australia, Postal and Telecommunications Branch NSW.

Scope

We have audited the concise financial report of Communications, Electrical, Plumbing Union of Australia Postal and Telecommunications Branch NSW for the financial year ended 31 March 2012 comprising the Branch Committee of Management's Statement, the statement of comprehensive income, statement of financial position, statement of changes in accumulated funds and statement of cash flows and notes to the financial statements. The Branch Committee of Management and the Branch Secretary are responsible for the financial report. We have conducted an independent audit of this financial report in order to express an opinion on it to the members.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance whether the concise financial report is free of material misstatement. We have also performed an independent audit of the full financial report of Communications, Electrical, Plumbing Union of Australia Postal and Telecommunications Branch NSW for the year ended 31 March 2012. Our audit report on the full financial report was signed on 23 May 2012, and was not subject to any qualification.

Our procedures in respect of the audit of the concise financial report included testing that the information in the concise financial report is consistent with the full financial report, and examination, on a test basis, of evidence supporting the amounts and other disclosures which were not directly derived from the full financial report. These procedures have been undertaken to form an opinion whether, in all material respects, the concise financial report is presented fairly in accordance with Accounting Standards and the Fair Work (Registered Organisations) Act 2009.

Audit Opinion

In our opinion, the concise financial report of Communications, Electrical, Plumbing Union of Australia Postal and Telecommunications Branch NSW complies with Accounting Standards and the Fair Work (Registered Organisations) Act 2009.



GRANT THORNTON AUDIT PTY LTD
Chartered Accountants



Neville Sinclair
Partner – Audit & Assurance

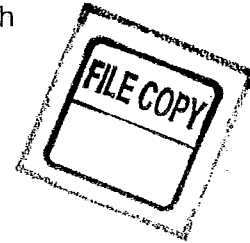
Sydney, 23 May 2012



FAIR WORK
AUSTRALIA

26 June 2012

Mr Jim Metcher
Secretary, New South Wales Postal and Telecommunications Branch
CEPU
3rd Floor, 81 George Street
PARRAMATTA NSW 2150



Dear Mr Metcher,

Re: Lodgement of Financial Statements and Accounts – New South Wales Postal and Telecommunications Branch, CEPU – for year ending 31 March 2012 (FR2012/213)

The financial year of the New South Wales Postal and Telecommunications Branch of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia ended on 31 March 2012. This is a courtesy letter to remind you of the obligation to prepare the reporting unit's financial documents and to lodge audited financial accounts and statements with Fair Work Australia within the prescribed time frame unless a 1 month extension is applied for and granted.

The documents you must lodge include:

- (i) A general purpose financial report; (ii) A Committee of Management statement (iii) An operating report in accordance with section 254 and regulation 159; (iv) An auditor's report; and (v) A certificate in accordance with section 268.

The financial accounts and statements must disclose balances for the items prescribed by the General Manager's Reporting Guidelines.

I draw your particular attention to

- (a) s237 which requires you to prepare and lodge a separate statement providing the prescribed particulars of any loan, grant or donation made during the year which exceeds \$1,000;
- (b) s265(5) which requires you to publish or otherwise provide your members with completed/signed copies of the audited accounts, report and statements before final presentation and lodgment; and
- (c) s266 which requires you to present the completed documents to an eligible meeting(s) (either of the members or of the committee of management).

You should be aware that failures to comply with relevant provisions may expose reporting units to the risk of civil penalties.

Relevant references may be found at

<http://www.fwa.gov.au/index.cfm?pagename=regorgsfrguidelines> and
<http://www.fwa.gov.au/index.cfm?pagename=legislationfwoact>.

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Email: sydney@fwa.gov.au

Please do not hesitate to contact me on (02) 6723 7097 if you have any queries in relation to the financial reporting requirements.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'S. Kellett', written in a cursive style.

Stephen Kellett

Organisations, Research and Advice Branch

