



**AUSTRALIAN INDUSTRIAL REGISTRY**

Level 8, Terrace Towers  
80 William Street, East Sydney, NSW 2011  
Telephone: (02) 8374 6666  
Fax: (02) 9380 6990

**Ref: FR2002/641 -[128V-CPTW]**

Mr Paul W Kelly  
Branch Secretary  
WA Postal & Telecommunications Branch  
Communications Division  
CEPU  
196 Lord Street  
PERTH WA 6000

Dear Mr Kelly

**Re: CEPU Communications Division - W A Postal & Telecommunications Branch -  
Outstanding Financial Documents - *Workplace Relations Act 1996***

There is no record of lodgment in the Industrial Registry of the auditor's report, accounts and statements of the abovenamed body, prepared in accordance with Part IX, Division 11 of the *Workplace Relations Act 1996* ('the Act'), for the year ended 31 March, 2002.

An organisation registered under the Act or a branch of such an organisation is required after the end of its financial year to prepare accounts and statements, obtain a report from the auditor, provide copies of the auditor's report, accounts and statements to its members, present the auditor's report, accounts and statements to a meeting of members or committee of management, and lodge copies in the Industrial Registry. Having in mind the time-scales allowed by the Act to complete each of these steps, lodgment of the required documents would, in the normal course, be expected before now.

Therefore, I request your written advice *by 18 February, 2003* as to when each of the following steps is expected to be completed:-

1. preparation of the accounts and statements in compliance with section 273
2. making of the audit report in compliance with section 276(4)
3. provision of copies of the auditor's report, accounts and statements to the members in compliance with sections 279(1) and (3)
4. presentation of the financial documents to a meeting of the members or the committee of management in compliance with sections 279(6) and (7) (*following provision of copies to the members as per step 3 above*)
5. lodgment of copies of the financial documents in the Industrial Registry under cover of a certificate by you in compliance with section 280(1) - such certificate should confirm that the documents so lodged are copies of the documents presented to the meeting referred to in step 4 above - the type of meeting and the date when it was held should be specified

If you wish to discuss this letter you may contact me on (02) 8374 6618. In reply please quote:  
**FR2002/641.**

Yours sincerely

*Belinda Penna*

Belinda Penna  
E-mail: [belinda.penna@air.gov.au](mailto:belinda.penna@air.gov.au)

28 January, 2003

# COMMUNICATIONS DIVISION

*Postal and Telecommunications Branch  
Western Australia*

196 Lord Street PERTH WA 6000

PWK/PD 31 January 2003



## CEPU

COMMUNICATIONS  
ELECTRICAL  
PLUMBING  
UNION

BRANCH SECRETARY:  
PAUL KELLY

Ms Belinda Penna  
Assistant Manager  
Australian Industrial Registry  
Level 8 Terrace Towers  
80 William Street  
EAST SYDNEY NSW 2011

Dear Ms Penna

I, Paul William Kelly, being the Branch Secretary of the CEPU Communications Division, Postal and Telecommunications Branch, Western Australia hereby certify that the documents being lodged are copies of the documents presented to the meeting of the Branch Committee of Management held on 2 September 2002.

Yours truly,

  
.....  
P W KELLY  
BRANCH SECRETARY



# COMMUNICATIONS DIVISION

*Postal and Telecommunications Branch*

*Western Australia*

196 Lord Street PERTH WA 6000

PWK/PD 31 January 2003



## CEPU

COMMUNICATIONS  
ELECTRICAL  
PLUMBING  
UNION

BRANCH SECRETARY:  
PAUL KELLY

Ms Belinda Penna  
Assistant Manager  
Australian Industrial Registry  
Level 8 Terrace Towers  
80 William Street  
EAST SYDNEY NSW 2011

Dear Ms Penna

I refer to your letter dated 28 January 2003. Attached please find outstanding financial documents for CEPU Communications Division, Postal and Telecommunications Branch, Western Australia, for the year ended 31 March 2002 as requested.

The 2002 Annual Financial Returns were prepared by Auditor's Horwath Perth Partnership following the close of our financial year on 31 March 2002. The financial documents were presented to and endorsed by the Branch Committee of Management at its meeting on 11 June 2002, a summary was circulated to Branch Members at their home addresses on 2 July 2002 and ratified at the Branch Committee of Management meeting on 2 September 2002.

The motions which were carried are printed for your information :-

Meeting dated 11 June 2002 – Moved Wayne Cooper and seconded Anthony Lee - Branch Committee of Management Statement (Page 1 of Audit documents.)

Moved G. Smith and seconded by P. Hargrave "that the Branch Committee of Management authorizes the Branch Secretary to forward to Members, at their home addresses, a summary of the Branch Balance Sheet and Financial Accounts with a notation that a full copy is available from the Union Office upon request, in line with traditional practice."

Meeting dated 2 September 2002 – Moved Bryan Watkins and seconded Pam Bullin "that the Branch Committee of Management accepts and endorses the 2002 Annual Report and Balance Sheet, and the summary which has been forwarded to the home address of all Members of the CEPU Communications Division, Postal and Telecommunications Branch, Western Australia."

No loans, grants or donations were made during the financial year ended 31 March 2002.

Regards

  
.....  
P W KELLY  
BRANCH SECRETARY

**HORWATH PERTH**  
(formerly D U E S B U R Y S )  
ABN 12 184 485 646  
Chartered Accountants • Management Consultants  
A member of Horwath International

128 Hay Street Subiaco WA 6008  
PO Box 700 West Perth WA 6872  
Email horwath@perth.horwath.com.au

Telephone (08) 9380 8400  
Facsimile (08) 9380 8499



**COMMUNICATIONS DIVISION**  
Postal and Telecommunications Branch  
Western Australia  
196 Lord Street PERTH WA 6000

BDW 2 July 2002



**CEPU**  
COMMUNICATIONS  
ELECTRICAL  
PLUMBING  
UNION

BRANCH SECRETARY:  
PAUL KELLY

## ANNUAL REPORT AND BALANCE SHEET

### INDEPENDENT AUDIT REPORT

To the members of the Communications Electrical Plumbing Union  
Communications Division  
Postal and Telecommunications Branch  
Western Australia

#### Scope

We have audited the general purpose financial report of the Communications Electrical Plumbing Union, Communications Division, Postal and Telecommunications Branch, Western Australia for the year ended 31 March 2002. The Committee of Management are responsible for the preparation and presentation of the financial report and of the information it contains. We have conducted an independent audit of the financial report in order to express an opinion on it to the members of the Branch.

Our audit has been conducted in accordance with Australian auditing standards to provide reasonable assurance as to whether the financial report is free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial report is presented fairly in accordance with Australian accounting standards and other mandatory professional reporting requirements, Section 273 of the Workplace Relations Act and statutory requirements so as to present a view of the Branch which is consistent with our understanding of its financial position, the results of its operations and cash flows.

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

#### Audit Opinion

In our opinion;

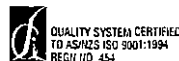
- (i) satisfactory accounting records detailing the sources and nature of receipts of the Branch and the nature and purposes of payments were kept by the Branch in respect of the year ended 31 March 2002, and
- (ii) the accompanying financial report, prepared in accordance with Section 273 of the Workplace Relations Act 1996 is properly drawn up so as to present fairly:
  - (a) the state of affairs of the Branch as at 31 March 2002; and
  - (b) the income and expenditure and cash flows of the Branch for the year ended 31 March 2002; and
- (iii) the accompanying financial report has been made out in accordance with Australian accounting standards, other mandatory professional reporting requirements and statutory requirements.

Dated at Perth this 11<sup>th</sup> day of June 2002.

**HORWATH PERTH**  
HORWATH PERTH  
Chartered Accountants

**GLYN O'BRIEN**  
GLYN O'BRIEN  
Partner

Partners: Russell Garvey FCPA Peter Moltoni CA Glyn O'Brien CA David Stevens FCA



Horwath Perth Partnership conducts its practice independently of all other firms of chartered accountants who are members of Horwath International in Australia

Another Financial Year has come to an end and whilst not wishing to continue on with a familiar theme it must be said that some things certainly remained the same.

We have been faced with continuous restructuring across all organizations (Telstra, NDC and Australia Post) and this is leading toward negative growth in employment, which obviously in turn impacts on Union Membership

Notwithstanding the above statement, through careful examination of all expenditure, a substantial reduction in unfinancial Members and the positive results from the co-location of both the P&T and T&S Branches we have been able to return a positive financial result in the Branch.

As we all know the Federal Election has been run and won and the result has ensured that the pressure will continue on both Telstra and Australia Post for full privatisation.

As we have done in the past (with great success) we will continue to lobby various Politicians to try and ensure that the Governments privatisation agenda is not successful.

During the past twelve months we have been successful in negotiating another EBA for our Australia Post Members that maintains conditions and ensures wage increases.

At the time of typing this report we are in the process of finalising an EBA for our NDC Members and are about to start negotiations with Telstra on a new EBA with them.

During this year we have seen staff changes within the office with Wayne Cooper taking up full-time employment with Australia Post. Wayne's contribution particularly in Health and Safety Training was very much appreciated.

Also as of 15 July 2002 Tony Lee will be resuming his career with Australia Post, Tony's contribution to the CEPU cannot be underestimated, his depth of knowledge along with his unusual sense of humour will be missed.

Attached Members will find a summary of this years Balance Sheet which will be presented to the Branch Committee of Management for ratification at its meeting on 5/8/02. A full copy of the Balance Sheet is available on request.

May I take this opportunity on behalf of Paul Kelly to thank Tony, Gary and Wayne for their hard work and support over the last twelve months.

Also, I would like to thank Pam, Jean and Colleen for all their assistance, without these ladies the office would not function.

Regards,  
  
Bryan Watkins  
A/g Branch Secretary

PHONE: (08) 9328 3222 FACSIMILE: (08) 9227 9397  
EMAIL: cepupt@inet.net.au

COMMUNICATIONS ELECTRICAL PLUMBING UNION  
COMMUNICATIONS DIVISION  
POSTAL AND TELECOMMUNICATIONS BRANCH  
WESTERN AUSTRALIA  
STATEMENT FINANCIAL PERFORMANCE  
FOR THE YEAR ENDED 31 MARCH 2002

	2002	2001
	\$	\$
<b>INCOME</b>		
Interest received	26,620	32,669
Members contributions	605,260	642,495
Other income	10,779	39,624
	<u>642,659</u>	<u>714,788</u>
<b>EXPENDITURE</b>		
Affiliation	13,145	12,510
Allowances	1,624	1,112
Annual leave - provision	(16,963)	1,707
Audit and accountancy fees	7,829	6,601
Bank charges and tax	3,944	3,736
Cleaning	3,250	4,182
Collections commissions	8,215	8,969
Consultancy	1,525	-
Computer Support	1,182	-
Death benefit fund	1,500	500
Depreciation	21,863	24,167
Donations	-	200
Doubtful debts	-	16,572
Fringe benefits tax	11,573	9,278
General expenses	5,210	3,003
Insurance	11,841	8,475
Legal costs	9,969	1,932
Long service leave - provision	(17,194)	(33,860)
Loss on Sale of Assets	-	63
Memberships/Subscriptions/Dues	2,819	4,917
Motor car and travel expenses	13,715	43,580
National office dues	148,719	159,046
Payroll tax	34,262	17,922
Petty cash expenditure	2,373	2,838
Postage	4,467	4,946
Printing and stationery	13,564	7,739
Repairs & maintenance - office furniture and equipment	5,480	-
Rates and electricity	4,435	6,808
Refund Expense	2,219	1,572
Salaries - employees	272,548	256,523
Security expenses	351	1,679
Sick leave - provision	(4,711)	19,377
Staff Training	2,137	-
State executive	940	1,000
Superannuation contributions	39,379	72,107
Telephone and facsimile	17,742	19,399
	<u>628,953</u>	<u>688,600</u>
<b>NET SURPLUS / (DEFICIT)</b>	<u>13,706</u>	<u>26,188</u>

COMMUNICATIONS ELECTRICAL PLUMBING UNION  
COMMUNICATIONS DIVISION  
POSTAL AND TELECOMMUNICATIONS BRANCH  
WESTERN AUSTRALIA  
STATEMENT IF FINANCIAL POSITION  
AS AT 31 MARCH 2002

	2002	2001
	\$	\$
<b>CURRENT ASSETS</b>		
Cash	555,184	541,482
Inventory	613	900
Receivables	9,773	17,894
Other	4,484	8,159
<b>TOTAL CURRENT ASSETS</b>	<u>570,054</u>	<u>568,435</u>
<b>NON CURRENT ASSETS</b>		
Property, plant and equipment	228,227	236,956
<b>TOTAL NON CURRENT ASSETS</b>	<u>228,227</u>	<u>236,956</u>
<b>TOTAL ASSETS</b>	<u>798,281</u>	<u>805,391</u>
<b>CURRENT LIABILITIES</b>		
Accounts payable	48,613	30,561
Provisions	284,212	336,835
<b>TOTAL CURRENT LIABILITIES</b>	<u>332,825</u>	<u>367,396</u>
<b>NON CURRENT LIABILITIES</b>		
Provisions	21,586	7,831
<b>TOTAL NON CURRENT LIABILITIES</b>	<u>21,586</u>	<u>7,831</u>
<b>TOTAL LIABILITIES</b>	<u>354,411</u>	<u>375,227</u>
<b>NET ASSETS</b>	<u>\$ 443,870</u>	<u>\$ 430,164</u>
<b>ACCUMULATED FUNDS</b>		
Balance at the beginning of the year	430,164	403,976
Net surplus / (deficit) for the year	13,706	26,188
<b>NET ACCUMULATED FUNDS</b>	<u>\$ 443,870</u>	<u>\$ 430,164</u>

**NOTICE TO MEMBERS**

Members of the Union, upon request to the Union Office, can obtain a full copy of the Annual Report, Accounts and Statements of the Communications Electrical Plumbing Union, Communications Division, Postal and Telecommunications Branch, Western Australia, for the year ended 31 March 2002.

*Horwath Perth*  
HORWATH PERTH  
Chartered Accountants

# COMMUNICATIONS DIVISION

*Postal and Telecommunications Branch*

*Western Australia*

196 Lord Street PERTH WA 6000

BDW 2 July 2002



## CEPU

COMMUNICATIONS  
ELECTRICAL  
PLUMBING  
UNION

BRANCH SECRETARY:  
PAUL KELLY

## ANNUAL REPORT AND BALANCE SHEET

Another Financial Year has come to an end and whilst not wishing to continue on with a familiar theme it must be said that some things certainly remained the same.

We have been faced with continuous restructuring across all organizations (Telstra, NDC and Australia Post) and this is leading toward negative growth in employment, which obviously in turn impacts on Union Membership

Notwithstanding the above statement, through careful examination of all expenditure, a substantial reduction in unfinancial Members and the positive results from the co-location of both the P&T and T&S Branches we have been able to return a positive financial result in the Branch.

As we all know the Federal Election has been run and won and the result has ensured that the pressure will continue on both Telstra and Australia Post for full privatisation.

As we have done in the past (with great success) we will continue to lobby various Politicians to try and ensure that the Governments privatisation agenda is not successful.

During the past twelve months we have been successful in negotiating another EBA for our Australia Post Members that maintains conditions and ensures wage increases.

At the time of typing this report we are in the process of finalising an EBA for our NDC Members and are about to start negotiations with Telstra on a new EBA with them.

During this year we have seen staff changes within the office with Wayne Cooper taking up full-time employment with Australia Post. Wayne's contribution particularly in Health and Safety Training was very much appreciated.

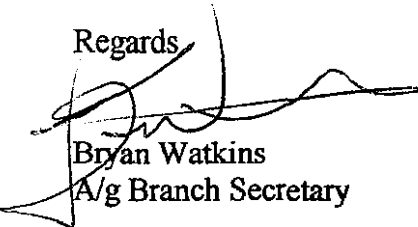
Also as of 15 July 2002 Tony Lee will be resuming his career with Australia Post, Tony's contribution to the CEPU cannot be underestimated, his depth of knowledge along with his unusual sense of humour will be missed.

Attached Members will find a summary of this years Balance Sheet which will be presented to the Branch Committee of Management for ratification at its meeting on 5/8/02. A full copy of the Balance Sheet is available on request.

May I take this opportunity on behalf of Paul Kelly to thank Tony, Gary and Wayne for their hard work and support over the last twelve months.

Also, I would like to thank Pam, Jean and Colleen for all their assistance, without these ladies the office would not function.

Regards

  
Bryan Watkins  
A/g Branch Secretary

## HORWATH PERTH

(formerly DUESBURY'S)

ABN 12 184 485 646

Chartered Accountants • Management Consultants  
A member of Horwath International

128 Hay Street Subiaco WA 6008  
PO Box 700 West Perth WA 6872  
Email horwath@perth.horwath.com.au

Telephone (08) 9380 8400

Facsimile (08) 9380 8499

### INDEPENDENT AUDIT REPORT

To the members of the Communications Electrical Plumbing Union  
Communications Division  
Postal and Telecommunications Branch  
Western Australia



#### Scope

We have audited the general purpose financial report of the Communications Electrical Plumbing Union, Communications Division, Postal and Telecommunications Branch, Western Australia for the year ended 31 March 2002. The Committee of Management are responsible for the preparation and presentation of the financial report and of the information it contains. We have conducted an independent audit of the financial report in order to express an opinion on it to the members of the Branch.

Our audit has been conducted in accordance with Australian auditing standards to provide reasonable assurance as to whether the financial report is free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial report is presented fairly in accordance with Australian accounting standards and other mandatory professional reporting requirements, Section 273 of the Workplace Relations Act and statutory requirements so as to present a view of the Branch which is consistent with our understanding of its financial position, the results of its operations and cash flows.

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

#### Audit Opinion

In our opinion;

- (i) satisfactory accounting records detailing the sources and nature of receipts of the Branch and the nature and purposes of payments were kept by the Branch in respect of the year ended 31 March 2002, and
- (ii) the accompanying financial report, prepared in accordance with Section 273 of the Workplace Relations Act 1996 is properly drawn up so as to present fairly:
  - (a) the state of affairs of the Branch as at 31 March 2002; and
  - (b) the income and expenditure and cash flows of the Branch for the year ended 31 March 2002; and
- (iii) the accompanying financial report has been made out in accordance with Australian accounting standards, other mandatory professional reporting requirements and statutory requirements.

Dated at Perth this 11<sup>th</sup> day of June 2002.

  
HORWATH PERTH  
Chartered Accountants

  
GLYN O'BRIEN  
Partner



**COMMUNICATIONS ELECTRICAL PLUMBING UNION**  
**COMMUNICATIONS DIVISION**  
**POSTAL AND TELECOMMUNICATIONS BRANCH**  
**WESTERN AUSTRALIA**  
**STATEMENT FINANCIAL PERFORMANCE**  
**FOR THE YEAR ENDED 31 MARCH 2002**

	2002	2001
	\$	\$
<b>INCOME</b>		
Interest received	26,620	32,669
Members contributions	605,260	642,495
Other income	10,779	39,624
	<u>642,659</u>	<u>714,788</u>
<b>EXPENDITURE</b>		
Affiliation	13,145	12,510
Allowances	1,624	1,112
Annual leave - provision	(16,963)	1,707
Audit and accountancy fees	7,829	6,601
Bank charges and tax	3,944	3,736
Cleaning	3,250	4,182
Collections commissions	8,215	8,969
Consultancy	1,525	-
Computer Support	1,182	-
Death benefit fund	1,500	500
Depreciation	21,863	24,167
Donations	-	200
Doubtful debts	-	16,572
Fringe benefits tax	11,573	9,278
General expenses	5,210	3,003
Insurance	11,841	8,475
Legal costs	9,969	1,932
Long service leave - provision	(17,194)	(33,860)
Loss on Sale of Assets	-	63
Memberships/Subscriptions/Dues	2,819	4,917
Motor car and travel expenses	13,715	43,580
National office dues	148,719	159,046
Payroll tax	34,262	17,922
Petty cash expenditure	2,373	2,838
Postage	4,467	4,946
Printing and stationery	13,564	7,739
Repairs & maintenance - office furniture and equipment	5,480	-
Rates and electricity	4,435	6,808
Refund Expense	2,219	1,572
Salaries - employees	272,548	256,523
Security expenses	351	1,679
Sick leave - provision	(4,711)	19,377
Staff Training	2,137	-
State executive	940	1,000
Superannuation contributions	39,379	72,107
Telephone and facsimile	17,742	19,399
	<u>628,953</u>	<u>688,600</u>
<b>NET SURPLUS / (DEFICIT)</b>	<u>13,706</u>	<u>26,188</u>

**COMMUNICATIONS ELECTRICAL PLUMBING UNION**  
**COMMUNICATIONS DIVISION**  
**POSTAL AND TELECOMMUNICATIONS BRANCH**  
**WESTERN AUSTRALIA**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT 31 MARCH 2002**

	2002	2001
	\$	\$
<b>CURRENT ASSETS</b>		
Cash	555,184	541,482
Inventory	613	900
Receivables	9,773	17,894
Other	4,484	8,159
<b>TOTAL CURRENT ASSETS</b>	<u>570,054</u>	<u>568,435</u>
<b>NON CURRENT ASSETS</b>		
Property, plant and equipment	228,227	236,956
<b>TOTAL NON CURRENT ASSETS</b>	<u>228,227</u>	<u>236,956</u>
<b>TOTAL ASSETS</b>	<u>798,281</u>	<u>805,391</u>
<b>CURRENT LIABILITIES</b>		
Accounts payable	48,613	30,561
Provisions	284,212	336,835
<b>TOTAL CURRENT LIABILITIES</b>	<u>332,825</u>	<u>367,396</u>
<b>NON CURRENT LIABILITIES</b>		
Provisions	21,586	7,831
<b>TOTAL NON CURRENT LIABILITIES</b>	<u>21,586</u>	<u>7,831</u>
<b>TOTAL LIABILITIES</b>	<u>354,411</u>	<u>375,227</u>
<b>NET ASSETS</b>	<u>\$ 443,870</u>	<u>\$ 430,164</u>
<b>ACCUMULATED FUNDS</b>		
Balance at the beginning of the year	430,164	403,976
Net surplus / (deficit) for the year	13,706	26,188
<b>NET ACCUMULATED FUNDS</b>	<u>\$ 443,870</u>	<u>\$ 430,164</u>

**NOTICE TO MEMBERS**

Members of the Union, upon request to the Union Office, can obtain a full copy of the Annual Report, Accounts and Statements of the Communications Electrical Plumbing Union, Communications Division, Postal and Telecommunications Branch, Western Australia, for the year ended 31 March 2002.

  
HORWATH PERTH  
 Chartered Accountants

**COMMUNICATIONS ELECTRICAL PLUMBING UNION  
COMMUNICATIONS DIVISION  
POSTAL AND TELECOMMUNICATIONS BRANCH  
WESTERN AUSTRALIA**

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31 MARCH 2002**

---

COMMUNICATIONS ELECTRICAL PLUMBING UNION  
COMMUNICATIONS DIVISION  
POSTAL AND TELECOMMUNICATIONS BRANCH  
WESTERN AUSTRALIA  
CONTENTS

---


	Page Number
BRANCH COMMITTEE OF MANAGEMENT STATEMENT	1
ACCOUNTING OFFICER'S STATEMENT	2
INDEPENDENT AUDIT REPORT	3
STATEMENT OF FINANCIAL POSITION	4
STATEMENT OF FINANCIAL PERFORMANCE	5
STATEMENT OF CASH FLOWS	6
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS	7-11


WORKPLACE RELATIONS ACT 1996

BRANCH COMMITTEE OF MANAGEMENT STATEMENT

We, Wayne Cooper and Anthony Lee, being two members of the Branch Committee of Management of the Communications Electrical Plumbing Union, Communications Division, Postal and Telecommunications Branch, Western Australia, do state on behalf of the Branch Committee of Management and in accordance with a resolution passed by the Branch Committee of Management, that -

1. In the opinion of the Branch Committee of Management, the attached accounts show a true and fair view of the financial affairs of the organisation as at 31 March 2002.
2. In the opinion of the Branch Committee of Management, meetings of the Branch Committee of Management were held during the year ended 31 March 2002 in accordance with the rules of the organisation.
3. To the knowledge of any member of the Branch Committee of Management, there have been no instances where records of the organisation or other documents, (not being documents containing information made available to a member of the organisation under Section 274(2) of the Workplace Relations Act 1996) or copies of those records or documents, or copies of the rules of the organisation, have not been furnished or made available to members in accordance with the requirements of the Workplace Relations Act 1996, the regulations thereto, or the rules of the organisation.
4. The organisation has complied with Sections 279 and 327 of the Act in relation to the financial accounts in respect of the year ended 31 March 2001 and the auditors report thereon.

  
Wayne Cooper  
Branch President

  
Anthony Lee  
Branch Vice President

Dated at Perth this *ELEVENTH* day of *JUNE* 2002.

WORKPLACE RELATIONS ACT 1996

ACCOUNTING OFFICER'S STATEMENT

I, Paul William Kelly, being the officer responsible for keeping the accounting records of the Communications Electrical Plumbing Union, Communications Division, Postal and Telecommunications Branch, Western Australia, certify that as at 31 March 2002 the number of financial members of the organisation was 2,328.

In my opinion :

1. The attached accounts show a true and fair view of the financial affairs of the organisation as at 31 March 2002.
2. A record has been kept of all monies paid by, or collected from, members and all monies so paid or collected have been credited to the bank account to which those monies are to be credited, in accordance with the rules of the organisation.
3. All expenditure incurred by the organisation was either approved or ratified in accordance with the rules of the organisation.
4. With regard to funds of the organisation raised by compulsory levies or voluntary contributions from members, or funds other than the General Fund operated in accordance with the rules, no payments were made out of such funds for purposes other than those for which the funds were intended.
5. All loans or other financial benefits granted to persons holding office in the organisation were authorised in accordance with the rules.
6. The register of members of the organisation was maintained in accordance with the Act.



\_\_\_\_\_  
P W Kelly  
WA Branch Secretary

Dated at Perth this *ELEVENTH* day of *JUNE* 2002.

**COMMUNICATIONS ELECTRICAL PLUMBING UNION**  
**COMMUNICATIONS DIVISION**  
**POSTAL AND TELECOMMUNICATIONS BRANCH**  
**WESTERN AUSTRALIA**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT 31 MARCH 2002**

Page 4.

	NOTES	2002 \$	2001 \$
<b>CURRENT ASSETS</b>			
Cash	3	555,184	541,482
Inventory	4	613	900
Receivables	5	9,773	17,894
Other	6	4,484	8,159
<b>TOTAL CURRENT ASSETS</b>		<u>570,055</u>	<u>568,435</u>
<b>NON-CURRENT ASSETS</b>			
Property, plant and equipment	7	<u>228,227</u>	<u>236,956</u>
<b>TOTAL NON-CURRENT ASSETS</b>		<u>228,227</u>	<u>236,956</u>
<b>TOTAL ASSETS</b>		<u>798,281</u>	<u>805,391</u>
<b>CURRENT LIABILITIES</b>			
Accounts Payable	8	48,613	30,561
Provisions	9	<u>284,212</u>	<u>336,835</u>
<b>TOTAL CURRENT LIABILITIES</b>		<u>332,825</u>	<u>367,396</u>
<b>NON-CURRENT LIABILITIES</b>			
Provisions	10	<u>21,586</u>	<u>7,831</u>
<b>TOTAL NON-CURRENT LIABILITIES</b>		<u>21,586</u>	<u>7,831</u>
<b>TOTAL LIABILITIES</b>		<u>354,411</u>	<u>375,227</u>
<b>NET ASSETS</b>		<u>443,870</u>	<u>430,164</u>
<b>ACCUMULATED FUNDS</b>			
Balance at the beginning of the year		430,164	403,976
Net surplus / (deficit) for the year		<u>13,706</u>	<u>26,188</u>
<b>NET ACCUMULATED FUNDS</b>		<u>443,870</u>	<u>430,164</u>

*The accompanying notes form part of these financial statements.*

COMMUNICATIONS ELECTRICAL PLUMBING UNION  
COMMUNICATIONS DIVISION  
POSTAL AND TELECOMMUNICATIONS BRANCH  
WESTERN AUSTRALIA  
STATEMENT OF FINANCIAL PERFORMANCE  
FOR THE YEAR ENDED 31 MARCH 2002

Page 5.

	NOTES	2002 \$	2001 \$
<b>INCOME</b>			
Interest received		26,620	32,669
Members contributions		607,196	645,422
Members contributions dishonoured		(1,935)	(2,927)
Other income		10,779	39,624
		<u>642,659</u>	<u>714,788</u>
<b>EXPENDITURE</b>			
Affiliation		13,145	12,510
Allowances		1,624	1,112
Annual leave - provision		(16,963)	1,707
Audit and accountancy fees		7,829	6,601
Bank charges and tax		3,944	3,736
Cleaning		3,250	4,182
Collections commissions		8,215	8,969
Consultancy		1,525	-
Computer support		1,182	-
Death benefit fund		1,500	500
Depreciation		21,863	24,167
Donations		-	200
Doubtful debts		-	16,572
Fringe benefits tax		11,573	9,278
General expenses		5,210	3,003
Insurance		11,841	8,475
Legal costs		9,969	1,932
Long service leave - provision		(17,194)	(33,860)
Loss on sale of assets		-	63
Memberships/Subscriptions/Dues		2,819	4,917
Motor car and travel expenses		13,715	43,580
National office dues		148,719	159,046
Payroll tax		34,262	17,922
Petty cash expenditure		2,373	2,838
Postage		4,467	4,946
Printing and stationery		13,564	7,739
Repairs & maintenance - office furniture and equipment		5,480	-
Rates and electricity		4,435	6,808
Refund expense		2,219	1,572
Salaries:			
- employees		135,145	153,035
- officials		137,403	103,488
Security expenses		351	1,679
Sick leave - provision		(4,711)	19,377
Staff training		2,137	-
State executive		940	1,000
Superannuation contributions		39,379	72,107
Telephone and facsimile		17,742	19,399
		<u>628,953</u>	<u>688,600</u>
<b>NET SURPLUS / (DEFICIT)</b>		<u>13,706</u>	<u>26,188</u>

The accompanying notes form part of these financial statements



COMMUNICATIONS ELECTRICAL PLUMBING UNION  
COMMUNICATIONS DIVISION  
POSTAL AND TELECOMMUNICATIONS BRANCH  
WESTERN AUSTRALIA  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 31 MARCH 2002

Page 6.

	NOTES	2002 \$ Inflow (Outflow)	2001 \$ Inflow (Outflow)
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Members contributions received		606,207	646,029
Interest received		36,667	32,669
Other receipts		10,779	27,103
Payments to suppliers and employees		(626,817)	(695,021)
<b>Net cash flows from operating activities</b>	<b>11</b>	<u>26,836</u>	<u>10,780</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Payments for plant and equipment		(13,134)	(15,220)
<b>Net cash flows from investing activities</b>		<u>(13,134)</u>	<u>(15,220)</u>
Net increase in cash		13,702	(4,440)
Cash at the beginning of the financial year		541,482	545,922
Cash at the end of the financial year		<u>555,184</u>	<u>541,482</u>
Cash at the end of the financial year is comprised of:			
Cash at bank		13,424	35,877
Cash on hand		170	170
Term deposits and savings investment accounts		541,590	505,435
	<b>3</b>	<u>555,184</u>	<u>541,482</u>

The accompanying notes form part of these financial statements.

## 1. STATEMENT OF ACCOUNTING POLICIES

The financial statements are a general purpose financial report that have been prepared in accordance with generally accepted accounting principles for union organisations.

The accounts are prepared under the historical cost convention and in accordance with the Accounting Standards issued by the Australian Professional Accounting Bodies.

The accounting policies adopted are consistent with those of the previous year unless otherwise stated. Comparative information is reclassified where appropriate to enhance comparability.

### (a) Income Tax

The union is exempt from income tax by virtue of section 50-15 of the Income Tax Assessment Act 1997.

### (b) Acquisition of Assets

The cost method of accounting is used for all acquisitions of assets. Cost is determined as the fair value of the assets given up at the date of acquisition plus incidental costs to the acquisition.

### (c) Depreciation of Property, Plant and Equipment

Depreciation is calculated on a straight line basis in order to write off the cost of each item of property, plant and equipment (excluding land) over its expected useful life. Estimates of remaining useful lives are made on a regular basis for all assets.

Class of Asset	Depreciation Rate %
Buildings	2.5
Office Furniture and Equipment	5-50
Motor Vehicles	25

### (d) Inventory

Inventory is valued at the lower of cost and net realisable value.

### (e) Members Contributions

Members contributions are brought to account as income in the period to which they relate.

### (f) Employee Entitlements

#### (i) *Wages and Salaries, Annual Leave and Sick Leave*

Liabilities for wages and salaries, annual leave and sick leave are recognised, and are measured as the amount unpaid at the reporting date at current pay rates in respect of employees' service up to that date.

#### (ii) *Long Service Leave*

A liability for long service leave is recognised, and is measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using interest rates on national government guaranteed securities with terms of maturity that match, as closely as possible, the estimated future cash outflows.

**NOTE 1. STATEMENT OF ACCOUNTING POLICIES (continued)**

**(g) Cash**

For purposes of the Statement of Cash Flows, cash includes deposits at call which are readily convertible to cash on hand and which are used in the cash management function on a day-to-day basis, net of outstanding bank overdrafts.

**(h) Recoverable Amount of Non-current Assets**

The recoverable amount of an asset is the net amount expected to be recovered through the net cash inflows arising from its continued use and subsequent disposal. Where the carrying amount of a non-current asset is greater than its recoverable amount the asset is revalued to its recoverable amount. The expected net cash flows included in determining recoverable amounts of non-current assets have not been discounted to their present values as permitted by AAS 10.

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

"274(1) [Application for information] A member of the organisation, or a Registrar may apply to the organisation for specified prescribed information in relation to the organisation.

"274(2) [Provision of information] An organisation shall, on application made under subsection (1) by a member of the organisation or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time, as is prescribed.

"274(3) [Function of Registrar] A registrar may only make an application under subsection (1) at the request of a member of the organisation concerned, and the Registrar shall provide to a member, information received because of an application made at the request of the member.

**NOTE 3. CURRENT ASSETS - Cash**

	2002	2001
	\$	\$
Cash at bank	13,424	35,877
Cash on hand	170	170
Term deposits and savings investment accounts	541,590	505,435
	<u>555,184</u>	<u>541,482</u>

**NOTE 4. CURRENT ASSETS - Inventory**

T-Shirts	113	400
Stationery	500	500
	<u>613</u>	<u>900</u>

COMMUNICATIONS ELECTRICAL PLUMBING UNION  
COMMUNICATIONS DIVISION  
POSTAL AND TELECOMMUNICATIONS BRANCH  
WESTERN AUSTRALIA  
NOTES TO AND FORMING PART OF THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2002

Page 9.

	2002	2001
	\$	\$
<b>NOTE 5. CURRENT ASSETS - Receivables</b>		
Members contributions in arrears	4,992	19,638
Less : provision for doubtful debts	(282)	(16,854)
Other	5,063	15,110
	<u>9,773</u>	<u>17,894</u>
<b>NOTE 6. CURRENT ASSETS - Other</b>		
Prepayments	<u>4,484</u>	<u>8,159</u>
<b>NOTE 7. NON-CURRENT ASSETS - Property, Plant &amp; Equipment</b>		
Land and buildings - at cost	222,550	222,550
Less : accumulated depreciation	<u>(39,739)</u>	<u>(37,057)</u>
	182,811	185,493
Motor vehicles - at cost	87,035	87,035
Less : accumulated depreciation	<u>(58,980)</u>	<u>(43,692)</u>
	28,055	43,343
Office furniture and equipment - at cost	69,519	56,385
Less : accumulated depreciation	<u>(52,158)</u>	<u>(48,265)</u>
	17,361	8,120
Total property, plant and equipment	<u>228,227</u>	<u>236,956</u>
<b>NOTE 8. CURRENT LIABILITIES - Accounts Payable</b>		
Trade creditors and accruals	10,586	7,709
Members contributions received in advance	7,252	4,380
Amounts owed to national office (refer note 14.)	24,911	18,472
Other	5,863	-
	<u>48,613</u>	<u>30,561</u>
<b>NOTE 9. CURRENT LIABILITIES - Provisions</b>		
Annual leave	38,899	55,862
Sick leave	130,324	148,790
Long service leave	105,673	122,867
Redundancy	5,960	5,960
Other	3,356	3,356
	<u>284,212</u>	<u>336,835</u>

**COMMUNICATIONS ELECTRICAL PLUMBING UNION  
COMMUNICATIONS DIVISION  
POSTAL AND TELECOMMUNICATIONS BRANCH  
WESTERN AUSTRALIA  
NOTES TO AND FORMING PART OF THE ACCOUNTS  
FOR THE YEAR ENDED MARCH 31, 2002**

Page 10.

	2001 \$	2001 \$
<b>NOTE 10. NON-CURRENT LIABILITIES - Provisions</b>		
Sick leave	<u>21,586</u>	<u>7,831</u>

**NOTE 11. STATEMENT OF CASH FLOWS**

**a) Reconciliation of net surplus / (deficit) with net cash flows from operating activities**

Net Surplus / (Deficit)	13,706	26,188
Depreciation	21,863	24,167
Loss on sale of property, plant and equipment	-	63
Increase/(Decrease) in creditors and accruals	18,051	(13,005)
Increase/(Decrease) in provisions	(55,439)	3,795
(Increase)/Decrease in interest receivable	10,047	(12,521)
(Increase)/Decrease in receivables	14,646	(14,796)
(Increase)/Decrease in inventories	287	(400)
(Increase)/Decrease in prepayments	3,675	(2,711)
Net cash flows from operating activities	<u>26,836</u>	<u>10,780</u>

**b) Non-cash Financing and Investing Activities**

During the financial year there were no non-cash financing and investing activities.

**c) Credit Stand-by Arrangements and Loan Facilities**

The union, during the financial year, did not have a bank overdraft facility or commercial bill facility.

**NOTE 12. SUBSEQUENT EVENTS**

At the date of the Committee of Management Statement no matter or circumstance not otherwise dealt with in the financial statements has significantly or may significantly affect the operations of the Branch, the results of those operations or the state of affairs of the Branch in subsequent financial years.

**NOTE 13. SUPERANNUATION**

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

**NOTE 14. RELATED PARTY INFORMATION**

**Transactions with National Office**

During the year the Branch paid 25% of gross member contributions received to National Office.	148,719	159,046
Amounts owing by Branch at year end.	24,911	18,472

**NOTE 15. SEGMENT REPORTING**

The union provides union membership services throughout the region of Western Australia to all its members.

**NOTE 16. FINANCIAL INSTRUMENT NOTE**

**(a) Interest Rate Risk**

The Union's exposure to interest rate risk is not considered significant. Investment accounts gain interest at the prevailing bank interest rates.

**(b) Credit Rate Risk**

The maximum exposure to credit risk at balance date to recognised financial assets is the carrying amount of those assets, net of any provision for doubtful debts, as disclosed in the balance sheet and in the notes to and forming part of the financial statements.

The union does not have any material credit risk exposure to any single debtor or group of debtors under financial instruments entered into by the union.

**(c) The Net Fair Values**

The net fair values of the financial assets and financial liabilities approximate their carrying values.

The aggregate net fair values and carrying amounts of financial assets and financial liabilities are disclosed in the balance sheet and in the notes to and forming part of the financial statements.

## HORWATH PERTH

(formerly D U E S B U R Y S )

ABN 12 184 485 646

Chartered Accountants • Management Consultant  
A member of Horwath International

128 Hay Street Subiaco WA 6008  
PO Box 700 West Perth WA 6872  
Email horwath@perth.horwath.com.au

Telephone (08) 9380 8400

Facsimile (08) 9380 8499

### INDEPENDENT AUDIT REPORT

To the members of the Communications Electrical Plumbing Union  
Communications Division  
Postal and Telecommunications Branch  
Western Australia



#### Scope

We have audited the general purpose financial report of the Communications Electrical Plumbing Union, Communications Division, Postal and Telecommunications Branch, Western Australia for the year ended 31 March 2002. The Committee of Management are responsible for the preparation and presentation of the financial report and of the information it contains. We have conducted an independent audit of the financial report in order to express an opinion on it to the members of the Branch.

Our audit has been conducted in accordance with Australian auditing standards to provide reasonable assurance as to whether the financial report is free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial report is presented fairly in accordance with Australian accounting standards and other mandatory professional reporting requirements, Section 273 of the Workplace Relations Act and statutory requirements so as to present a view of the Branch which is consistent with our understanding of its financial position, the results of its operations and cash flows.

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

#### Audit Opinion

In our opinion;

- (i) satisfactory accounting records detailing the sources and nature of receipts of the Branch and the nature and purposes of payments were kept by the Branch in respect of the year ended 31 March 2002, and
- (ii) the accompanying financial report, prepared in accordance with Section 273 of the Workplace Relations Act 1996 is properly drawn up so as to present fairly:
  - (a) the state of affairs of the Branch as at 31 March 2002; and
  - (b) the income and expenditure and cash flows of the Branch for the year ended 31 March 2002; and
- (iii) the accompanying financial report has been made out in accordance with Australian accounting standards, other mandatory professional reporting requirements and statutory requirements.

Dated at Perth this 11<sup>th</sup> day of June 2002.

  
HORWATH PERTH  
Chartered Accountants

  
GLYN O'BRIEN  
Partner

Partners: Russell Garvey FCPA Peter Moltoni CA Glyn O'Brien CA David Stevens FCA



QUALITY SYSTEM CERTIFIED  
TO AS/NZS ISO 9001:1994  
REGN NO. 454



**AUSTRALIAN INDUSTRIAL REGISTRY**

Level 8, Terrace Towers  
80 William Street, East Sydney, NSW 2011  
Telephone: (02) 8374 6666  
Fax: (02) 9380 6990

Mr. Paul W Kelly  
CEPU -Communications Division  
Western Australian Postal and Telecommunications Branch  
196 Lord Street  
PERTH WA,6000

Dear Mr. Kelly

**Re: Financial Statements for CEPU-Communications Division - Western  
Australian Postal and Telecommunications Branch for the year ended 31 March  
2002 (FR2002/641)**

Receipt is acknowledged of the above financial statements, which were lodged in the Registry on 4 February 2003.

These documents have now been filed.

I would however, draw your attention to the following matter that you may care to consider when preparing future returns.

It was noted that there was a delay of approximately 5 months in lodging these financial statements. When the financial statements have been presented to the second meeting they are required to be lodged in the Industrial Registry within 14 days as specified in s280 *Workplace Relations Act 1996*. This sequence of events should be observed for future financial reporting years or an extension requested.

Should you have any enquires regarding these matters, please do not hesitate to contact me on (02) 8374 6516.

Yours sincerely,

Caroline Pryor  
NSW Statutory Services Branch

11 February 2003