



Australian Government
Australian Industrial Registry

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

Ref: FR2007/211-[128V-CTSN]

Mr Ian McCarthy
Branch Secretary
CEPU Communications Division
NSW Telecommunications & Services Branch
2nd Floor, 741 George Street
SYDNEY NSW 2000

Dear Mr McCarthy

Financial Return - year ending 31 March, 2007

Our records show the organisation's financial year ended recently. This letter outlines some of the things you must do to meet your financial reporting obligations and when you have to do them. For simplicity, we will call the documents you have to lodge with us your *financial return*.

This letter is intended as guide to the law applicable on the date of this letter, and should not be used as a substitute for legal or accounting advice. We only summarise some of the reporting requirements in this letter. More detailed information is at the end of this letter.

Information on AIRC Website

We recommend you and your accountant/auditor also refer to the following documents on the Commission's website at www.airc.gov.au:

- [RAO Schedule](#)
- [RAO Regulations](#)
- [Registrar's Reporting Guidelines](#) - All GPFR's must comply with these Guidelines. Please note that the Guidelines set out requirements that are *in addition* to those required by the Australian Accounting Standards.
- [RAO Fact Sheets](#) - These Fact Sheets explain the requirements of the RAO Schedule - many of them deal with financial reporting matters.

Reporting Unit

Under the provisions of the Registration and Accountability of Organisations Schedule (RAO), Schedule 1 of the *Workplace Relations Act 1996*, reporting entities are known as "*reporting units*". Where an organisation is **not** divided into branches the reporting unit is the whole of the organisation. Where an organisation **is** divided into branches each branch will be a reporting unit unless the Industrial Registrar has determined a division of the organisation into reporting units on an alternative basis. We can discuss this with you if you need more information.

For simplicity, we will use the term "reporting unit" in this letter.

Industrial Registrar's Guidelines

The Industrial Registrar's reporting guidelines set out certain disclosure requirements in addition to those prescribed by Australian Accounting Standards having in mind the nature of organisations registered under the Workplace Relations Act.

The disclosure requirements prescribed by the reporting guidelines are directed towards providing members of the reporting unit with information to enable them to gauge the performance of the committee of management and other holders of office in relation to the financial management of the reporting unit. In addition, the reporting guidelines seek to improve the quality of information available to users of the financial report about the reporting unit's economic support of, or economic dependency on, other reporting units of the organisation.

Timeline Planner and Checklist

We have attached a Timeline/Planner (*Attachment A*) to help you **plan** your financial return and carry out all the necessary steps. We have also attached a Document Checklist (*Attachment B*) to **check** your documents before lodging them in the Registry. Both documents are abbreviated summaries of the relevant provisions of the RAO Schedule, RAO Regulations and the Industrial Registrar's Reporting Guidelines.

In the following section we describe some of the documents your reporting unit must prepare and the sequence of their preparation and completion.

Three Reports

Your reporting unit must prepare two reports as soon as practicable after its financial year, which, together with the Auditor's Report, comprise the reporting unit's financial return.

1. **General Purpose Financial Report** - this must comply with the Australian Accounting Standards and the Industrial Registrar's Reporting Guidelines. The GPFR consists of:

(a) Financial Statements containing:

- a profit and loss statement, or other operating statement; and
- a balance sheet; and
- a statement of cash flows; and
- any other statements required by the Australian Accounting Standards; and

(b) Notes to the Financial Statements containing:

- notes required by the Australian Accounting Standards; and
- information required by the Industrial Registrar's *Reporting Guidelines* under section 255 including disclosures related to any recovery of wages activity ; and

(c) Committee of Management Statement as required by the Registrar's Reporting Guidelines (a sample certificate for illustrative purposes is at Attachment C) including declarations related to the recovery of wages activity.

2. **Operating Report** - this report includes a review of your reporting unit's principal activities for the year and other specified information.

Your reporting unit must appoint an auditor to audit the GPFR and to provide:

3. an **Auditor's Report**.

First Meeting (Committee of Management)

For simplicity, we will call the meeting at which the committee of management first considers the GPFR the first meeting. At the first meeting your committee, if satisfied that all is in order, will resolve to express its opinion on the GPFR and complete a Committee of Management Statement.

The Auditor

After the first meeting, the auditor takes the GPFR and the Committee of Management Statement and prepares a report on the GPFR. In practice, your auditor may have already completed most of his or her examination of your accounts. The auditor may only be waiting on the Committee to pass the required resolution and make the Statement before signing the report the same day.

Informing Your Members

Your reporting unit must provide free of charge to the general membership, copies of the GPFR, the Operating Report and the Auditor's Report. RAO calls these the "full report". Under certain circumstances, your reporting unit can provide a more limited *concise report*.

The reporting unit can meet its obligation to provide copies of the full or concise report to members by publishing the report in a journal that is available to the members free of charge.

A reporting unit may meet this obligation in whole or in part by publication of the report in a journal published on a web site on the Internet dependent on:

- a. the extent of the accessibility of the members of the reporting unit to the Internet; and
- b. that the members are notified by the reporting unit in the usual manner in which it communicates with its members that the report has been so published at a specified Internet address.

The report must be provided within 5 or 6 months from the end of the financial year, depending on the internal arrangements of the organisation for the presentation of its financial reports.

The Second Meeting - if it is a General Meeting of Members

After providing the full report to members it must be presented to a general meeting of members. For simplicity this is referred to as the *second meeting*.

Your reporting unit must always allow a minimum of 21 days for members to receive the full report before presenting it to a general meeting of members (s265(5)). The purpose of the interval is to enable the members to have time to consider the report and, if they wish, to attend the second meeting to discuss it.

If the rules of the organisation permit a general meeting to be a series of meetings held at different locations, the full report may be presented to such a series of meetings. In this case the 'date' of the general meeting is taken to be the date of the last meeting in the series (see s266(2)).

The Second Meeting - if it is a Committee of Management Meeting

If the rules of your organisation contain a provision that allows up to 5% of members to demand a general meeting to be held consider the report (see s266(3)), it is permissible to present the report directly to a Committee of Management meeting.

Lodge full report within 14 days of meeting

You must lodge a copy of the full report and any concise report in the Industrial Registry within 14 days of the second meeting. For your convenience you are encouraged to lodge the material electronically (see eFiling Tab at www.airc.gov.au).

The Secretary (or another officer appropriately authorised under the rules of the organisation) must *certify* that the full report is a copy of the one provided to members and presented to the second meeting and provide the date of the meeting (a sample certification for illustrative purposes is at *Attachment D*).

When we receive your return we will check that it includes the information you must provide your members and that you have provided it to them correctly.

Complying with time limits

This letter has outlined some of the steps in preparing and lodging your return. Many of the steps must be completed within fixed time limits.

Failure to complete them in time could make your reporting unit or its officers liable to financial or "civil penalties".

Extensions of Time

We appreciate that sometimes circumstances beyond your reporting unit's control may delay completion of a financial return. If you believe your reporting unit is going to be unable to meet a time limit tell us as soon as you know. We can advise you if the step is one for which you may apply under RAO to the Industrial Registrar for extra time to complete. The maximum extra time allowed can be no more than one month.

Contact the Registry

We encourage you to contact the Registry on (02) 8374 6618 or by e-mail at belinda.penna@air.gov.au as early as possible if you believe preparation or lodgment of your return will be delayed or if you have any queries. We can offer you advice on procedures but we cannot give you legal or accounting advice.

Yours sincerely



Belinda Penna
For Deputy Industrial Registrar
2 April, 2007

Documents Checklist

You can use this checklist as soon as possible after the financial year ends to ensure you have all the necessary documents prepared and that those documents contain all information required by RAO.

You can also use this checklist to ensure all documents in your financial return are complete before lodging them in the Registry.

No	Document	✓
1	General Purpose Financial Report	
	Does the report contain a Profit and Loss Statement?	
	Does the report contain a Balance Sheet?	
	Does the report contain a Statement of Cash Flows?	
	Does the report contain notes to the financial statements as required by AAS and the reporting guidelines?	
	Does the report contain all other information required by the reporting guidelines?	
2	Committee of Management Statement	
	Is the statement signed by the officer responsible for undertaking functions necessary to enable the reporting unit to comply with RAO?	
	Is the statement dated?	
	Is the statement in accordance with a resolution of the committee?	
	Does the statement specify the date of the resolution?	
	Does the statement contain declarations required by the reporting guidelines?	
	Does the statement contain declarations relating to any recovery of wages activity?	
3	Auditor's Report	
	Is the Report dated and signed by the auditor?	
	Is the name of the auditor clear?	
	Are the qualifications of the auditor on the report?	
	Has the auditor expressed an opinion on all matters required?	
4	Operating Report	
	Is the report signed and dated?	
	Does the report provide the number of members?	
	Does the report provide the number of employees?	
	Does the report contain a review of principal activities?	
	Does the report give details of significant changes?	
	Does the report give details of right of members to resign?	
	Does the report give details of superannuation trustees?	
	Does the report give details of membership of the committee of management?	
5	Concise report*	
6	Certificate of Secretary or other Authorised Officer	
	Is the certificate signed and dated?	
	Is the signatory the secretary or another officer authorised to sign the certificate?	
	Is the date that the report was provided to members stated?	
	Is the date of the Second Meeting at which the report was presented stated?	
	Does the certificate state that the documents are copies of those provided to members?	
	Does the certificate state that the documents are copies of those presented to the Second Meeting?	

* This is an optional way of providing documents to members (see RAO s265(3) and RAO Reg. 161).

Committee Of Management Statement

On ____/____/____ [date of meeting] the Committee of Management of _____ [name of reporting unit] passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended ____/____/____ [date]:

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

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

[Add the following if any recovery of wages activity has been undertaken during the financial year]

- (f) in relation to recovery of wages activity:
 - (i) the financial report on recovery of wages activity has been fairly and accurately prepared in accordance with the requirements of the reporting guidelines of the Industrial Registrar; and
 - (ii) the committee of management caused the auditor to include in the scope of the audit required under subsection 257(1) of the RAO Schedule all recovery of wages activity by the reporting unit in which revenues had been derived for the financial year in respect of such activity; and
 - (iii) no fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from moneys recovered from employers on behalf of workers other than reported in the financial report on recovery of wages activity and the notes to the financial statements; and
 - (iv) that prior to engaging in any recovery of wages activity, the organization has disclosed to members by way of a written policy all fees to be charged or reimbursement of expenses required for recovery of wages activity, and any likely request for donations or other contributions in acting for a worker in recovery of wages activity; and

- (v) no fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from moneys recovered from employers on behalf of workers until distributions of recovered money were made to the workers.

For Committee of Management: _____ [*name of designated officer per section 243 of the RAO Schedule*]

Title of Office held:

Signature:

Date:

* *Where compliance or full compliance has not been attained - set out details of non compliance instead.*

Where not relevant these may be modified accordingly (e.g. in (vi) "No orders have been made by the Commission under section 273 of the RAO Schedule during the period."

Certificate of Secretary or other Authorised Officer¹

s268 of Schedule 1B *Workplace Relations Act 1996*

I *[name]* being the *[title of office]* of the *[name of the organisation]* certify:

- that the documents lodged herewith are copies of the full report, *[and the concise report]²*, referred to in s268 of the RAO Schedule; and
- that the *[full report **OR** concise report]³*, was provided to members on *[insert date]*; and
- that the full report was presented to *[a general meeting of members **OR** the last of a series of general meetings of members **OR** a meeting of the committee of management]³* of the reporting unit on *[insert date]*; in accordance with section 266 of the RAO Schedule.

Signature

Date:

¹*RAO regulation 162 prescribes the designated officer for the purpose of RAO schedule s268 as:*

(a) the secretary; or

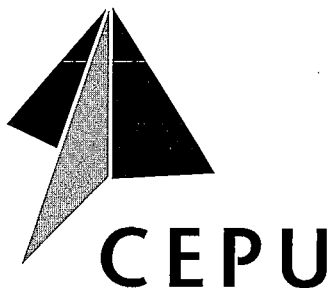
(b) an officer of the organisation other than the secretary who is authorised by the organisation or by the rules of the organisation to sign the certificate mentioned in that paragraph.

²*Only applicable where a concise report is provided to members*

³*Insert whichever is applicable*

CEPU Communications Division
**NSW TELECOMMUNICATIONS
& SERVICES BRANCH**

2nd Floor, 741 George Street, Sydney NSW 2000
Phone (02) 9281-2811
Fax (02) 9281-9494
www.ceputelserv.asn.au
ABN 69 143 175 060



Communications
Electrical Electronic
Energy Information
Postal Plumbing
and Allied Services
Union of Australia

Deputy Industrial Registrar
Level 8, Terrace Towers
80 William Street
EAST SYDNEY NSW 2011

Branch Financial Documents

Please find attached for your records a copy of the following documents:

- Financial Report for the year ended 31 March 2007 for the Communications Electrical Electronic Energy Information Postal Plumbing and Allied Services Union of Australia, Communications Division, New South Wales Telecommunications and Services Branch.
- Certificate of the Secretary that the documents presented for lodgment are copies of the documents provided to members and presented to the committee of management meeting in accordance with s266.

If you have any questions please contact the undersigned on (02) 9281 9142.

Yours faithfully

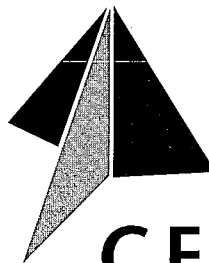
A handwritten signature in black ink that reads "Ian McCarthy".

Ian McCarthy
Branch Secretary
19 August 2007



CEPU Communications Division
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CEPU

Communications
Electrical Electronic
Energy Information
Postal Plumbing
and Allied Services
Union of Australia

Certificate of Branch Secretary

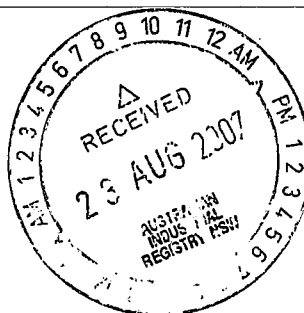
S268 of Schedule 1B Workplace Relations Act 1996

I, Ian Stuart McCarthy being the Branch Secretary of the Communications Electrical Electronic Energy Information Postal Plumbing and Allied Services Union of Australia, Communications Division, New South Wales Telecommunications and Services Branch certify:

- That the documents lodged herewith are copies of the full report referred to in s268 of the RAO Schedule; and
- That the full report was provided to members on 11 July, 2007 through our branch website (www.ceputelserv.asn.au)
- That the full report was presented to a general meeting of members on 8 August 2007; in accordance with section 266 of the RAO Schedule.

A handwritten signature in black ink that reads 'Ian McCarthy'.

Ian McCarthy
Branch Secretary
19 August 2007

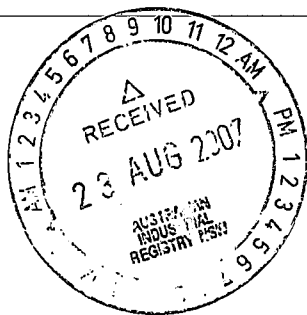


**COMMUNICATIONS ELECTRICAL ELECTRONIC ENERGY INFORMATION
POSTAL PLUMBING & ALLIED SERVICES UNION OF AUSTRALIA**

COMMUNICATIONS DIVISION

NEW SOUTH WALES TELECOMMUNICATIONS AND SERVICES BRANCH

FINANCIAL REPORT FOR THE YEAR ENDED 31 MARCH 2007



**COMMUNICATIONS ELECTRICAL ELECTRONIC ENERGY INFORMATION
POSTAL PLUMBING & ALLIED SERVICES UNION OF AUSTRALIA**

COMMUNICATIONS DIVISION

NEW SOUTH WALES TELECOMMUNICATIONS AND SERVICES BRANCH

OPERATING REPORT (Cont'd)

Membership Numbers

- (1) Under section 230 of the RAO Schedule the number of persons recorded in the register of members and who under section 244 of the RAO Schedule are taken to be members of the Branch of the Union as at 31 March 2007 was 2,228.
- (2) The number of persons, both full-time and part time employees measured on a full-time basis, employed by the Branch of the Union as at 31 March 2007 was six (6).
- (3) The names of persons who have at any time during the financial year ending 31 March 2007 been members of the CEPU T & S NSW Branch Committee of Management are detailed below. All such persons served on the committee for the period 1 April 2006 to 31 March 2007 unless otherwise indicated.

Executive:

Branch President:	Lloyd Harris
Branch Vice Presidents (technical):	Glenn Falls and Lee Walkington
Branch Vice President (operator):	Mary Anne Tucker (Resigned September 2006)
Branch Secretary:	Ian McCarthy
Branch Assistant Secretary:	Vivette Horrex

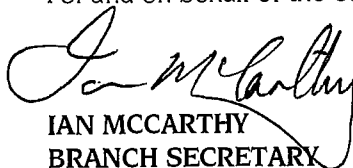
Operator Division:

Lynne Dunn
Aileen Hayden
Linda Hile
Cora Kalos
Louise Wilson

Technical Division:

Peter Banner
John Beard
Randall Bye
Tony Day
Michael Donohue (Resigned August 2006)
Peter Hayes
Alex Jansen
Peter Lane
Lisa O'Brien
Rick Pietrini (Resigned August 2006)
Simon Vanderzeil (Resigned October 2006)
Jeremy Wheeler

For and on behalf of the Committee of Management



IAN MCCARTHY
BRANCH SECRETARY

18 July 2007

COMMUNICATIONS ELECTRICAL ELECTRONIC ENERGY INFORMATION
POSTAL PLUMBING & ALLIED SERVICES UNION OF AUSTRALIA

COMMUNICATIONS DIVISION

NEW SOUTH WALES TELECOMMUNICATIONS AND SERVICES BRANCH

INCOME STATEMENT
FOR THE YEAR ENDED 31 MARCH 2007

GENERAL ACCOUNT

	2007 \$	2006 \$
INCOME		
Members' Dues	850,435	974,530
Directors' Fees	29,034	27,973
Interest	858	1,270
Journal Advertising	700	1,400
Levy – Your Rights @ Work	2,723	-
O H & S Grant Income	-	50,000
Sundry Income	-	5,177
TOTAL INCOME	<u>883,750</u>	<u>1,060,350</u>
EXPENDITURE		
Depreciation		
Furniture and Equipment	<u>9,295</u>	<u>8,557</u>
Employee Benefits Expenses		
Accrued Annual Leave – Increase (Decrease) in Provision	10,655	(15,668)
Fringe Benefits Tax	5,822	8,212
Long Service Leave – Increase in Provision	13,680	6,172
Payroll Tax	20,262	20,051
Superannuation	51,353	51,348
Salaries – Industrial	32,121	38,205
- Administration	106,955	104,641
- Office Bearers	157,138	152,165
	<u>397,986</u>	<u>365,126</u>
Other Expenses		
Affiliation Fees	35,448	21,249
Bad and Doubtful Debts	1,434	350
Bank Charges	11,588	13,201
Branch Assistance	-	661
Building Maintenance	1,378	878
Campaigns – Your Rights @ Work	10,175	12,026
Cleaning	16,475	19,650
Collection Commissions	1,163	5,549
Computer Expenses	15,001	15,187
Divisional Conference Dues	188,753	223,174
Donations	1,000	500
Electricity	<u>3,056</u>	<u>3,813</u>
Carried Forward	<u>285,471</u>	<u>316,238</u>

COMMUNICATIONS ELECTRICAL ELECTRONIC ENERGY INFORMATION
POSTAL PLUMBING & ALLIED SERVICES UNION OF AUSTRALIA

COMMUNICATIONS DIVISION

NEW SOUTH WALES TELECOMMUNICATIONS AND SERVICES BRANCH

INCOME STATEMENT
FOR THE YEAR ENDED 31 MARCH 2007

SPECIAL FUND ACCOUNT

	2007 \$	2006 \$
INCOME		
Interest Received	<u>82</u>	<u>82</u>
TOTAL INCOME	<u>82</u>	<u>82</u>
EXPENDITURE		
Bank Charges	<u>-</u>	<u>-</u>
TOTAL EXPENDITURE	<u>-</u>	<u>-</u>
SURPLUS FOR YEAR	<u>82</u>	<u>82</u>

[The attached Notes form part of the financial report]

COMMUNICATIONS ELECTRICAL ELECTRONIC ENERGY INFORMATION
POSTAL PLUMBING & ALLIED SERVICES UNION OF AUSTRALIA

COMMUNICATIONS DIVISION

NEW SOUTH WALES TELECOMMUNICATIONS AND SERVICES BRANCH

STATEMENT OF CHANGES IN ACCUMULATED FUNDS
FOR THE YEAR ENDED 31 MARCH 2007

	Accumulated Funds General Account	Accumulated Funds Special Fund Account	Total Accumulated Funds
	\$	\$	\$
Balance at 1 April 2005	1,671,490	81,578	1,753,068
Net Surplus for Year	<u>87,998</u>	<u>82</u>	<u>88,080</u>
Balance at 31 March 2006	1,759,488	81,660	1,841,148
Net (Deficit) Surplus for Year	<u>(50,338)</u>	<u>82</u>	<u>(50,256)</u>
Balance at 31 March 2007	<u>1,709,150</u>	<u>81,742</u>	<u>1,790,892</u>

[The attached Notes form part of the financial report]

**COMMUNICATIONS ELECTRICAL ELECTRONIC ENERGY INFORMATION
POSTAL PLUMBING & ALLIED SERVICES UNION OF AUSTRALIA**

COMMUNICATIONS DIVISION

NEW SOUTH WALES TELECOMMUNICATIONS AND SERVICES BRANCH

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 31 MARCH 2007**

I. STATEMENT OF ACCOUNTING POLICIES

The financial report is a general purpose financial report that 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 Workplace Relations Act, 1996.

Compliance with Australian equivalents to International Financial Reporting Standards ensures that the financial report comprising the financial statements and notes thereto, complies with International Financial Reporting Standards (IFRS) except for:

- Segment reporting because AASB 114 "Segment Reporting" does not apply to not-for-profit organisations.
- Impairment of assets under AASB 136 "Impairment of assets"

BASIS OF PREPARATION

The financial report is for the entity Communications, Electrical, Electronic, Energy, Information, Postal Plumbing & Allied Services Union of Australia, Communications Division, New South Wales Telecommunications and Services Branch as an individual entity. The Communications, Electrical, Electronic, Energy, Information Postal Plumbing & Allied Services Union of Australia is an organisation registered under the Workplace Relations Act, 1996. The New South Wales Telecommunications and Services Branch 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.

The financial report has been prepared on the basis of historical costs. 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 financial report has been prepared on a going concern basis, which contemplates continuity of normal operating activities and the realisation of assets and settlement of liabilities in the normal course of the branch's operations.

The continuing operations of the branch and the ability to pay its debts in the normal course is dependant upon the financial support of Communications Electrical Electronic Energy Information Postal Plumbing and Allied Services Union of Australia, Communications Division, as necessary, and upon the success of future operations.

If the branch is unable to continue as a going concern, it may be required to realise its assets and extinguish its liabilities other than in the normal course of business and at amounts different from those stated in the financial report.

**COMMUNICATIONS ELECTRICAL ELECTRONIC ENERGY INFORMATION
POSTAL PLUMBING & ALLIED SERVICES UNION OF AUSTRALIA**

COMMUNICATIONS DIVISION

NEW SOUTH WALES TELECOMMUNICATIONS AND SERVICES BRANCH

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 31 MARCH 2007 [Cont'd]**

1. SIGNIFICANT ACCOUNTING POLICIES (cont'd)

(e) 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.

(f) 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 balance sheet are shown inclusive of GST.

(g) 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 amount 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 amount of the assets and liabilities.

COMMUNICATIONS ELECTRICAL ELECTRONIC ENERGY INFORMATION
POSTAL PLUMBING & ALLIED SERVICES UNION OF AUSTRALIA

COMMUNICATIONS DIVISION

NEW SOUTH WALES TELECOMMUNICATIONS AND SERVICES BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 31 MARCH 2007 [Cont'd]

	2007	2006
	\$	\$

6. PROPERTY, PLANT AND EQUIPMENT

Land and Buildings

Strata Title Units Nos 2, 3 and 4
741 George Street, Sydney NSW 2000.

Cost	2,341,992	2,341,992
Less Accumulated Depreciation	<u>(307,023)</u>	<u>(307,023)</u>
	<u>2,034,969</u>	<u>2,034,969</u>

As at 31 March 2004 Strata Title Units controlled by the Branch were transferred to the Branch from Divisional Council. This was done in accordance with the decision of the Union's Divisional Conference to allow branches to show in their financial records the properties for which they have the right of custody, control or management.

The transfer was made at the book value of the relevant strata title units recorded in the financial records of Divisional Council as at 31 March 2004.

The branch's gain on transfer was \$2,034,969.

Office Furniture and Equipment

Cost	414,905	407,784
Less Accumulated Depreciation	<u>(389,858)</u>	<u>(380,566)</u>
	<u>25,047</u>	<u>27,218</u>

TOTAL PROPERTY, PLANT AND EQUIPMENT	<u>2,060,016</u>	<u>2,062,187</u>
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MOVEMENTS IN CARRYING AMOUNTS

	Land and Building	Office Furniture and Equipment	Total
Balance at 1 April 2006	2,034,969	27,218	2,062,187
Additions	-	7,124	7,124
Disposals	-	-	-
Depreciation	-	(9,295)	(9,295)
	<u>2,034,969</u>	<u>25,047</u>	<u>2,060,016</u>
Balance at 31 March 2007	<u>2,034,969</u>	<u>25,047</u>	<u>2,060,016</u>

COMMUNICATIONS ELECTRICAL ELECTRONIC ENERGY INFORMATION
POSTAL PLUMBING & ALLIED SERVICES UNION OF AUSTRALIA

COMMUNICATIONS DIVISION

NEW SOUTH WALES TELECOMMUNICATIONS AND SERVICES BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 31 MARCH 2007 [Cont'd]

	2007 \$	2006 \$
9. CASH FLOW INFORMATION (Cont'd)		
(b) Reconciliation of Cash Flow from Operations with Net (Deficit)/Surplus		
Net (Deficit)/Surplus		
General Fund	(50,338)	87,998
Special Fund	<u>82</u>	<u>82</u>
Total Net (Deficit)/Surplus	(50,256)	88,080
Non-Cash Flows in Net (Deficit)/Surplus		
Depreciation	9,295	8,557
Changes in Assets and Liabilities		
Increase (Decrease) in Provisions	24,334	(9,497)
Decrease in Sundry Debtors	123	7,883
Decrease (Increase) in Prepayments	14,063	(3,125)
(Decrease) in Sundry Creditors	<u>(23,766)</u>	<u>(79,641)</u>
CASH FLOWS FROM OPERATIONS	<u>(26,207)</u>	<u>12,257</u>

**COMMUNICATIONS ELECTRICAL ELECTRONIC ENERGY INFORMATION
POSTAL PLUMBING & ALLIED SERVICES UNION OF AUSTRALIA**

COMMUNICATIONS DIVISION

NEW SOUTH WALES TELECOMMUNICATIONS AND SERVICES BRANCH

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 31 MARCH 2007 (Cont'd)**

10. FINANCIAL INSTRUMENTS (Cont'd)

Credit Risk Exposure

Credit risk is the risk that counterparties to a financial asset will fail to discharge their obligation, causing the Branch to incur financial loss.

The credit risk exposure of the Branch to financial assets which have been recognised in the Balance Sheet is generally the carrying amounts, net of any provisions for doubtful debts.

The carrying amounts of cash and non-interest bearing monetary financial assets and liabilities (e.g. receivables and payables) approximate net fair values.

11. SUPERANNUATION

All 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. REGISTERED OFFICE

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

Level 2,
741 George Street
Sydney NSW 2000

13. RELATED PARTIES

- (a) The aggregate amount of remuneration paid to officers during the financial year is disclosed in the Income Statement under Salaries – Office Bearers.
- (b) The aggregate amount paid during the financial year to a superannuation plan in respect of elected full time officials was \$37,853 (2006: \$41,178).
- (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.

**COMMUNICATIONS ELECTRICAL ELECTRONIC ENERGY INFORMATION
POSTAL PLUMBING & ALLIED SERVICES UNION OF AUSTRALIA**

COMMUNICATIONS DIVISION

NEW SOUTH WALES TELECOMMUNICATIONS AND SERVICES BRANCH

INDEPENDENT AUDIT REPORT

Scope

The Financial Report and the Responsibility of the Branch Committee of Management and Branch Secretary

The financial report comprises the balance sheet, income statement, statement of changes in accumulated funds, cash flow statement, accompanying notes to the financial statements and the Branch Committee of Management's statement for the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing & Allied Services Union of Australia, Communications Division, New South Wales Telecommunications and Services Branch, for the year ended 31 March 2007.

The Branch Committee of Management and the Branch Secretary are responsible for the preparation and true and fair presentation of the financial report in accordance with the Workplace Relations Act 1996. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

Audit Approach

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 in order to provide reasonable assurance whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgment, selective testing, the inherent limitations of internal controls, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

We performed procedures to assess whether in all material respects the financial report presents fairly, in accordance with the Workplace Relations Act 1996, including compliance with Accounting Standards and other mandatory professional reporting requirements in Australia a view which is consistent with our understanding of the Branch's financial position and its performance as represented by the results of its operations and cash flows.

We formed our audit opinion on the basis of these procedures, which included:

- examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report, and
- assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the Branch Committee of Management and the Branch secretary.

While we considered the effectiveness of management's internal controls over financial reporting when determining the nature and extent of our procedures, our audit was not designed to provide assurance on internal controls.

Independence

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements and the Workplace Relations Act 1996.

**Minutes of CEPU, Communications Division, Telecommunications and Services
Divisional Group NSW Branch Committee of Management Special Meeting
held Tuesday 10th July 2007 at
741 George Street, Haymarket Sydney**

Opening

Branch President Lloyd Harris declared the meeting open at 12.38pm

1. Apologies

Glenn Falls, Linda Hile, Cora Kalos, Tony Day, Aileen Hayden,
Lynne Dunn

**BCoM 01/07/07
Moved & Seconded**

"That the apologies be accepted and leave granted."

Carried

2. Reports – Branch Financial Statements 2006/2007

Branch Secretary Ian McCarthy referred to the written report provided to BCoM with the meeting notice regarding the Branch Financial Statements. The report provided details of the Branch financial position covering membership income; the Your Rights at Work Levy; accrued annual leave; long service leave provisions; advertising costs; affiliation fees; meeting expenses; rates and taxes; which contributed to the Branch deficit of \$50,340. Measures are in place to address this within the Branch. Initiatives are in place to address the Your Rights at Work Levy and membership arrears and Branch recruitment. There will be a weekly meeting with all staff to make sure efforts continue to address the Branch financial situation. Also considered is the option to sell the three floors at 741 George Street, as detailed in the written report to BCoM. Discussion ensued with BCoM over the accounts and financial situation and advice from the Branch's auditors. It was reported that we need to obtain a letter of support from Divisional Executive.

No questions were raised.

Motion 1

Reception of Financial Report for Year Ending 31 March 2007

"That the Financial Report of the NSW Telecommunications and Services Branch for the year ended 31st March 2007 be received."

Carried

The Branch Committee of Management further authorises the Branch Secretary to make available a copy of the Branch financial report to members by way of publication on the Branch website. The report will also be available via email or hard copy on request. Members will be advised of this via circular."

There being no further business Branch President Lloyd Harris declared the Special Meeting of Branch Committee closed at 12.55pm

LLOYD HARRIS
PRESIDENT

IAN MCCARTHY
SECRETARY

CEPU NSW Telecommunications and Services Branch
Annual General Meeting
Level 1, 741 George Street Sydney
Wednesday 8 August 2007

The meeting opened at 6.03pm with Lee Walkington (Acting President) in the Chair.

1. Apologies

Lloyd Harris, Colin Cooper, Peter Banner.

"That the apologies be accepted and leave granted"

Carried

2. Minutes of Previous Annual General Meeting

"That the minutes of the Annual General Meeting held on 14 September 2005 be endorsed as a true and accurate record."

Carried

3. Correspondence

No correspondence was tabled.

4. Presentation of the Branch Financial Report

Ian McCarthy reported on Branch Accounts for 2006 – 2007. It was reported that Branch Finances are at a deficit of \$50,340. A written report was provided to the Annual General Meeting which detailed the issues relating to Branch Accounts and other Industrial Issues over the last twelve months. Branch Financial Statements were presented to the AGM, which had previously been accepted by BCoM (10th July 2007) to meet the requirements of the Workplace Relations Act.

A question was raised about Branch Divisional Conference dues. It was reported that the dues have been paid up to date. A question was asked relating to the Your Rights at Work Levy / ACTU Fees. A question was also asked about the T&S Building at 741 George Street, with options to sell and/or rent the building. Discussion ensued.

Motion1

"That the CEPU NSW Telecommunications and Services Branch Financial Report for the year ended 31 March 2007 as presented be accepted."

Carried

5. Election of Auditor

Motion 2

"That the NSW CEPU T&S Branch appoint AJ Williams Chartered Accountants of 2 Market Street Sydney as the Branch Auditors for 2007/2008."

Carried

6. Fixing of Honoraria and Allowances from 1 August 2007

Motion 3

"All allowances, expenses and honoraria paid in the 2007/2008 financial year will be as follows:

Expenses

1. Branch Committee of Management Members, and other than full time officials and employees, \$30.00 for each attendance at a Branch Committee of Management Meeting, except where travelling allowance is paid for an overnight stay;
2. Branch officials, other than full time officers, \$30.00 for each attendance at Branch Executive meetings except where Travelling Allowance is paid for an overnight stay;
3. Delegates to Australia Labor Party Annual Conference, Labor Council of NSW and NSW Provincial Labor Councils \$30.00 for each session attended;
4. Members attending Trade Union Training Courses, Conferences or Seminars requiring them to be away from home overnight, a payment equal to the out of pocket expense component of Telstra daily rate Travelling Allowance. This payment is not an entitlement if full Travelling Allowance is paid for the overnight accommodation and meals;
5. Branch Returning Officer and Assistant Returning Officer, \$25.00 for each occasion there is a requirement to prepare or conduct a ballot.

Honoraria

6. Vice President an honoraria of \$350 per annum.

Allowances

7. The Travelling Allowance paid to members on the CEPU NSW T&S Branch business be the same as that paid by Telstra with the Branch Executive having the right to approve an additional amount per day in accordance with provisions of Telstra Guidelines for additional expenses;
8. Full time Branch Officers and employees on Association business after hours be entitled to a meal allowance of \$30.00."

Carried

General Business

The petition by Unions NSW for the Your Rights at Work Campaign, addressed to Mr Rudd to commit to restore balance in the workplace and protect rights, was discussed.

A reminder was given about the Branch Seminar for the 18th August, and Branch Dinner the same evening. Discussion ensued with meeting.

The meeting participants were referred to the Branch Secretary's 2007 Annual Report and other handouts.

There being no further business the meeting closed at 6.50pm with Lee Walkington in the Chair.

**LEE WALKINGTON
ACTING PRESIDENT**

**IAN MCCARTHY
BRANCH SECRETARY**



Australian Government
Australian Industrial Registry

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Mr Ian McCarthy
Branch Secretary
CEPU Communications Division
NSW Telecommunications & Services Branch
2nd Floor, 741 George Street
SYDNEY NSW 2000

Dear Mr McCarthy

**Re: Lodgement of Financial Statements and Accounts – Communications Division,
NSW Telecommunications & Services Branch – for year ending 31 March 2007
(FR2007/211)**

I refer to the abovementioned financial statements and accounts which were lodged in the Registry on 23 August 2007.

The legislative requirements have been met and accordingly the documents have been filed.

Yours sincerely,

Belinda Penna

Belinda Penna
Statutory Services Branch

29 August 2007