



12 August 2016

Mr Alex Jansen
Branch Secretary
Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied
Services Union of Australia – Communications Division – New South Wales Telecommunications
and Services Branch
Suite 1B
Level 1, 57-59 Renwick Street
LEICHHARDT NSW 2040

via email: alex.jansen@cepu.net

Dear Mr Jansen

**Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied
Services Union of Australia – Communications Division – New South Wales
Telecommunications and Services Branch Financial Report for the year ended 31 March
2016 - [FR2016/60]**

I acknowledge receipt of the financial report for the year ended 31 March 2016 for the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia – Communications Division – New South Wales Telecommunications and Services Branch (the reporting unit). The financial report was lodged with the Fair Work Commission (FWC) on 26 July 2016. I also acknowledge receipt on 10 August 2016 of the Auditor's Report and the supplementary information you provided on 11 August 2016 in relation to the provision of the full report to members.

The financial report has now been filed.

The financial report was filed based on a primary review. This involved confirming that the financial reporting timelines required under s.253, s.265, s.266 and s.268 of the *Fair Work (Registered Organisations) Act 2009* (RO Act) have been satisfied, all documents required under s.268 of the RO Act were lodged and that various disclosure requirements under the Australian Accounting Standards, RO Act and reporting guidelines have been complied with. A primary review does not examine all disclosure requirements.

Please note that the financial report for the year ending 31 March 2017 may be subject to an advanced compliance review.

I make the following comment to assist you when you next prepare a financial report. You are not required to take any further action in respect of the report lodged. The FWC will confirm that the concern has been addressed prior to filing next year's report.

Copies of full report to be provided to members

Under subsection 265(1)(a) of the RO Act a reporting unit must provide free of charge to its members a full report. A full report consists of:

- (i) a copy of the report of the auditor in relation to the inspection and audit of the financial records of the reporting unit in relation to a financial year; and
- (ii) a copy of the general purpose financial report to which the report relates; and
- (iii) a copy of the operating report to which the report relates.

Subsection 253(2) states that the general purpose financial report must consist of:

- (a) financial statement containing
 - (i) a profit and loss statement, or other operating statement; and
 - (ii) a balance sheet; and
 - (iii) a statement of cash flows; and
 - (iv) any other statements required by the Australian Accounting Standards; and
- (b) notes to the financial statements containing:
 - (i) notes required by the Australian Accounting Standards; and
 - (ii) information required by the reporting guidelines (see section 255); and
- (c) any other reports or statements required by the reporting guidelines (see section 255) (including a Committee of Management Statement).

Under subsection 265(5)(b) of the RO Act, where the full report is presented to a Committee of Management meeting, the full report must be provided to members within 5 months of the end of the financial year. The Designated Officer's Certificate lodged with the FWC on 26 July 2016 states that the full report was provided to members on 1 July 2016, and presented to a Committee of Management meeting on 21 July 2016.

Although the date the report was provided to members is within 5 months of the end of the financial year, the Committee of Management Statement, Operating Report and Auditor's Report were not signed until the 21 July 2016 which is after the date the report was provided to members. As identified above, these statements/reports are required documents of a full report. It would therefore appear that members have not been provided with a copy of the full report.

On 11 August 2016, you confirmed that members were provided with the full report on 10 August 2016. In future years the Designated Officer's Certificate must reflect the date that the full report was provided to members.

Please note that subsections 265(1) and 265(5) are both civil penalty provisions.

Reporting Requirements

On the FWC website a number of factsheets in relation to the financial reporting process and associated timelines are available. The most recent copy of the Reporting Guidelines and a model set of financial statements can also be found. The FWC recommends reporting units use this model as it will assist in ensuring compliance with the RO Act, the s.253 Reporting Guidelines and the Australian Accounting Standards. Access to this information may be obtained via [this link](#).

Should you wish to discuss the matters raised in this letter, or if you require further information on the financial reporting requirements of the Act, I may be contacted on (03) 8656 4681 or by email at joanne.fenwick@fwc.gov.au.

Yours sincerely



Joanne Fenwick
Financial Reporting Specialist
Regulatory Compliance Branch

*Statutory Services Branch
Fair Work Australia
80 William Street
EAST SYDNEY NSW 2011*

Attention : Stephen Kellett

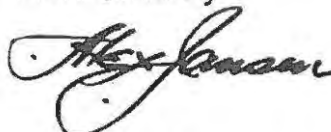
Re : Designated Officers Certificate
s268 Fair Work (Registered Organisations) Act 2009

Dear Stephen,

*I, Alex Jansen being the Branch Secretary of the CEPU (NSW)
Telecommunications and Services Branch certify:*

- That the documents lodged herewith are copies of the full report, referred to in s268 of the Fair Work (Registered Organisations) Act 2009, and*
- That the full report, was provided to members on 1st of July 2016*
- That the full report was presented to a special Branch Committee of Management Meeting of the reporting unit on 21st July 2016, in accordance with section 266 of the Fair Work (Registered Organisations) Act 2009. The report was approved by the Branch Committee of Management on the 21st of July 2016.*

Yours sincerely



Alex Jansen
Branch Secretary
26 July 2016

**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 2016**

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

COMMUNICATIONS DIVISION

NEW SOUTH WALES TELECOMMUNICATIONS AND SERVICES BRANCH

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 2016.

Principal Activities

The principal activity of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing & Allied Services Union of Australia, Communications Division, New South Wales Telecommunications and Services Branch was that of a registered Trade Union.

The principal activities of the Union during the past year fell into the following categories:

- Promoting the interests of Telecommunications and Postal workers.
- Implementing the decisions of the Divisional Branch Committee of Management, Divisional Executive, Divisional Conference and National Council.
- Implementing the union's organising & industrial agenda, including direct assistance and strategic advice to members, assistance to members on planning and resourcing campaigns, bargaining, training and development of shop stewards and officials.
- Support and representation of individual member grievances, advice on legal and legislative matters.
- Lobbying and negotiations with different levels of Government and key industry organisations around issues of importance to Telstra workers.
- Management of the Unions financial and membership systems.

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 loss of the Branch for the financial year was \$62,242 (2015: \$97,012).

Significant Changes

No significant changes in the Union's state of affairs occurred during the financial year.

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

Rights of Members

Subject to the Rule 11 of the Union's rules and Section 174(1) of the Fair Work (Registered Organisations) Act 2009, members of the Union have the right to resign from membership by providing written notice addressed to and delivered to the Secretary of the Union. 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.

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COMMUNICATIONS DIVISION

NEW SOUTH WALES TELECOMMUNICATIONS AND SERVICES BRANCH

OPERATING REPORT (Cont'd)

Superannuation Office Holders

No Office Holder was a trustee of a Superannuation Scheme during the year ended 31 March 2016.

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 2016 was 1,058.
- (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 2016 was 3.
- (3) The names of persons who have at any time during the financial year ending 31 March 2016 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 2015 to 31 March 2016 unless otherwise indicated.

Position	Name	Period
<u>Executive</u>		
Branch President	Lloyd Harris	1 April 2015 to 31 March 2016
Branch Vice Presidents (Technical)	Glenn Falls	1 April 2015 to 31 March 2016
Branch Vice President (Technical)	Colin Cooper	1 April 2015 to 31 July 2015
	Peter Wasilewski	1 August 2015 to 31 March 2016
Branch Vice President (Operator)	James Perkins	1 April 2015 to 31 March 2016
Branch Secretary	Alex Jansen	1 April 2015 to 31 March 2016
Branch Assistant Secretary	Lee Walkington	1 April 2015 to 31 March 2016
<u>Operator Division</u>		
	Debra McDowell	1 April 2015 to 31 July 2015
	Joanne King	1 August 2015 to 31 March 2016
<u>Technical Division</u>		
	Randall Bye	1 April 2015 to 31 March 2016
	Peter Wasilewski	1 April 2015 to 31 July 2015
	Peter Banner	1 April 2015 to 31 March 2016
	John Duffey	1 April 2015 to 31 March 2016
	David Crotty	1 August 2015 to 31 March 2016
	Damien Kelly	1 April 2015 to 31 July 2015
	George Piggins	1 April 2015 to 31 May 2015
	Con Roubekas	1 April 2015 to 31 July 2015
	David Seychell	1 April 2015 to 31 March 2016
	Michael Lennon	1 August 2015 to 31 March 2016

For and on behalf of the Committee of Management



ALEX JANSEN
BRANCH SECRETARY
21 July 2016

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

COMMUNICATIONS DIVISION

NEW SOUTH WALES TELECOMMUNICATIONS AND SERVICES BRANCH

BRANCH COMMITTEE OF MANAGEMENT'S STATEMENT

On 21 July 2016 the Branch Committee of Management of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing & Allied Services Union of Australia, Communications Division, New South Wales Telecommunications and Services Branch passed the following resolution in relation to the general purpose financial report (GPFR) of the Branch for the year ended 31 March 2016.

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
- (b) the financial report and notes comply with the reporting guidelines of the General Manager of Fair Work Commission;
- (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 2016;
- (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 2016 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
 - (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 the Registrar of Fair Work Commission under section 272 of the Fair Work (Registered Organisations) Act 2009; and
 - (vi) no order for inspection of the financial records was made by Fair Work Commission under section 273 of the Fair Work (Registered Organisations) Act 2009.
- (f) during the financial year ended 31 March 2016 the branch did not participate in any recovery of wages activity.

For the Branch Committee of Management:



ALEX JANSEN
BRANCH SECRETARY
21 July 2016

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

COMMUNICATIONS DIVISION

NEW SOUTH WALES TELECOMMUNICATIONS AND SERVICES BRANCH

**STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 31 MARCH 2016**

GENERAL ACCOUNT

		2016 \$	2015 \$
REVENUE			
Members' Dues	4	512,312	511,475
Interest		15,750	18,339
Donations		50	-
Sundry Income		<u>2,157</u>	<u>5,395</u>
TOTAL REVENUE		<u>530,269</u>	<u>535,209</u>
EXPENDITURE			
Depreciation			
Furniture, Equipment & Leasehold Improvements		<u>2,018</u>	<u>1,662</u>
Employee Benefits Expenses			
Annual Leave Provision Movement	5b,c	3,235	7,765
Fringe Benefits Tax		145	-
Long Service Leave Provision Movement		4,268	17,283
Payroll Tax		14,765	14,709
Superannuation		33,310	32,224
Salaries - Industrial		-	-
- Administration		52,988	51,530
- Office Bearers		<u>189,040</u>	<u>182,794</u>
		<u>297,750</u>	<u>306,305</u>
Other Expenses			
Affiliation Fees	5a	15,408	10,400
Bank Charges		9,986	9,694
Cleaning		849	7,112
Collection Commissions		320	366
Computer Expenses		9,750	11,280
Divisional Conference Dues	5a	115,270	115,743
Donations	6	-	-
Electricity		<u>3,528</u>	<u>4,210</u>
Carried Forward		<u>155,111</u>	<u>158,805</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 COMPREHENSIVE INCOME
FOR THE YEAR ENDED 31 MARCH 2016 (Cont'd)**

GENERAL ACCOUNT

	Note	2016 \$	2015 \$
EXPENDITURE (Cont'd)			
Brought Forward		155,111	158,805
Equipment Rental and Maintenance		10,420	12,678
Insurance		4,615	5,830
Meeting, Seminar and Lecture Expenses	5f	2,936	884
Motor Vehicle Running Expenses		9,211	10,634
Office Amenities		132	216
Office Rent		40,815	73,739
Organising Expenses - Fares and Car Hire	5f	152	556
Postage and Freight		5,758	6,107
Printing and Stationery		9,066	10,331
Professional Services	21	34,337	31,750
Provision for Lease Make Good		-	2,500
Sundry Expenses		7,013	2,579
Telephone		13,177	7,645
		<u>292,743</u>	<u>324,254</u>
TOTAL EXPENDITURE		<u>592,511</u>	<u>632,221</u>
SURPLUS/(DEFICIT) FOR YEAR		<u>(62,242)</u>	<u>(97,012)</u>
OTHER COMPREHENSIVE INCOME		<u>-</u>	<u>-</u>
TOTAL COMPREHENSIVE (LOSS)/INCOME FOR THE YEAR		<u>(62,242)</u>	<u>(97,012)</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 FINANCIAL POSITION AS AT 31 March 2016
FOR THE YEAR ENDED 31 MARCH 2016 (Cont'd)**

	Note	2016 \$	2015 \$
ASSETS			
Current Assets			
Cash and Cash Equivalents	9	550,145	573,382
Receivables	10	<u>21,806</u>	<u>16,133</u>
Total Current Assets		<u>571,951</u>	<u>589,515</u>
Non-Current Assets			
Furniture, Equipment & Leasehold Improvements	11	<u>8,031</u>	<u>10,049</u>
Total Non-Current Assets		<u>8,031</u>	<u>10,049</u>
TOTAL ASSETS		<u>579,982</u>	<u>599,564</u>
LIABILITIES			
Current Liabilities			
Provision for Annual Leave	12	64,024	60,789
Provision for Long Service Leave	12	8,040	6,798
Provision for Leasehold Make Good Payables	13	<u>2,500</u>	<u>2,500</u>
		<u>87,841</u>	<u>52,683</u>
Total Current Liabilities		<u>162,405</u>	<u>122,770</u>
Non-Current Liabilities			
Provision for Long Service Leave	12	<u>18,763</u>	<u>15,738</u>
Total Non-Current Liabilities		<u>18,763</u>	<u>15,738</u>
TOTAL LIABILITIES		<u>181,168</u>	<u>138,508</u>
NET ASSETS		<u>398,814</u>	<u>461,056</u>
ACCUMULATED FUNDS			
General Account		<u>398,814</u>	<u>461,056</u>
		<u>398,814</u>	<u>461,056</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 2016

	Accumulated Funds General Account \$
Balance at 31 March 2014	558,068
Total Comprehensive (Loss) for Year	<u>(97,012)</u>
Balance at 31 March 2015	461,056
Total Comprehensive (Loss) for Year	<u>(62,242)</u>
Balance at 31 March 2016	<u>398,814</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 CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2016

	Note	2016 \$	2015 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from Members		512,312	511,475
Payments to Suppliers and Employees		(550,960)	(617,694)
Interest Received		13,204	21,116
Other		2,207	3,308
NET CASH (USED IN) OPERATING ACTIVITIES	14(b)	<u>(23,237)</u>	<u>(81,795)</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Payment for Furniture & Equipment		-	(7,351)
NET CASH (USED IN) INVESTING ACTIVITIES		<u>-</u>	<u>(7,351)</u>
NET (DECREASE) IN CASH HELD		(23,237)	(89,146)
Cash at Beginning of Year		<u>573,382</u>	<u>662,528</u>
CASH AT END OF YEAR	14(a)	<u>550,145</u>	<u>573,382</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

RECOVERY OF WAGES ACTIVITY FOR THE YEAR ENDED 31 MARCH 2016

The New South Wales Branch of The Communications Electrical Electronic Energy Information Postal Plumbing and Allied Services Union of Australia has not undertaken recovery of wages activity. The New South Wales Branch does assist with recovery of member wages. However as and when decreed by the court we confirm that any settlement or recovery of wages is directly managed between the employer and the employee (i.e. our Union member) and at no point of time is any money banked the Union's bank account. Reportable amounts are NIL for:

- I. any fees charged to, or reimbursements of expenses claimed from, members and others for recovery of wages activity; and
- II. any donations or other contributions deducted from recovered money.

**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 2016**

1. STATEMENT OF ACCOUNTING POLICIES

The financial report is for the New South Wales Branch of the Communications Electrical Electronic Energy Information Postal Plumbing & Allied Services Union of Australia as an individual entity. The Communications, Electrical, Electronic, Energy, Information Postal Plumbing & Allied Services Union of Australia is an organisation registered under the Fair Work (Registered Organisations) Act 2009. 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 Branch is a not-for-profit entity for the purpose of preparing financial statements under Australian Accounting Standards.

BASIS OF PREPARATION

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

The reporting guidelines made under section 255 of the Fair Work (Registered Organisations) Act 2009 (the RO Act) require all reporting units to apply the Tier 1 reporting requirements as per Australian Accounting Standard AASB 1053 Application for Tiers of Australian Accounting Standards.

The following is a summary of the significant accounting policies adopted by the branch in the preparation of the financial statements. The accounting policies have been consistently applied, unless otherwise stated.

(a) Revenue

Members' Dues are accounted for on an accrual basis, and recorded in the year to which it relates, and to the extent that the amounts due are considered receivable.

Interest income is accounted for on an accruals basis.

(b) Income Tax

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

**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 2016 (Cont'd)**

(c) Furniture and Equipment

Furniture and equipment is carried at cost less, where applicable, any accumulated depreciation and any impairment in value.

Depreciation

The depreciable amount of all fixed assets is depreciated on a straight line basis over their useful lives to the branch commencing from the time the asset is ready for use.

The depreciation rates used for each class of asset are:

Furniture and Equipment	5% - 33%
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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 income statement in the year that the item is derecognised.

(d) Impairment

The carrying amounts of furniture 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 income statement 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.

(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) Cash and cash equivalents

Cash comprises cash on hand and demand deposits.

Cash equivalents are short-term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

**COMMUNICATIONS ELECTRICAL ELECTRONIC ENERGY INFORMATION
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NEW SOUTH WALES TELECOMMUNICATIONS AND SERVICES BRANCH

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 31 MARCH 2016 (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 fair value. Unrealised gains or losses on these investments are recognised directly to equity in the Available-for-Sale Investments Reserve until the investment is sold or until the investment is determined to be impaired, at which time the cumulative gain or loss previously reported for that asset is included in the statement of comprehensive income.

(h) Leasehold on premises

Leases where the lessor retains substantially all the risks and rewards of ownership of the net asset are classified as operating leases. Payments made under operating leases (net of incentives received from the lessor) are charged to profit or loss on a straight-line basis over the period of the lease.

(i) 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.

(j) 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.

(k) Accounting Standards

There are no new accounting standards which were adopted during the financial year.

(l) Going concern

The Branch is not reliant on the financial support of any other reporting units to ensure they can continue on a going concern basis.

(m) Administration

The Branch has not been administered by another entity.

**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 2016 (Cont'd)**

(n) Going concern support

The Union has not agreed to provide financial support to any other reporting units to ensure they can continue on a going concern basis.

(o) Amalgamations and Restructures

There have been no amalgamations or restructures in the financial year and previous financial year. No assets or liabilities have been acquired as a result of any amalgamations or restructures.

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.

These amendments have had no significant impact on the entity.

**COMMUNICATIONS ELECTRICAL ELECTRONIC ENERGY INFORMATION
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NEW SOUTH WALES TELECOMMUNICATIONS AND SERVICES BRANCH

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 31 MARCH 2016 (Cont'd)**

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

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 Manager of Fair Work Commission 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).

4. INCOME

(a) Membership fees

	2016	2015
	\$	\$
Membership fees	512,312	511,475

(b) Specific items that have not occurred.

The following income items as prescribed under the reporting guidelines of the Fair Work (Registered Organisations) Act, 2009, have not occurred in the reporting period:

- a. Capitation/Sustentation fees
- b. Compulsory levies raised from members
- c. Donations or grants
- d. Other financial support from other reporting units

**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 2016 (Cont'd)**

5. EXPENSE

(a) **Affiliation Fees** - Fees and periodic subscriptions are paid in respect of its affiliation to any political party, any federation, congress, council or group of organisations, or any international body having an interest in industrial matters

	2016	2015
	\$	\$
Labour Council of NSW	4,047	4,404
Unions NSW - South Coast Labour Council	57	56
ALP ACT Branch	-	186
ALP NSW Branch	4,171	4,452
Union Shopper	561	591
Newcastle Trades Hall Council	223	713
ACTU IR Levy	6,349	-
	<u>15,408</u>	<u>10,402</u>
CEPU Divisional Conference (Capitation Fees) - Paid	<u>115,270</u>	<u>115,743</u>

(b) **Payroll Expenses** related to holders of office.

	2016	2015
	\$	\$
Officers benefits expense		
Wages and Salaries	113,098	110,992
Superannuation	19,227	18,869
Leave and other entitlements (Movement)	8,611	17,142
Separation and redundancies	-	-
Fringe benefit expenses	145	-
Other employee expenses	-	-
	<u>141,081</u>	<u>147,003</u>

(c) **Employee expenses** related to employees (other than holders of office). The 2014 comparatives have been restated for consistency

	2016	2015
	\$	\$
Employees benefits expense		
Wages and Salaries	128,031	123,331
Superannuation	14,083	13,343
Leave and other entitlements (Movement)	(1,107)	7,907
Separation and redundancies	-	-
Fringe benefit expenses	-	-
Other employee expenses	-	-
	<u>141,007</u>	<u>144,581</u>

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(d) Legal Fees

	2016	2015
	\$	\$
Legal costs - litigation	-	-
Legal costs - other matters	1,500	-
Total	<u>1,500</u>	<u>-</u>

(e) Delegates expenses

	2016	2015
	\$	\$
Meeting, Seminar and Lecture Expenses	2,936	884
Included in the above meeting, seminar and lecture expense are expenses for:		
Fees or allowances for attendances as representatives of the Union at conferences or other meetings.	1,840	218
Expenses incurred in connection with holding meetings of members of the reporting unit.	1,010	666
	<u>2,850</u>	<u>884</u>

6.a. DONATIONS

Non-reportable donations less than or equal to \$1,000 (excl. GST)

Details to whom payment made	Purpose	2016 \$	2015 \$
N/A	N/A	-	-

Reportable donations exceeding \$1,000 (excl. GST)

Details to whom payment made	Purpose	2016 \$	2015 \$
N/A	N/A	-	-

6.b. GRANTS

Non-reportable grants less than or equal to \$1,000 (excl. GST)

Details to whom payment made	Purpose	2016 \$	2015 \$
N/A	N/A	-	-

Reportable grants exceeding \$1,000 (excl. GST)

Details to whom payment made	Purpose	2016 \$	2015 \$
N/A	N/A	-	-

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7. SPECIFIED ITEMS THAT HAVE NOT OCCURRED

The following prescribed disclosures under the reporting guidelines of the Fair Work (registered Organisations) Act, 2009, have not occurred in the reporting period

7.1 Statement of Profit or Loss and Other Comprehensive Income - Expenses

- a) Considerations for employers making payroll deductions.
- b) No compulsory levies have been imposed.
- c) Penalties imposed under the RO Act.

7.2 Statement of Financial Position

- a) Payments to employer's for payroll deduction activity
- b) Legal fees related to litigation and other legal matters
- c) No receipts from another reporting unit.
- d) No payment in respect of legal costs and other expenses related to litigation of other legal matters.

8. DISCLOSURES IN RESPECT OF STATEMENT OF CHANGES IN EQUITY

The following equity items as prescribed under the reporting guidelines of the Fair Work (Registered Organisations) Act, 2009, have not occurred in the reporting period:

- a. No separate fund or account operated in respect of compulsory levies raised by the Union or voluntary contributions collected from members of the Union.
- b. No monies in respect of compulsory levies raised or voluntary contributions collected from members of the Union have been invested in any assets.
- c. No separate fund or account which is required by the rules of the Union or rules of a Branch of the Union.
- d. No transfer(s) and/or withdrawal(s) to a fund, account or controlled entity, when any of these are kept for a specific purpose(s) by the Union.

	2016	2015
	\$	\$
9. CASH AND CASH EQUIVALENTS		
Cash on Hand - Petty Cash	500	541
Cash at Bank - General Account	25,158	31,556
Cash at Call	4,487	16,285
Term Deposits	<u>520,000</u>	<u>525,000</u>
	<u>550,145</u>	<u>573,382</u>
10. RECEIVABLES	2016	2015
Current	\$	\$
Accrued Interest	3,782	1,237
Rental Bond	10,725	10,725
Prepayments	<u>7,299</u>	<u>4,171</u>
	<u>21,806</u>	<u>16,133</u>

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**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 31 MARCH 2016 (Cont'd)**

11. FURNITURE, EQUIPMENT & LEASEHOLD IMPROVEMENTS	2016	2015
	\$	\$
Furniture and Equipment		
Cost	87,087	87,087
Less Accumulated Depreciation	<u>(84,329)</u>	<u>(82,447)</u>
	2,758	4,640
Leasehold Improvements		
Cost	5,454	5,454
Less Accumulated Depreciation	<u>(181)</u>	<u>(45)</u>
	<u>5,273</u>	<u>5,409</u>
	<u>8,031</u>	<u>10,049</u>

MOVEMENTS IN CARRYING AMOUNTS	2016	2015
Furniture, Equipment & Leasehold Improvements	\$	\$
Balance at 1 April 2015	10,049	4,360
Additions	-	7,351
Disposals	-	-
Depreciation	<u>2,018</u>	<u>1,662</u>
Balance at 31 March 2016	<u>8,031</u>	<u>10,049</u>

12. PROVISIONS FOR EMPLOYEES AND OFFICERS

(a) Employee provisions related to holders of office in the Branch

	2016	2015
	\$	\$
Officers provisions		
Annual leave	46,341	39,513
Long service leave	11,613	9,831
Separation and redundancies	-	-
Other employee provisions (sick leave)	-	-
	<u>57,954</u>	<u>49,344</u>

(b) Employee provisions related to employees (other than holders of office)

	2016	2015
	\$	\$
Employees provisions		
Annual leave	17,682	21,276
Long service leave	15,190	12,705
Separation and redundancies	-	-
Other employee provisions (sick leave)	-	-
	<u>32,872</u>	<u>33,982</u>

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FOR THE YEAR ENDED 31 MARCH 2016 (Cont'd)**

(c) Employee provisions current non-current split related to employees

	2016	2015
	\$	\$
Employees provisions		
Current	8,040	6,798
Non-Current Split	18,763	15,738
	<u>26,803</u>	<u>22,536</u>

	2016	2015
	\$	\$
13. PAYABLES		
CWU Divisional Conference	39,549	9,860
ALP NSW Branch	4,530	4,589
Other Creditors	43,762	38,234
	<u>87,841</u>	<u>52,683</u>

14. CASH FLOW INFORMATION

(a) For the purposes of the Statement of Cash Flows, cash includes cash on hand and at call deposits with banks and other financial institutions.

Cash on Hand - Petty Cash	500	541
Cash at Bank - General Account	25,158	31,556
Cash at Call	4,487	16,285
Term Deposits	520,000	525,000
	<u>550,145</u>	<u>573,382</u>

(b) Reconciliation of Cash Flow from Operations with(Deficit) / Surplus

(Deficit) / Surplus

General Fund	<u>(62,242)</u>	<u>(97,012)</u>
Total (Deficit) Surplus	(62,242)	(97,012)

Non-Cash Flows in (Deficit) / Surplus

Depreciation	2,018	1,662
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Changes in Assets and Liabilities

Increase/(Decrease) in Employee Entitlement Provisions	7,503	25,769
Increase/(Decrease) in Other Provisions	-	2,500
Decrease/(Increase) in Sundry Debtors and Prepayments	(3,128)	(1,362)
Decrease/(Increase) in Fixed Assets	-	(7,351)
Decrease/(Increase) in Accrued Interest	(2,545)	2,777
Increase/(Decrease) in Sundry Creditors	<u>35,157</u>	<u>(15,411)</u>
CASH FLOWS FROM OPERATIONS	(23,237)	(89,148)

**COMMUNICATIONS ELECTRICAL ELECTRONIC ENERGY INFORMATION
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**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
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15. 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.

16. RELATED PARTIES

Transactions with related parties are on normal terms and conditions no more favorable than those available to other parties, unless otherwise stated.

- (a) The aggregate amount of remuneration paid to officers during the financial year is disclosed in the Statement of Comprehensive Income 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 \$19,226 (2015: \$18,869).
- (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 favorable than those which it is reasonable to expect would have been adopted by parties at arm's length.
- (d) National Office Dues paid to the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing & Allied Services Union of Australia National Office are disclosed as an expense in the Statement of Comprehensive Income.
- (e) Amounts payable to the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing & Allied Services Union of Australia National Office are disclosed at Note 12 of the accounts.

The ultimate controlling entity of the Branch is the Communication Workers Union Divisional Conference.

Transactions with Ultimate Controlling Entity:

- (a) Divisional Conference Dues are disclosed in Note 5(a), and as expenses in the Statement of Comprehensive Income.
- (b) Amounts payable to the Divisional conference and other related organisations are disclosed at Note 13 of the accounts.

**COMMUNICATIONS ELECTRICAL ELECTRONIC ENERGY INFORMATION
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NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 31 MARCH 2016 (Cont'd)

The names of persons who have at any time during the financial year ending 31 March 2016 been members of The New South Wales Telecommunications and Services Branch Committee of Management are as follows:

Position	Name	Period
<u>Executive</u>		
Branch President	Lloyd Harris	1 April 2015 to 31 March 2016
Branch Vice Presidents (Technical)	Glenn Falls	1 April 2015 to 31 March 2016
Branch Vice President (Technical)	Colin Cooper	1 April 2015 to 31 July 2015
	Peter Wasilewski	1 August 2015 to 31 March 2016
Branch Vice President (Operator)	James Perkins	1 April 2015 to 31 March 2016
Branch Secretary	Alex Jansen	1 April 2015 to 31 March 2016
Branch Assistant Secretary	Lee Walkington	1 April 2015 to 31 March 2016
<u>Operator Division</u>		
	Debra McDowell	1 April 2015 to 31 July 2015
	Joanne King	1 August 2015 to 31 March 2016
<u>Technical Division</u>		
	Randall Bye	1 April 2015 to 31 March 2016
	Peter Wasilewski	1 April 2015 to 31 July 2015
	Peter Banner	1 April 2015 to 31 March 2016
	John Duffey	1 April 2015 to 31 March 2016
	David Crotty	1 August 2015 to 31 March 2016
	Damien Kelly	1 April 2015 to 31 July 2015
	George Piggins	1 April 2015 to 31 May 2015
	Con Roubekas	1 April 2015 to 31 July 2015
	David Seychell	1 April 2015 to 31 March 2016
	Michael Lennon	1 August 2015 to 31 March 2016

17. KEY MANAGEMENT PERSONNEL COMPENSATION

Key management persons are those persons having authority and responsibility for planning, directing and controlling the activities of the Branch, directly or indirectly, including any member of the Committee of Management.

(a) Employee expenses related to key Management Personnel.

	2016	2015
	\$	\$
Number of KMP	2	2
Wages and Salaries	187,966	181,789
Superannuation	27,462	26,486
Leave and other entitlements (Movement)	4,514	24,702
Separation and redundancies	-	-
Fringe benefit expenses	145	-
	<u>220,087</u>	<u>232,658</u>

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**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 31 MARCH 2016 (Cont'd)**

18. COMMITMENTS	2016	2015
	\$	\$
Costs in respect of finance leases on office equipment with an average remaining term of 1 years		
- Less than one year	5,640	9,358
- One to five years	14,587	20,210
- Greater than five years	-	-
	<u>20,227</u>	<u>29,568</u>
Costs in respect of operating leases on office Premises with an average remaining term of 3.5 years		
- Less than one year	39,298	43,464
- One to five years	22,924	73,706
- Greater than five years	-	-
	<u>62,221</u>	<u>117,170</u>

19. NATIONAL COUNCIL - BRANCH VOTING ENTITLEMENTS

For the purposes of the National Council Composition and Voting Rights, the actual membership contributions received for the financial year ended 31 March 2016 were \$511,475.

20. FINANCIAL RISK MANAGEMENT NOTE

(a) General objectives, policies, and processes

The New South Wales Telecommunications and Services Branch is exposed to risks that may arise from its use of financial instruments. This note describes the Branch's objectives, policies, and processes for managing those risks and the methods used to measure them. The The New South Wales Telecommunications and Services Branch has no financial instruments relevant to the risk mentioned and this objective does not apply.

There have been no substantive changes in the Branch's exposure to financial instrument risk, its objectives, policies and processes for managing those risks or the methods used to measure them from previous periods unless otherwise stated in this note.

The Branch's financial instruments consist mainly of deposits with banks and receivables. The main risks the Branch is exposed to through its financial instruments are interest rate risk (see section (e) below), liquidity risk and credit risk.

The Finance Committee and Branch Committee of Management have overall responsibility for the determination of the Branch's risk management objectives and policies.

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**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 31 MARCH 2016
(Cont'd)**

20. FINANCIAL RISK MANAGEMENT NOTE (Cont'd)

(b) Credit Risk

Credit risk is the risk that the other party to a financial instrument will fail to discharge their obligation resulting in the Branch incurring a financial loss. This usually occurs when debtors fail to settle their obligations owing to the Branch.

The maximum exposure to credit risk, excluding the value of any collateral or other security, at balance date to recognised financial assets is the carrying amount of those assets, net of any provision for doubtful debts, as disclosed below:

	2016	2015
	\$	\$
Cash and cash equivalents	550,145	573,382
The cash and cash equivalents are held in a high quality Australian financial institutions		
Receivable - Revenue accrual	-	-
Less Provision for Doubtful Debts	-	-
Sundry Debtors	-	-
Total receivables	-	-

There has been no history of default, no amounts are past due and all receivables are likely to be repaid within the expected terms.

(c) Liquidity Risk

Liquidity risk is the risk that the Branch may encounter difficulties in raising funds to meet commitments associated with financial instruments.

The Branch is not significantly exposed to this risk; as at 31 March 2016 it has \$550,145 of cash and cash equivalents to meet these obligations as they fall due. Financial liabilities at 31 March 2016 was \$NIL

The Branch manages liquidity risk by monitoring cash flows.

(d) Market Risk

Market risk arises from the use of interest bearing, tradable financial instruments. It is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in interest rates (interest rate risk) or other market factors (other price risk).

(e)(i) Interest Rate Risk

The Branch's exposure to interest rate risk, which is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates and the effective weighted average interest rates on those financial assets and liabilities are summarised below:

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20. FINANCIAL RISK MANAGEMENT NOTE (Cont'd)

31 March 2016		Weighted Average Effective Interest Rate	Floating Interest Rate \$	Fixed Interest Rate Maturing		Non Interest Bearing \$	Total \$
	Financial			Within 1 Year \$	1 to 5 Years \$		
Financial Assets							
Cash assets		3.0%	29,645	520,000	-	500	550,145
Receivables			-	-	-	-	-
Investments			-	-	-	-	-
Total	Financial Assets	3.0%	29,645	520,000	-	500	550,145
Financial Liabilities							
Payables		-	-	-	-	-	-
Net Financial Assets (Liabilities)		3.0%	29,645	520,000	-	500	550,145
31 March 2015		Weighted Average Effective Interest Rate	Floating Interest Rate \$	Fixed Interest Rate Maturing		Non Interest Bearing \$	Total \$
	Financial			Within 1 Year \$	1 to 5 Years \$		
Financial Assets							
Cash assets		3.2%	47,841	525,000	-	541	573,382
Receivables			-	-	-	-	-
Investments			-	-	-	-	-
Total	Financial Assets	3.2%	47,841	525,000	-	541	573,382
Financial Liabilities							
Payables		-	-	-	-	-	-
Net Financial Assets (Liabilities)		3.2%	47,841	525,000	-	541	573,382

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FOR THE YEAR ENDED 31 MARCH 2016 (Cont'd)

Sensitivity Analysis

2016	Carrying Amount	+0.5% (50 basis points) Profit	-0.5% (50 basis points) Loss
	\$	\$	\$
Cash Assets	<u>550,145</u>	<u>2,751</u>	<u>(2,751)</u>
 2015			
Cash Assets	<u>573,382</u>	<u>2,867</u>	<u>(2,867)</u>

(e) (ii) *Other Price Risks*

The Branch does not invest in shares or derivatives therefore it does not expose itself to the fluctuations in price that are inherent in such a market.

(e) (iii) *Foreign Exchange Risk*

The Branch is not directly exposed to foreign exchange rate.

21. PROFESSIONAL SERVICES

	2016	2015
	\$	\$
Audit Fees	14,490	12,967
Audit Other Fees	-	-
Accounting Fees	8,585	8,000
Bookkeeping Fees	9,762	10,783
Legal Fees	1,500	
	<u>34,337</u>	<u>31,750</u>

22. REGISTERED OFFICE

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

Suite 1B, Level 1,
57-59 Renwick Street
Leichhardt NSW 2040

Level 17, 383 Kent Street
Sydney NSW 2000

Correspondence to:
Locked Bag Q800
QVB Post Office
Sydney NSW 1230

T +61 2 8297 2400
F +61 2 9299 4445
E info.nsw@au.gt.com
W www.grantthornton.com.au

**Independent Auditor's Report
To the Members of CWU NSW Telecommunications and Services Branch**

We have audited the accompanying financial report of CWU NSW Telecommunications and Services Branch (the "Trade Union"), which comprises the statement of financial position as at 31 March 2016, and the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information to the financial report and the statement by the Branch Committee of Management.

Responsibility of the Branch Committee of Management for the financial report

The Branch Committee of Management of the Trade Union is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the Fair Work Act 2009 (Registered Organisations). This responsibility includes such internal controls as the Branch Committee of Management determine are necessary to enable the preparation of the financial report to be free from material misstatement, whether due to fraud or error.

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 which require us to 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.

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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 Association'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 Association's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Committee of Management, 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 applicable independence requirements of the Accounting Professional, Ethical Standards Board and the Fair Work (Registered Organisations) Act 2009.

Auditor's Opinion

In our opinion, the financial report of CWU NSW Telecommunications and Services Branch

- i The GPFR presents fairly, in all material respects, the Association's financial position as at 31 March 2016 and of its performance and cash flows for the year then ended ; and
- ii complies with Australian Accounting Standards and the relevant legislation
- iii Management have appropriately applied the going concern basis of accounting
- iv Complies with any other requirements imposed by these reporting guidelines or Part 3 of Chapter 8 of the RO Act.

Report on the recovery of wages activity

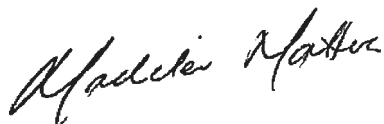
The Branch Committee of Management are responsible for the preparation and presentation of the recovery of wages activity financial report in accordance with section 253(2)(c) of the Fair Work Act 2009 (Registered Organisations). Our responsibility is to express an opinion on the recovery of wages activity financial report, based on our audit conducted in accordance with Australian Auditing Standards. We have been advised that no recovery of wages activity has been undertaken in the current financial year. Accordingly we have not been instructed by the Branch Committee of Management to include in the scope of the audit required under subsection 257(1) of the RO Act all recovery of wages activity by the reporting unit from which revenues had been derived for the financial year in respect of such activity.

Other Matter

The signor is an Approved Auditor (who holds a current Public Practice Certificate) with the Institute of Chartered Accountants in Australia and is a registered company auditor



GRANT THORNTON AUDIT PTY LTD
Chartered Accountants



Madeleine Mattera
Partner - Audit & Assurance

Sydney, 21 July 2016



13 April 2016

Mr Alex Jansen
Branch Secretary

Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia-Communications Division - New South Wales Telecommunications and Services Branch

Sent via fax: (02) 9281 9494

Dear Mr Jansen,

**Re: Lodgement of Financial Report - [FR2016/60]
Fair Work (Registered Organisations) Act 2009 (the RO Act)**

The financial year of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia-Communications Division - New South Wales Telecommunications and Services Branch (the reporting unit) ended on 31 March 2016.

This is a courtesy letter to remind you of the obligation to prepare and lodge the financial report for the reporting unit by the due date under s.268 of the RO Act, that being within 14 days after the meeting referred to in s.266 of the RO Act. The latest possible date for lodgement available to your reporting unit is 15 October 2016 subject to compliance with the requirements of ss. 266 and 268.

The RO Act sets out a particular chronological order in which financial documents and statements must be prepared, audited, provided to members and presented to a meeting. For your assistance, the attached *Timeline/Planner* summarises these requirements.

Fact sheets and guidance notes in relation to financial reporting under the RO Act are provided on the Fair Work Commission website. This includes a model set of financial statements which have been developed by the FWC. It is not obligatory to use this model but it is a useful resource to ensure compliance with the RO Act, the Reporting Guidelines and the Australian Accounting Standards. The model statement, Reporting Guidelines and other resources can be accessed through our website under [Financial Reporting](#) in the Compliance and Governance section.

Also you are reminded of the obligation to prepare and lodge a statement showing the relevant particulars in relation to each loan, grant or donation of an amount exceeding \$1,000 for the reporting unit during its financial year. Section 237 requires this statement to be lodged with the FWC within 90 days of the end of the reporting unit's financial year, that is on or before 29 June 2016. A sample statement of loans, grants or donations is available at [sample documents](#).

It is requested that the financial report and any Statement of Loans, Grant or Donations be lodged electronically by emailing orgs@fwc.gov.au.

It should be noted that s.268 is a civil penalty provision. Failure to lodge a financial report may result in legal proceedings being issued with the possibility of a pecuniary penalty (up to \$54,000 for a body corporate and \$10,800 for an individual per contravention) being imposed upon your organisation and/or an officer whose conduct led to the contravention.

Should you wish to seek any clarification in relation to the above, please contact me on (03) 8656 4699 or via email at Sam.Gallichio@fwc.gov.au.

Yours sincerely,



Sam Gallichio
Adviser
Regulatory Compliance Branch

Financial reporting timelines

Financial reports are to be lodged with the Fair Work Commission (the Commission) within 14 days of the meeting at which the financial reports have been presented, by completing the steps as outlined below.

See Fact sheet—Financial reporting for an explanation of each of these steps.

