



AUSTRALIAN INDUSTRIAL REGISTRY

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

Ref: FR2002/847-[128V-WA]

Mr W E Game
Secretary
Western Australian Divisional Branch
Electrical Division
CEPU
PO Box 359
MOUNT HAWTHORN WA 6016

Dear Mr Game

**Re: CEPU - Electrical Division - Western Australian Divisional Branch
Financial Reporting Obligations under *Workplace Relations Act 1996***

This is a courtesy letter to remind you of the financial reporting obligations of the abovenamed body under the *Workplace Relations Act 1996* ('the Act') for the financial year ended 31 December, 2002.

The legislative scheme set out in Part IX, Division 11 of the Act is directed at ensuring that a registered organisation or a branch of such an organisation discharges obligations of accountability to its members in relation to its financial affairs through proper and regular disclosure of financial information. The various steps of the financial reporting requirements must be carried out within the time-scales prescribed by the legislation so as to ensure the relevance of the financial information provided to the members.

Now that the financial year has ended, it is timely that you put in train the various steps of the financial reporting requirements. To assist you with this process I have enclosed for your information a notice summarising these requirements including the time-scales prescribed by the legislation. Please note that a branch of an organisation may be exempted from the obligations arising under Part IX, Division 11 in respect of a financial year by satisfying a Registrar that the branch did not have any financial affairs during the financial year. An application under subsection 271A(1) of the Act must be made within 90 days (unless extended by a Registrar) after the end of the financial year.

Please do not hesitate to contact me on (02) 8374 6618 if you wish to discuss the financial reporting requirements, especially if you anticipate any difficulty in meeting any step in the time-scales prescribed.

Yours sincerely

Belinda Penna
E-mail: belinda.penna@air.gov.au
18 February 2003



AUSTRALIAN INDUSTRIAL REGISTRY

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

Our ref: FR2002/847

Mr W E Game
WA Divisional Branch Secretary
CEPU
Electrical Division
PO Box 359
MOUNT HAWTHORN WA 6016

Dear Mr Game

**Re: WA Divisional Branch - Electrical Division - CEPU
Outstanding Financial Documents - *Workplace Relations Act 1996***

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

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

Therefore, I request your written advice *by Monday 17 November 2003* as to when each of the following steps is expected to be completed:-

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

If you wish to discuss this letter please contact me on (02) 8374 6618.

Yours sincerely

Belinda Penna
for Deputy Industrial Registrar

31 October 2003



AUSTRALIAN INDUSTRIAL REGISTRY

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

Mr Peter Tighe
Divisional Secretary
CEPU Electrical Division
Suite 701, Level 7
1 Rosebery Avenue
ROSEBERY NSW 2018

Dear Mr Tighe

Financial Reporting Obligations - CEPU Electrical Division

A number of branches of your organisation are yet to meet their reporting obligations under the Workplace Relations Act 1996 (the Act) for the financial year ending 31 December 2002. I would appreciate your assistance in ensuring that each does so without further delay.

The relevant branches and details are:

CEPU - Electrical Division, National Office - on 31 October 2003 the Registry sought by 17 November 2003 written advice from yourself, as Secretary of the Division, as to when the various steps in the financial reporting process would be completed and the financial documents lodged. No response has been received to this letter. In the normal course of events lodgement of the financial documents would have been expected by 31 October 2003.

CEPU - Electrical Division, NSW Divisional Branch - on 31 October 2003 the Registry sought by 17 November 2003 written advice from Mr Bernie Riordan, Divisional Branch Secretary, as to when the various steps in the financial reporting process would be completed and the financial documents lodged.

On 5 November 2003 an email was received from Mr Warwick Penfold of the branch, advising that the documents were waiting on approval by the Divisional Council Conference that was being held the following week.

No further information has been received since then. In the normal course of events lodgement of the financial documents would have been expected by 31 October 2003.

CEPU - Electrical Division, Southern States Divisional Branch - on 31 October 2003 the Registry sought by 17 November 2003 written advice from Mr Dean Mighell, Divisional Branch Secretary, as to when the various steps in the financial reporting process would be completed and the financial documents lodged. No response has been received to this letter. In the normal course of events lodgement of the financial documents would have been expected by 31 October 2003.

CEPU - Electrical Division, Western Australia Divisional Branch - on 31 October 2003 the Registry sought by 17 November 2003 written advice from Mr William Game, Divisional Branch Secretary, as to when the various steps in the financial reporting process would be completed and the financial documents lodged. No response has been received to this letter. In the normal course of events lodgement of the financial documents would have been expected by 31 October 2003

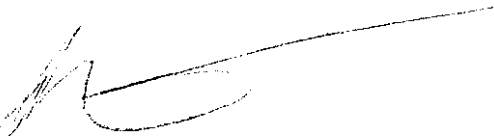
As you would appreciate, the financial reporting provisions of the Act are an important means of ensuring organisations are accountable to their members and operate effectively. The Registry is seeking to improve the level of compliance generally with these provisions. The timely lodgement of financial returns is essential.

The Registry also appreciates that unforeseen problems may arise in the preparation of financial reporting documents from time to time which may cause delay in meeting these requirements. The Workplace Relations Act therefore provides for the Registrar to grant extensions of time to complete certain steps in the financial return process including lodgement of the return.

If an organisation is experiencing difficulties of this nature, its secretary should inform the Registry of the nature of the difficulty, indicate why it will affect its capacity to lodge on time and the period of any expected delay. This contact can be initiated by phone to the Registry and preferably then confirmed by letter or email formally requesting the Registrar to grant an extension of time if necessary.

I would appreciate your response to these matters. If you would like to discuss any of them please phone me on 8374 6509.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Peter McKerrow', with a long horizontal stroke extending to the right.

Peter McKerrow
Assistant Manager, NSW Registry

4 February 2004

16 March 2004



CEPU

**COMMUNICATIONS
ELECTRICAL
PLUMBING
UNION**

Peter McKerrow
Assistant Manager, NSW Registry
Australian Industrial Registry
Level 8, Terrace Towers
80 William Street
EAST SYDNEY NSW 2011

NATIONAL
OFFICE

Peter Tighe
National Secretary

Brian Baulk
National President

Suite 701, Level 7
1 Rosebery Avenue
Rosebery
NSW 2018

Ph: (02) 9663 3699
Fax: (02) 9663 5599

Email:
edno@nat.cepu.asn.au

**RE: Outstanding Financial Statements for CEPU Electrical Division
for the year ending 31 December 2002 and CEPU National Council
for year ending 31 March 2003**

Dear Peter,

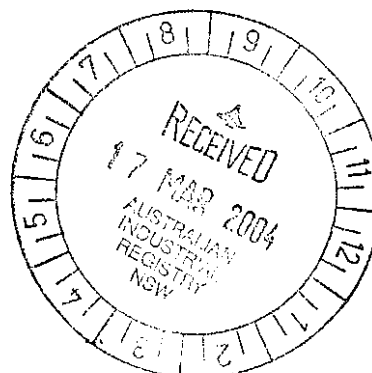
Please accept my sincere apologies for the delay in remitting the above financial returns for the CEPU Electrical Division. I have appended to this letter the statements for the CEPU National Council, Electrical Division National Office, Southern States Branch, the New South Wales Branch and the Western Australian Branch.

I have also enclosed Secretary's Certificates confirming that financial statements have been prepared, circulated and endorsed in accordance with the Act for both the Electrical Division and the CEPU National Council.

If you have any queries in relation to the documents remitted, please contact the undersigned.

Yours faithfully,

Peter Tighe
NATIONAL SECRETARY



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

SECRETARY'S CERTIFICATE

CEPU ELECTRICAL DIVISION, SOUTHERN STATES BRANCH, NEW SOUTH WALES BRANCH, SOUTH AUSTRALIAN BRANCH AND WESTERN AUSTRALIA BRANCH FINANCIAL STATEMENTS

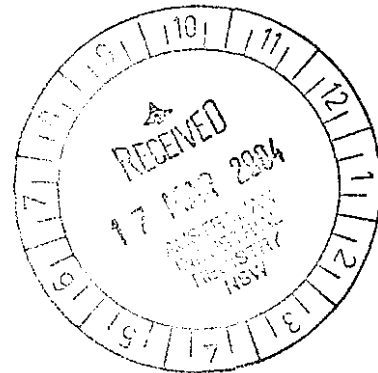
FOR YEAR ENDING 31 DECEMBER 2002

I, Peter Tighe, Divisional Secretary of the Electrical Division of the Communications, Electrical and Plumbing Union (CEPU) certify that:

- That the Divisional, Southern States Branch, New South Wales Branch and Western Australian Branch Committees of Management of the Electrical Division of the CEPU received the attached financial statements prepared pursuant to Section 273 of the Act.
- That the Electrical Division and the Divisional Branches detailed above circulated to their members the attached financial statements pursuant to Section 279 of the Act.
- That the Committees of Management of the Electrical Division and the Divisional Branches detailed above following the circulation to its members endorsed the financial statements pursuant to Section 279(6).



Peter Tighe
DIVISIONAL SECRETARY



**COMMUNICATIONS, ELECTRICAL, ELECTRONIC,
ENERGY, INFORMATION, POSTAL, PLUMBING
AND ALLIED WORKERS UNION OF AUSTRALIA,
ENGINEERING AND ELECTRICAL DIVISION,
WA BRANCH**

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2002



**COMMUNICATION, ELECTRICAL, ELECTRONIC,
ENERGY, INFORMATION, POSTAL, PLUMBING AND
ALLIED WORKERS UNION OF AUSTRALIA,
ENGINEERING AND ELECTRICAL DIVISION,
WA BRANCH**

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**COMMUNICATION, ELECTRICAL, ELECTRONIC,
ENERGY, INFORMATION, POSTAL, PLUMBING AND
ALLIED WORKERS UNION OF AUSTRALIA,
ENGINEERING AND ELECTRICAL DIVISION,
WA BRANCH**

INDEPENDENT AUDIT REPORT TO THE MEMBERS

Scope

We have audited the financial statements of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Workers Union of Australia, Engineering and Electrical Division, WA Branch, for the year ended 31 December 2002 as set out on pages 9 to 20, together with the Statements and Declaration on pages 6 to 8. The Committee of Management and Accounting Officer are responsible for the preparation and presentation of the financial statements and the information they contain. We have conducted an independent audit of those financial statements in order to express an opinion on them to the members of the Union.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial statements are free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting selected amounts and other disclosures in the financial statements, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial statements are presented fairly in accordance with Australian Accounting Standards and other mandatory professional reporting requirements (Urgent Issues Group Consensus Views), so as to present a view of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Workers Union of Australia, Engineering and Electrical Division, WA Branch, which is consistent with our understanding of its financial position and the results of its operations.

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

Audit Opinion

As with similar organisations due to the nature of certain income such as membership contributions, donations, subsidies, and similar, we are only able to audit that income when it is first recorded in the books and records of the Union.

In our opinion, except for the effect on the financial statements of the matter referred to in the preceding paragraph.

- (a) proper accounting records have been kept by the Union so far as appears from our examination of those books including:
 - (i) records of the sources of the receipts of the Union, (including income from members); and
 - (ii) records of the nature and purposes of the payments of the Union.

COMMUNICATION, ELECTRICAL, ELECTRONIC,
ENERGY, INFORMATION, POSTAL, PLUMBING AND
ALLIED WORKERS UNION OF AUSTRALIA,
ENGINEERING AND ELECTRICAL DIVISION,
WA BRANCH

INDEPENDENT AUDIT REPORT TO THE MEMBERS
(Continued)

- (b) the financial statements including the Certificate of the Committee of Management and the Accounting Officer have been properly drawn up so as to give a true and fair view of:
- (i) the financial affairs of the Union as at 31 December 2002; and
 - (ii) the income and expenditure and any surplus or deficit of the Union for the year then ended.
- (c) No person acting in their capacity as a financial officer contravened or failed to comply with Section 74 of the Industrial Relations Act 1979;
- (d) we have where necessary, obtained all the information and explanations which, to the best of our knowledge and belief, were necessary for the purpose of our audit; and
- (e) the accounts have been prepared in accordance with Statements of Accounting Standards and other mandatory professional reporting requirements (Urgent Issues Group Consensus Views).

Signed at *Perth* this *16th* day of *May* 2003.



HEWITT TURNER & GELEVITIS IN ASSOCIATION
Accountants, Auditors & Business Development Consultants

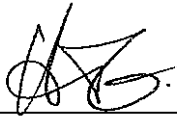


TIMOTHY TURNER
REGISTERED COMPANY AUDITOR

**COMMUNICATION, ELECTRICAL, ELECTRONIC,
ENERGY, INFORMATION, POSTAL, PLUMBING AND
ALLIED WORKERS UNION OF AUSTRALIA,
ENGINEERING AND ELECTRICAL DIVISION,
WA BRANCH**

CERTIFICATE BY AUDITOR

We certify that the number of financial members in the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Workers Union of Australia, Engineering and Electrical Division, WA Branch as at 31 December 2002 was **3,902**.



HEWITT TURNER & GELEVITIS IN ASSOCIATION
Accountants, Auditors & Business Development Consultants



TIMOTHY TURNER
REGISTERED COMPANY AUDITOR

**COMMUNICATION, ELECTRICAL, ELECTRONIC,
ENERGY, INFORMATION, POSTAL, PLUMBING AND
ALLIED WORKERS UNION OF AUSTRALIA,
ENGINEERING AND ELECTRICAL DIVISION,
WA BRANCH**

STATEMENT BY THE COMMITTEE OF MANAGEMENT


We, William Game and Robert Manhood, being two members of the Executive Committee of the Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Workers Union of Australia, Engineering and Electrical Division, WA Branch, do state on behalf of the Committee and in accordance with a resolution of the Committee, that:

- (i) in the opinion of the Executive Committee, the attached accounts show a true and fair view of the financial affairs of the Union, Western Australian Branch, as at 31 December 2002;
- (ii) in the opinion of the Executive Committee, meetings of the Committee were held during the year ended 31 December 2002, in accordance with the rules of the Union;
- (iii) to the knowledge of any member of the Committee, there have been no instances where records of the Union or other documents, or copies of those records or documents, or copies of the rules of the Union, have not been furnished, or made available to members in accordance with the requirements of the Industrial Relations Act 1979, the Regulations thereto, or the rules of the Union; and
- (iv) the Union has complied with Section 65 of the Act in relation to the financial accounts and Auditor's Report thereon, in respect of the year ended 31 December 2002.

Signed at MT HAWTHORN this 13th day of MAY 2003.



WILLIAM GAME



ROBERT MANHOOD

COMMUNICATION, ELECTRICAL, ELECTRONIC,
ENERGY, INFORMATION, POSTAL, PLUMBING AND
ALLIED WORKERS UNION OF AUSTRALIA,
ENGINEERING AND ELECTRICAL DIVISION,
WA BRANCH

STATEMENT BY THE ACCOUNTING OFFICER

In my opinion:

- (i) the attached accounts show a true and fair view of the financial affairs of the Union, as at 31 December 2002;
- (ii) a record has been kept of all monies paid by or collected from members and all monies so paid or collected have been credited to the bank account to which those monies are to be credited, in accordance with the rules of the Union;
- (iii) expenditure was incurred, approval of the incurring of the expenditure was obtained in accordance with the rules of the Union;
- (iv) with regard to funds of the organisation raised by compulsory levies or voluntary contributions from members, or funds other than the General Fund operated in accordance with the rules, no payments were made out of any such funds for purposes other than those for which the fund was operated;
- (v) no loans or other financial benefits other than remuneration in respect to their full-time employment with the Union, were made to persons holding office in the Union; and
- (vi) the Register of Members of the Union, is maintained in accordance with the Industrial Relations Act 1979.

Signed at *MT Hawthorn* this *13th* day of *MAY* 2003.



WILLIAM GAME

COMMUNICATION, ELECTRICAL, ELECTRONIC,
ENERGY, INFORMATION, POSTAL, PLUMBING AND
ALLIED WORKERS UNION OF AUSTRALIA,
ENGINEERING AND ELECTRICAL DIVISION,
WA BRANCH

THE EVIDENCE ACT, 1906

STATUTORY DECLARATION

I, WILLIAM GAME, being the Secretary of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Workers Union of Australia, Engineering and Electrical Division, WA Branch do solemnly declare as follows:

That the number of financial members in the Union as at 31 December 2002 was 3,902 (2001: 4,032).

That the following documents made up of the:

- *Independent Audit Report to the Members;*
- *Statement by the Committee of Management;*
- *Statement by the Accounting Officer;*
- *Statement of Financial Performance;*
- *Statement of Financial Position;*
- *Statement of Cashflows; and*
- *Notes to the Financial Statements.*

were presented to a meeting in accordance with the rules of the Union and that these documents are filed with the Registrar are true copies of the documents that were so presented to that meeting; and

That all relevant books and documents in relation to the financial affairs of the Union were made fully available to the auditor as prescribed by Regulation 107 (2) of the Industrial Relations Commission Regulations.


And I make this solemn declaration conscientiously believing the same to be true and by virtue of Section 106 of the "The Evidence Act 1906".

DECLARED AT *MT Hawthorn*

In the State of Western Australia this *13th* day of *May* 2003.



Before me


_____ *Accountant*

**COMMUNICATION, ELECTRICAL, ELECTRONIC,
ENERGY, INFORMATION, POSTAL, PLUMBING AND
ALLIED WORKERS UNION OF AUSTRALIA,
ENGINEERING AND ELECTRICAL DIVISION,
WA BRANCH**

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 31 DECEMBER 2002**

	NOTE	2002 \$	2001 \$
CLASSIFICATION OF EXPENSES BY NATURE			
Revenues from ordinary activities		1,201,346	1,218,008
Employee Benefits Expenses	5	(695,134)	(680,995)
Depreciation Expenses		(58,736)	(66,120)
Other expenses from ordinary activities		(392,273)	(444,190)
NET PROFIT/(LOSS) FROM ORDINARY ACTIVITIES		55,203	26,703
Abnormal Income - Profit on disposal of assets		54,645	-
Abnormal Expense - Legal Expenses		-	(131,570)
NET PROFIT/(LOSS) FROM ABNORMAL ITEMS		(54,645)	(131,570)
NET PROFIT/(LOSS) AFTER ORDINARY ACTIVITIES AND ABNORMAL ITEMS ATTRIBUTABLE TO MEMBERS OF THE UNION		109,848	(104,867)

The accompanying notes form part of these financial statements.

**COMMUNICATION, ELECTRICAL, ELECTRONIC,
ENERGY, INFORMATION, POSTAL, PLUMBING AND
ALLIED WORKERS UNION OF AUSTRALIA,
ENGINEERING AND ELECTRICAL DIVISION,
WA BRANCH**

**STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 31 DECEMBER 2002**

	NOTE	2002 \$	2001 \$
CURRENT ASSETS			
Cash Assets	7	183,588	120,749
Receivables	8	5,335	12,121
Inventories		-	-
Other		-	-
TOTAL CURRENT ASSETS		<u>188,923</u>	<u>132,870</u>
NON-CURRENT ASSETS			
Investments	9	495,676	479,145
Property, Plant & Equipment	10	1,170,748	1,096,342
Loans	11	12,560	12,560
TOTAL NON-CURRENT ASSETS		<u>1,678,984</u>	<u>1,588,047</u>
TOTAL ASSETS		<u>1,867,907</u>	<u>1,720,917</u>
CURRENT LIABILITIES			
Payables	12	56,628	72,208
Provisions	13	513,434	460,712
TOTAL CURRENT LIABILITIES		<u>570,062</u>	<u>532,920</u>
NON-CURRENT LIABILITIES			
Non Interest bearing Liabilities	14	375,000	375,000
TOTAL NON-CURRENT LIABILITIES		<u>375,000</u>	<u>375,000</u>
TOTAL LIABILITIES		<u>945,062</u>	<u>907,920</u>
NET ASSETS		<u>922,845</u>	<u>812,997</u>
MEMBERS FUNDS			
Opening Balance		812,997	917,864
Surplus/(Deficit) for the year		109,848	(104,867)
TOTAL MEMBER FUNDS		<u>922,845</u>	<u>812,997</u>

The accompanying notes form part of these financial statements.

**COMMUNICATION, ELECTRICAL, ELECTRONIC,
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ALLIED WORKERS UNION OF AUSTRALIA,
ENGINEERING AND ELECTRICAL DIVISION,
WA BRANCH**

**STATEMENT OF CASHFLOWS
FOR THE YEAR ENDED 31 DECEMBER 2002**

	NOTE	2002 \$	2001 \$
CASHFLOWS FROM OPERATING ACTIVITIES			
Wage Subsidies Received		10,193	4,811
Receipts from Member Contributions		1,099,813	1,125,313
Receipts from Members Entrance Fees		5,573	5,359
Donations Received		-	2,778
Interest Received		27,558	38,314
Rent Received		56,200	39,012
Fines Received		-	-
Receipts from Others		2,009	2,422
Payments to Supplies & Employees		(1,043,479)	(1,331,620)
NET CASH PROVIDED BY OPERATING ACTIVITIES	15	157,867	(113,611)
CASHFLOW FROM INVESTING ACTIVITIES			
Proceeds from Sale of Plant, Equipment & Property		41,045	-
Payment for Plant, Equipment & Property		(136,071)	-
(Payment into Investments)/Investment Proceeds		-	37,630
NET CASH PROVIDED BY INVESTING ACTIVITIES		(95,026)	37,630
CASHFLOW FROM FINANCING ACTIVITIES			
Loan payments received from/ (Paid to) Tasmanian Branch		-	(12,079)
Net amounts received from National Council		-	125,000
NET CASH PROVIDED BY (USED IN) FINANCING ACTIVITIES		-	112,921
Net Increase/(Decrease) in Cash Held		62,839	36,940
Cash at 1 January 2002		120,749	83,809
CASH AT 31 DECEMBER 2002	7	183,588	120,749

The accompanying notes form part of these financial statements.

**COMMUNICATION, ELECTRICAL, ELECTRONIC,
ENERGY, INFORMATION, POSTAL, PLUMBING AND
ALLIED WORKERS UNION OF AUSTRALIA,
ENGINEERING AND ELECTRICAL DIVISION,
WA BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2002**

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

- a. In accordance with generally accepted accounting principles for organisations, membership contributions are accounted for on a cash receipts basis. Otherwise, the financial statements are prepared under the historical cost convention and in accordance with the Accounting Standards issued by the joint professional accounting bodies. In particular
- i) the financial statements have not been adjusted to record changes in the general purchasing power of the dollar;
 - ii) depreciation is calculated on the straight line basis in order to write off the cost of fixed assets over their estimated useful lives;
 - iii) provisions for employees benefits in the form of long service leave, accrued annual leave and retirement allowances have been made for the estimated accrued entitlements of all employees on the basis of their terms of employment; and
 - iv) no provision for income tax is necessary as "Trade Unions" are exempt from income tax under Section 50-15 of the Income Tax Assessment Act 1997.

2. GEOGRAPHICAL LOCATION

The Union operates from 401 – 403 Oxford Street, Mount Hawthorn, Western Australia.

3. RENTAL INCOME

	2002	2001
	\$	\$
Rent Received		
Oxford Street, Mount Hawthorn	50,266	28,795
Demetre Street, Karratha	5,934	6,860
Donnelly River	-	3,356
	<u>56,200</u>	<u>39,011</u>

The Union owns the whole of the office block located at 401 – 403 Oxford Street, Mount Hawthorn (Refer Note 10 – Fixed Assets).

**COMMUNICATION, ELECTRICAL, ELECTRONIC,
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WA BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2002 (Continued)**

It also owns the unit at 1 / 30 Demetre Street, Karratha.

Rent received comprises rental income from:

- a) *a tenanted office block at 401 – 403 Oxford Street, Mount Hawthorn;*
- b) *parking – Oxford Street and other outgoings;*
- c) *Demetre Street, Karratha; and*
- d) *Donnelly River Holiday Cottages.*

4. WAGES SUBSIDIES

Refers to assistance received from the Office of Energy, Connect for Board Fees and the Construction Long Service Leave Board.

5. EMPLOYEE BENEFIT EXPENSES

	2002	2001
	\$	\$
Net Increase in Provision for Employee Entitlements	60,602	32,037
Employee Workers Compensation Insurance	16,690	8,736
Salaries & Allowances – Officers	420,572	436,192
Salaries & Allowances – Others	125,960	139,719
SPEC – Employer Super Contributions	65,495	58,207
Fringe Benefits Tax	4,704	(1,116)
Payroll Tax	1,112	7,220
TOTAL EMPLOYEE BENEFIT EXPENSES	695,134	680,995

6. LOST TIME AND DELEGATES' FEES

This represents payments to members and delegates who have attended inter and intra state meetings. Lost wages as a result of attending these meetings are reimbursed. The account also covers incidental costs associated with their attendance.

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WA BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2002 (Continued)**

7. CASH ASSETS

	2001 \$	2001 \$
Commonwealth Bank – General Account	183,148	120,309
Petty Cash on Hand	440	440
	183,588	120,749

8. RECEIVABLES

Accounts Receivable	5,335	12,121
	5,335	12,121

9. INVESTMENTS

Westbond Retirement Account	495,676	479,145
	495,676	479,145

These deposits are held in short-term interest bearing accounts with financial institutions. These deposits are specifically set aside to fund payment of the retirement allowances and long service leave.

**COMMUNICATION, ELECTRICAL, ELECTRONIC,
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ENGINEERING AND ELECTRICAL DIVISION,
WA BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2002 (Continued)**

10. PROPERTY, PLANT & EQUIPMENT

	2002	2001
LAND AND BUILDINGS	\$	\$
Land		
401 – 403 Oxford Street, Mt Hawthorn	407,400	407,400
Buildings		
401 – 403 Oxford Street, Mt Hawthorn	632,551	632,551
Improvements		
401 – 403 Oxford Street, Mt Hawthorn	41,065	41,065
House		
1 / 30 Demetre Crescent, Karratha	102,818	102,818
	1,183,834	1,183,834
Accumulated Depreciation	(151,267)	(132,882)
	1,032,567	1,050,952
FURNITURE AND EQUIPMENT		
Furniture and Fittings – Oxford Street	284,829	284,829
Accumulated Depreciation	(273,699)	(268,890)
	11,130	15,939
Furniture and Fittings – Demetre Street	5000	5000
Accumulated Depreciation	(3,000)	(2,000)
	2,000	2,500
	13,130	18,439
MOTOR VEHICLES		
Cost	163,208	172,293
Accumulated Depreciation	(60,732)	(160,797)
	102,476	11,496

COMMUNICATION, ELECTRICAL, ELECTRONIC,
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ALLIED WORKERS UNION OF AUSTRALIA,
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WA BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2002 (Continued)**

	2002	2001
	\$	\$
OFFICE EQUIPMENT		
Cost	100,320	94,191
Accumulated Depreciation	(77,745)	(78,736)
	22,575	15,455
PROPERTY, PLANT & EQUIPMENT @ WDV	1,170,748	1,096,342
11. LOANS		
Loan to Tasmanian Branch	12,560	12,560
	12,560	12,560
The loan to the Tasmanian Branch relates to the WA Branch share of 9.84% of a total amount of \$117,000.		
12. PAYABLES		
Other Creditors & Accruals	56,628	72,208
	56,628	72,208
13. PROVISIONS		
Provision for Annual Leave	23,418	23,633
Provision for Long Service Leave	166,364	146,936
Provision for Retirement Allowance	320,358	290,143
Other Provisions	3,294	-
	513,434	460,712
a) Provision for Annual Leave		
Opening Balance	23,633	44,080
Annual Leave Entitlements Paid	-	(20,447)
Increase in Provision	577	-
	24,210	23,633
CLOSING BALANCE	24,210	23,633

**COMMUNICATION, ELECTRICAL, ELECTRONIC,
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WA BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2002 (Continued)**

b)	Provision for Long Service Leave	2002	2001
		\$	\$
	Opening Balance	146,936	130,736
	LSL Entitlements Paid	-	-
	Increase in Provision	19,428	16,200
	CLOSING BALANCE	<u>166,364</u>	<u>146,936</u>

c)	Provision for Retirement Allowance		
	Opening Balance	290,143	273,802
	Retirement Allowance Entitlements Paid	(11,175)	-
	Increase in Provision	41,391	16,241
	CLOSING BALANCE	<u>320,359</u>	<u>290,143</u>

Total Provision for Employee Benefits

	Opening Balance	460,712	448,618
	Entitlements Paid	(11,175)	(20,447)
	Increase in Provision	61,396	32,541
	CLOSING BALANCE	<u>510,933</u>	<u>460,712</u>

RETIREMENT ALLOWANCE

The provision for Retirement Allowance discloses the potential entitlements payable should all officers and clerical staffs qualify in accordance with the rules.

14. LOAN FROM NATIONAL OFFICE

The loan amount of \$375,000 was made from the National Office to the WA Branch. This loan has no stipulated repayment date or interest rate. No amount has been repaid as at 31 December 2002.

**COMMUNICATION, ELECTRICAL, ELECTRONIC,
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WA BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2002 (Continued)**

**15. RECONCILIATION OF CASHFLOW FROM OPERATIONS WITH
OPERATING SURPLUS**

	2002	2001
	\$	\$
Operating Surplus/(Deficit)	109,848	(104,867)
Non cashflows in Operating Surplus		
- Depreciation	58,736	66,120
- Profit on sale of Fixed Assets	(54,645)	-
Changes in assets and liabilities		
- (Increase)/Decrease in Inventories	-	3,008
- (Increase)/Decrease in Receivables	6,786	(7,639)
- (Increase)/Decrease in Other Current Assets	-	200
- Increase/(Decrease) in Sundry Creditors	(15,580)	(75,655)
- Increase/(Decrease) in Provisions for Employee Benefits	48,428	12,094
- Increase/(Decrease) in Provisions - Other	3,294	(6,872)
NET CASH PROVIDED BY OPERATING ACTIVITES	157,867	(113,611)

16. MEMBERS OF THE EXECUTIVE COMMITTEE

The members of the Executive Committee of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Workers Union of Australia, WA Branch, who have held office during the financial year are:

- W E Game;
- J Johnston;
- R Manhood;
- C Young;
- G W Halpine;
- C Ayliffe;
- G Wilton;
- G Davies; and
- T Waru.

17. CONTINGENT LIABILITIES

There existed no contingent liabilities at the date of these financial statements.

18. RELATED PARTY TRANSACTIONS

The Western Australian Branch's transactions with related parties are detailed in notes 11 and 14.

**COMMUNICATION, ELECTRICAL, ELECTRONIC,
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WA BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2002 (Continued)**

19. FINES

This represents fines levied on late payment of membership fees. Fines levied are authorised via the rules of the Union.

20. FINANCIAL INSTRUMENTS

a) Interest Rate Risk

The Union's exposure to interest rate risk, which is the risk that the value of the financial instrument will fluctuate due to changes in market interest rates, and the effective interest rates on those financial assets and financial liabilities is as follows:

31 December 2002	Floating Interest Rate	Fixed Interest	Non- Interest Bearing	Total
Financial Assets				
Cash and deposits	183,358	-	-	183,358
Investments – Westbond Ret. A/C	495,676	-	-	495,676
	679,034	-	-	679,034
Weighted average interest rate				
Financial Liabilities				
Trade and other creditors	-	-	56,628	56,628
NET FINANCIAL ASSETS / (LIABILITIES)	679,034	-	(56,628)	622,406

b) Credit Risk

The maximum exposure to credit risk, excluding the value of any collateral or other security, is the carrying amount of the financial assets as disclosed in the balance sheet and notes to the financial statements. The Union does not have any material credit risk exposure to any single debtor or group of debtors under financial instruments entered into by the Union.

**COMMUNICATION, ELECTRICAL, ELECTRONIC,
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WA BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2002 (Continued)**

c) Net Fair Values

The assets and liabilities as disclosed in the balance sheet and notes to the financial statements approximate their carrying values.

No financial assets and liabilities are readily traded on organised markets in standardised form.

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

21. POST BALANCE DATE EVENT

Building 401-403 Oxford Street, Mt Hawthorn has been sold during the financial year. Settlement of which will occur in 2003.

END OF NOTES TO THE FINANCIAL STATEMENTS



AUSTRALIAN INDUSTRIAL REGISTRY

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

Mr Peter Tighe
National Secretary
CEPU
Suite 701, Level 7
1 Rosebery Avenue
ROSEBERY NSW 2018

Dear Mr Tighe

**Re: Financial Statements - Communications, Electrical, Electronic, Energy,
Information, Postal and Allied Services Union - Electrical Division, WA
Divisional Branch - for year ending 31 December 2002 (FR2002/847)**

I refer to the financial statements which were lodged in the Registry on 17 March 2004. I draw your attention to the following matters.

The dates when report, accounts and financial statements were supplied to members and subsequently presented to a meeting of members or committee of management

Section 279(3) of the *Workplace Relations Act 1996* (the Act) provides that:

“The copies referred to in subsection (1), or the summary referred to in subsection (2), shall be provided within 56 days (or such longer period as a Registrar allows) after the making to the organisation of the report concerned.”

Additionally, regarding the relevant meetings, section 279(6) of the the Act says:

“(6) Subject to subsection (7), an organisation shall cause the report, accounts and statements referred to in subsection (1) to be presented:

(a) within the period (in this subsection and subsection (7) called the *relevant period*) starting on the eighth day after the report, accounts and statements are, or the summary referred to in subsection (2) is, supplied to the members and ending 28 days (or such longer period as a Registrar allows) after the end of the period referred to in subsection (3) - to a general meeting of the members of the organisation or a meeting of the committee of management of the organisation; or

(b) if such a meeting is not due to be held within the relevant period - to the first meeting of the committee of management held after the relevant period.”

This means that the financial report must, within 56 days of the auditor's report, be supplied to members. After this has occurred, the organisation must hold either a general meeting or a meeting of the committee of management between 8 to 28 days after the supply of the report to members. This meeting is sometimes called "the second meeting".

The purpose of this requirement is to give members time to consider the report after it is supplied to them and, if they wish, to raise any matters at the "second meeting". Although your letter certified that the financial statements were supplied to members, it does not indicate the date/s of supply, or the date of the committee of management meeting held after the distribution of the statements. Please advise the Registry of the relevant dates.

References to the *Industrial Relations Act 1979*

The lodged documentation refers throughout to the *Industrial Relations Act 1979* (WA). If documents are prepared for lodgement under the *Workplace Relations Act 1996* (Cwth), they should only include references to that Act. Please also ensure the auditor is made aware of this.

Loan to Tasmanian Branch

Note 11 of the notes to and forming part of the financial statements shows "Loans" from the WA Divisional Branch to the Tasmanian Divisional Branch totalling \$12,560. If any loan exceeds \$1,000, the organisation must lodge a statement pursuant to section 269 of the Act stating the relevant particulars of the loan. The relevant particulars include the amount of the loan, the purpose for which the loan was required, the security given in relation to the loan and, except where the loan was made to relieve a member of the organisation, or a dependant of a member of the organisation, from severe financial hardship - the name and address of the person to whom the loan was made and the arrangements made for the repayment of the loan.

If you have any queries regarding this letter please do not hesitate to contact me on 8374 6506.

Yours sincerely



Dean Superina
for Deputy Industrial Registrar

25 March 2004



Australian Government
Australian Industrial Registry

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

Mr Peter Tighe
National Secretary
CEPU
Suite 701, Level 7
1 Rosebery Avenue
ROSEBERY NSW 2018

Dear Mr Tighe

**Re: Financial Statements - Communications, Electrical, Electronic, Energy,
Information, Postal and Allied Services Union - Electrical Division, WA
Divisional Branch (FR2002/847)**

I refer to my letter of 25 March 2004 in which I sought confirmation of the date on which the financial accounts and auditor's report of this organisation were provided to members and the date on which those documents were presented to a general or committee of management meeting of the organisation.

Until the information requested is provided the financial return cannot be filed. If there is any difficulty in providing this information, please contact me on (02) 8374 6506.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Dean Superina', written over a horizontal line.

Dean Superina
for Deputy Industrial Registrar

19 May 2004



Contact Officer: Belinda Penna
Telephone No: 02 8374 6618
Facsimile No: 02 9380 6990

Your Reference:
My Reference: as below

Outstanding Information - Financial Returns

FR2003/31	National Office	Y/E 31 March 2003
FR2002/841	Electrical Division	Y/E 31 December 2002
FR2002/842	Ele Div, NSW Branch	Y/E 31 December 2002
FR2002/845	Ele Div, Tas (Southern States)	Y/E 31 December 2002
FR2002/846	Ele Div, Vic (Southern States)	Y/E 31 December 2002
FR2002/847	Ele Div, WA Branch	Y/E 31 December 2002

I rang Carla Croce - CEPU National Office to follow up outstanding information for these Fin returns. Carla advised she has just returned from leave, and hopes to get the letters signed and sent to us in the next couple of weeks. I responded that if it was not possible to do so, then a written progress report regarding the delay would be requested.

Belinda Penna

23 June 2004

17 August 2004

Dean Superina
Australian Industrial Registry
Level 8, Terrace Towers
80 William Street
EAST SYDNEY NSW 2011

ETU

Electrical Trades Union

**Re: Financial Statements – CEPU – WA Divisional Branch for year ending
31 December 2002 (FR2002/847)**

Dear Dean,

In response to your letter dated 25th March 2004 seeking further information pursuant to Section 279 of the Workplace Relations Act 1996, I wish to provide the following information:

1. The Auditors Financial Report was made available in the last week in July and endorsed by the Branch State Council in that week.
2. It was circulated to members of the union in the second week of September.
3. In the first week in October it was adopted by the State Council.

With respect to your comment regarding the loan to the Tasmanian Branch, this loan was discharged with the creation of the new Southern States Divisional Branch and should not have been reported in the financial statements of the WA Branch. I hope the above information satisfies the needs of the registry.

Yours faithfully,



Peter Tighe
DIVISIONAL SECRETARY



THE ELECTRICAL DIVISION
of the Communications, Electrical,
Electronic, Energy, Information,
Postal, Plumbing and Allied
Services Union of Australia (CEPU)

Peter Tighe
Divisional Secretary

John Ingram
Assistant Secretary

Suite 701, Level 7
1 Rosebery Avenue
Rosebery NSW 2018

Ph: (02) 9663 3699
Fax: (02) 9663 5599

Email:
edno@nat.cepu.asn.au

Website:
www.cepu-electrical.asn.au

17 August 2004

FAXED
17.8.04

ETU

Electrical Trades Union

THE ELECTRICAL DIVISION
of the Communications, Electrical,
Electronic, Energy, Information,
Postal, Plumbing and Allied
Services Union of Australia (CEPU)

Peter Tighe
Divisional Secretary

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Dean Superina
Australian Industrial Registry
Level 8, Terrace Towers
80 William Street
EAST SYDNEY NSW 2011

**Re: Financial Statements – CEPU – WA Divisional Branch for year ending
31 December 2002 (FR2002/847)**

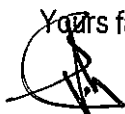
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Yours faithfully,



Peter Tighe
DIVISIONAL SECRETARY



Australian Government
Australian Industrial Registry

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

Mr Peter Tighe
Divisional Secretary
CEPU Electrical Division
Suite 701, Level 7
1 Rosebery Avenue
ROSEBERY NSW 2018

Dear Mr Tighe

**Re: Lodgement of Financial Statements and Accounts for the CEPU Electrical Division,
WA Divisional Branch year ending 31 December 2002 (FR2002/847)**

Thank you for your letter dated 17 August 2004, providing further information regarding the supply of the financial documents to the members of the branch, and confirmation of the date of the meeting of the State Council to adopt the financial documents.

Following the receipt of this additional information the documents have been filed, and may be viewed on the internet at www.e-airc.gov.au/128vwaffinancial.

Yours sincerely,

A handwritten signature in cursive script that reads 'Belinda Penna'.

Belinda Penna
for Deputy Industrial Registrar

8 October 2004