



17 January 2018

Ms Toni Walkington  
Branch Secretary  
CPSU, the Community and Public Sector Union-SPSF Group, Western Australian Branch  
By email: [postbox@cpsucsa.org](mailto:postbox@cpsucsa.org)  
CC: [martin@amwaudit.com.au](mailto:martin@amwaudit.com.au)

Dear Ms Walkington,

**CPSU, the Community and Public Sector Union-SPSF Group, Western Australian Branch  
Financial Report for the year ended 30 June 2017 - [FR2017/29]**

I acknowledge receipt of the financial report of the CPSU, the Community and Public Sector Union-SPSF Group, Western Australian Branch. The documents were lodged with the Registered Organisations Commission (the ROC) on 15 December 2017.

The financial report has now been filed. You are not required to take any further action in respect of the report lodged.

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 30 June 2018 may be subject to an advanced compliance review.

**Reporting Requirements**

New Reporting Guidelines will apply to organisations and branches with financial years commencing on or after 1 July 2017. Updates and information on the new guidelines will be provided through the ROC website and the [subscription service](#).

On the ROC website is a number of factsheets in relation to the financial reporting process and associated timelines. The most recent copy of the Reporting Guidelines and a model set of financial statements can also be found. The ROC 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](#).

If you have any queries regarding this letter, please contact me on (02) 8293 4654 or via email at [david.vale@roc.gov.au](mailto:david.vale@roc.gov.au).

Yours faithfully

David Vale  
Registered Organisations Commission



Community & Public Sector Union  
Civil Service Association of WA

Community & Public Sector Union  
SPSF Group, WA Branch  
Civil Service Association of WA Inc

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15<sup>th</sup> December 2017

Mark Bielecki  
Commissioner  
Registered Organisations Commission  
GPO Box 2983  
MELBOURNE VIC 3001

Dear Sir/Madam

**CPSU, the Community and Public Sector Union-SPSF Group, Western Australian Branch, 2016/2017 Financial Report [FR2017/29]**

Please find attached the Financial Report for the year ending 30 June 2017 for the Community and Public Sector Union-SPSF Group, Western Australian Branch) as required Fair Work (Registered Organisations) Act 2009 (the RO Act).

If you require any further information, please contact me.

Yours sincerely

Toni Walkington  
Branch Secretary

**Community and Public Sector Union SPSF Group WA Branch**

**Designated Officers' Certificate or other Authorised Officer**

s.268 Fair Work (Registered Organisations) Act 2009

Certificate for the period ended 30 June 2017

I Toni Walkington being the Branch Secretary of the Community and Public Sector Union SPSF Group WA Branch certify:

- that the documents lodged herewith are copies of the full report or the Community and Public Sector Union SPSF Group WA Branch for the period ended 30 June 2017 referred to in s.268 of the Fair Work (Registered Organisations) Act 2009; and
- that the full report was provided to members of the reporting unit on 6<sup>th</sup> October 2017; and
- that the full report was presented to a meeting of the committee of management of the reporting unit on 6<sup>th</sup> September and 13<sup>th</sup> December 2017 in accordance with s.266 of the Fair Work (Registered Organisations) Act 2009.

Signature of prescribed designated officer:



Name of prescribed designated officer: Toni Walkington

Title of prescribed designated officer: Branch Secretary

Dated: 15<sup>th</sup> December 2017

**COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP WA BRANCH**

**ABN 16 836 420 693**

**GENERAL PURPOSE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2017**

COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP WA BRANCH

ABN 16 836 420 693

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## COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP WA BRANCH

ABN 16 836 420 693

### OPERATING REPORT

In accordance with section 254 of the Fair Work (Registered Organisations) Act 2009 ("Act") the Branch Committee of Management ("the Committee") present their operating report on the Community and Public Sector Union SPSF Group WA Branch ("the Branch") for the financial year 30 June 2017.

#### **Review of principal activities, the results of those activities and any significant changes in the nature of those activities during the year**

The Community and Public Sector Union SPSF Group WA Branch [CPSU] and the Civil Service Association of WA [CSA], which is a Union registered under the WA Industrial Relations Act 1979, effectively operate as one unit. Pursuant to the "CPSU and signatory bodies deed" [the deed] the Branch and CSA have provided mutual covenants for cooperation. The deed has been supplied in previous year's financial report for 2012-2013, 2013-2014, 2014-2015 and 2015-2016.

As previously advised the deed at clause 12, informs all dealings with the membership subscription fees of the CPSU and CSA. The deed at clause 13, informs the provision of and payment for services between the CPSU and the CSA. The deed at clause 14, provides for mutual covenants of cooperation between the CPSU and the CSA. The deed at clause 15, concerns the assets of the CSA and some financial dealings between the CPSU and the CSA.

This results in the CSA undertaking all necessary financial transactions for and on behalf of the CPSU. The CPSU does not hold a bank account in its own name. Any financial obligations incurred by the CPSU are met out of a bank account held in the name of the CSA.

Further, the WA Industrial Relations Commission has formally recognized the combined operations of both entities by issuing a certificate pursuant to s71 of the WA Industrial Relations Act. This provides for the elected CPSU Branch Officials to be relevant officials for the CSA, without the need for separate elections

The CPSU SPSF Group WA Branch is a professional and industrial organization, registered under the Fair Work (Registered Organisations Act (2009)), representing public sector workers and workers engaged by private operators providing public services across Western Australia. The CPSU SPSF Group WA Branch is a democratic organization, based in Perth and Bunbury, within the federated structure of the CPSU, with a Federal Office based in Sydney.

The primary object of the CPSU SPSF Group WA Branch is to represent the professional and industrial interests of its members and to promote and defend Western Australia's high quality public services system and higher education. We do this by enacting strategies and campaigns which enhance working conditions, living standards and professional rights of members.

The CPSU SPSF Group WA Branch is a democratic, membership focused organization, always acting in the best interests of members and the public services system. The union at all levels operates on principles of effective transparent governance and strong leadership, providing an effective voice for our members in Western Australia, Australia and internationally.

## COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP WA BRANCH

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During the financial year we have successfully campaigned on issues that affect the professional and industrial interests of our members and supported the professional development of our members through training and conferences. We have represented our members on professional bodies and in discussions or negotiations with employers. Our representational activities included making submissions and appearing before state and federal parliamentary committees and inquiries and various independent community forums. We have protected and enhanced the industrial rights of our members through industrial representation and negotiation of collective agreements.

Highlights of the year included campaigns promoting the value of quality public services and opposing cuts to public services, funding and jobs, and the growing push for privatising government services. We worked together with organizations with similar objectives to highlight the impact of funding cuts for schools and vocational education.

We hosted a Delegates Convention where our delegates focused on the challenges presented by the Government as well as raise awareness to limitations from proposed changes to the Industrial Relations Act. We developed delegates skills to take back into the workplace as part of their role as delegate.

### **Significant Changes in Financial Affairs**

No matters or circumstances arose during the reporting year which significantly affected the financial affairs of the Branch.

### **Operating Results**

The Branch's profit for the year amounted to \$NIL (2015: \$NIL)

### **Right of Members to Resign**

Rule 58 of CPSU, the Community and Public Sector Chapter C SPSF Group Rules sets out the terms under which a member of the CPSU Branch may resign.

A member may resign from membership of the Union by notice in writing if;

- (a) The member ceases to be eligible to become a member of the Union; or
- (b) The member gives notice not less than two weeks before the resignation is to take effect.

The notice in writing of resignation shall be addressed to the Branch Secretary of the Branch of which the member resigning is a member or of which he or she has been attached.

### **Officers & Employees who are superannuation fund trustee(s) or director of a company that is a superannuation fund trustee**

There were none.

## COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP WA BRANCH

ABN 16 836 420 693

### Number of Members

In accordance with Regulation 159(a) of the Fair Work (Registered Organisations) Regulations 2009 [the Regulations] and s.254(2)(f) of the Act – the number of persons that were at the end of the financial year recorded in the register of members and who are taken to be members of the Community and Public Sector Union SPSF Group WA Branch was 13,220 (2016: 13,991).

The s71 certificate [see above] recognizes that significant overlap of coverage between the CPSU Branch and the CSA. In consequence, the membership numbers for the CPSU Branch and the CSA are similar.

### Number of Employees

In accordance with Regulation 159(b) of the regulations and s.254(2)(f) of the Act– the number of persons who were at the end of the financial year employees of the CPSU Branch, including both full-time and part-time employees measured on a full-time equivalent basis were as 60.

As previously advised to Fair Work Commission, the Community and Public Sector Union SPSF Group WA Branch and the Civil Service Association Pty Ltd operate on a dual employer basis. All employees are employees of the Community and Public Sector Union SPSF Group WA Branch and the Civil Service Association Pty Ltd. However, pursuant to the deed and for operating convenience, all employee related transactions are undertaken by the CSA for and on behalf of the CSPU Branch.

### Members of the Committee of Management

In accordance with Regulation 159(c) of the regulations and s.254(2)(f) of the Act– the names of the Committee of Management Members and period of positions held during the financial year were:-.

[As per Community and Public Sector SPSF Group WA Branch Rule 11, CSPU Branch Executive shall be the Committee of Management]

<b>Name</b>	<b>Position</b>
T Walkington	Branch Secretary (Re-elected 23 <sup>rd</sup> June 2016)
R Hendon	Branch Assistant Secretary (elected 7 <sup>th</sup> June 2017)
B Dodds	Branch President (Re-elected 23 <sup>rd</sup> June 2016)
B Hawkins	Branch Treasurer (Re-elected 19 <sup>th</sup> May 2016)
M Abrahamson	Branch Vice President (elected 23 <sup>rd</sup> June 2016)
B Anderson	Branch Vice President (elected 21 <sup>st</sup> April 2017)
M Sheehy	Branch Assistant Secretary (elected 23 <sup>rd</sup> June 2016 resigned 24 <sup>th</sup> November 2016)
A Harley	Branch Vice President (elected 23 <sup>rd</sup> June 2016 resigned 10 <sup>th</sup> January 2017)
G Lee	Executive Councillor (term expired 18 <sup>th</sup> August 2016)
T Watson	Executive Councillor (term expired 18 <sup>th</sup> August 2016)
L Stevens	Executive Councillor (term expired 18 <sup>th</sup> August 2016)
G Sutherland	Executive Councillor (term expired 18 <sup>th</sup> August 2016 – Re-elected 18 <sup>th</sup> August 2016)
D Henden	Executive Councillor (term expired 18 <sup>th</sup> August 2016 – Re-elected 18 <sup>th</sup> August 2016)
K Mayerhofer	Executive Councillor (term expired 18 <sup>th</sup> August 2016 – Re-elected 18 <sup>th</sup> August 2016)




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D Stackpole                      Executive Councillor (elected 18<sup>th</sup> August 2016)  
R Edwards                        Executive Councillor (elected 18<sup>th</sup> August 2016 resigned 8<sup>th</sup> February 2017)  
Becky Anderson                Executive Councillor (elected 18<sup>th</sup> August 2016 resigned 21<sup>st</sup> April 2017)

Members have been in office since the start of the financial year to the date of this report unless otherwise stated.

Signed in accordance with a resolution of the CSPU SPSF Group WA Branch Executive Committee:

  
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Toni Walkington  
Branch Secretary

Dated: 6 day of September 2017

**COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP WA BRANCH**

**ABN 16 836 420 693**

**COMMITTEE OF MANAGEMENT STATEMENT**

On 6 September 2017 the Committee of Management of Community and Public Sector Union SPSF Group WA Branch ("the Branch") passed the following resolution in relation to the general purpose financial report (GPFR) for the year ended 30 June 2017:

The Branch Committee of Management of the Community and Public Sector Union SPSF Group WA Branch declares that in its opinion:

1. the financial statements and notes comply with the Australian Accounting Standards and other mandatory professional reporting requirements;
2. the financial statements and notes comply with any other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of the *Fair Work (Registered Organisations) Act 2009* (the RO Act);
3. the financial statements and notes give a true and fair view of the Branch's financial performance, financial position and cash flows of the Branch for the financial year to which they relate;
4. 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
5. during the financial year to which the GPFR relates and since the end of that year:
  - a. meetings of the Committee of Management were held in accordance with the rules of the Branch; and
  - b. the financial affairs of the Branch have been managed in accordance with the rules of the Branch; and
  - c. the financial records of the Branch have been kept and maintained in accordance with the RO Act; and
  - d. the Organisation consists of more than two reporting units and the financial records of the Branch have been kept, as far as practicable, in a consistent manner with each of the other reporting units of the organisation; and
  - e. no information was sought by any member of the Branch or the Registered Organisations Commission under section 272 of the RO Act; and
  - f. no orders have been made by the Registered Organisations Commission under section 273 of the RO Act during the year.
6. no revenue has been derived from undertaking recovery of wages activity during the reporting period.

This declaration is made in accordance with a resolution of the Committee of Management.

  
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**Toni Walkington**

Branch Secretary

Dated: 6<sup>th</sup> day of September 2017

COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP WA BRANCH

ABN 16 836 420 693

STATEMENT OF COMPREHENSIVE INCOME  
FOR THE YEAR ENDED 30 JUNE 2017

	Note	2017 \$	2016 \$
<b>Revenue</b>			
Membership Subscription		608,144	600,106
Capitation Fees	2A	-	-
Levies	2B	-	-
Interest Received		-	-
Grants or donations	2C	-	-
Transfers		-	-
<b>Total income</b>		<b>608,144</b>	<b>600,106</b>
<b>Expenses</b>			
Employee Expenses	3A	-	-
Capitation Fees	3B	(216,459)	(229,024)
Affiliation Fees	3C	(78,839)	(68,524)
Administration Expenses	3D	-	-
Grants or Donations	3E	(300)	(300)
Legal Costs	3F	-	-
Other Expenses	3G	(309,546)	(299,258)
Audit Fees	10	(3,000)	(3,000)
		<b>(608,144)</b>	<b>(600,106)</b>
<b>Net Profit Attributable to Members of the Branch</b>		<b>-</b>	<b>-</b>
Other Comprehensive Income		-	-
<b>Total Comprehensive Income for the year attributable to Members of the Branch</b>		<b>-</b>	<b>-</b>

The accompanying notes form part of these financial statements.

COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP WA BRANCH

ABN 16 836 420 693

STATEMENT OF FINANCIAL POSITION  
AS AT 30 JUNE 2017

	Note	2017 \$	2016 \$
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash and Cash Equivalents	4A	-	-
Trade and Other Receivables	4B	-	-
<b>TOTAL CURRENT ASSETS</b>		<u>-</u>	<u>-</u>
<b>NON-CURRENT ASSETS</b>			
<b>TOTAL NON-CURRENT ASSETS</b>		<u>-</u>	<u>-</u>
<b>TOTAL ASSETS</b>		<u><u>-</u></u>	<u><u>-</u></u>
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
Trade and Other Payables	5A	-	-
Employee Provisions	6A	-	-
<b>TOTAL CURRENT LIABILITIES</b>		<u>-</u>	<u>-</u>
<b>NON-CURRENT LIABILITIES</b>			
Employee Provisions	6A	-	-
<b>TOTAL NON-CURRENT LIABILITIES</b>		<u>-</u>	<u>-</u>
<b>TOTAL LIABILITIES</b>		<u>-</u>	<u>-</u>
<b>NET ASSETS</b>		<u><u>-</u></u>	<u><u>-</u></u>
<b>EQUITY</b>			
Retained Earnings		-	-
<b>TOTAL EQUITY</b>		<u><u>-</u></u>	<u><u>-</u></u>

The accompanying notes form part of these financial statements.

COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP WA BRANCH

ABN 16 836 420 693

STATEMENT OF CHANGES OF EQUITY  
FOR THE YEAR ENDED 30 JUNE 2017

	Retained Earnings	Total
	\$	\$
Balance at 1 July 2015	-	-
Profit For The Year	-	-
Balance at 30 June 2016	-	-
Profit For The Year	-	-
Balance at 30 June 2017	-	-

The accompanying notes form part of these financial statements.

COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP WA BRANCH

ABN 16 836 420 693

STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30 JUNE 2017

		2017	2016
		\$	\$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Receipt from Members		-	-
Transfers from CPSU of WA		-	-
Payment to National Office		-	-
Payment to Suppliers		-	-
Interest Received		-	-
Cash Generated from Operating Activities	8A	-	-
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Cash Used in Investing Activities		-	-
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Cash Used in Financing Activities		-	-
(Decrease)/Increase in Cash and Cash Equivalents During the Year		-	-
Cash and Cash Equivalents at the Beginning of the Year		-	-
Cash and Cash Equivalents at the End of the Year	4A	-	-

**RECOVERY OF WAGES ACTIVITY**  
**FOR THE YEAR ENDED 30 JUNE 2017**

No recovery of wages activities occurred in the reporting period.

The accompanying notes form part of these financial statements

## **Note 1: Summary of Significant Accounting Policies**

### **Basis of Preparation**

The financial statements are general purpose financial statements and have been prepared in accordance with Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period and the *Fair Work (Registered Organisation) Act 2009*. For the purpose of preparing the general purpose financial statements, the Branch is a not-for-profit entity.

The financial statements have been prepared on an accrual basis and in accordance with the historical cost, except for certain assets and liabilities at measured at fair value, as explained in the accounting policies below. Historical cost is generally based on the fair values of the consideration given in exchange for assets. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position. The financial statements are presented in Australian dollars.

### **Accounting Policies**

#### **(a) Revenue**

Revenue is measured at the fair value of the consideration received or receivable.

Revenue from subscriptions is accounted for on an accrual basis and is recorded as revenue in the year to which it relates.

Revenue from the sale of goods is recognised when, the risks and rewards of ownership have been transferred to the buyer, the entity retains no managerial involvement or effective control over the goods, the revenue and transaction costs incurred can be reliably measured, and it is probable that the economic benefits associated with the transaction will flow to the entity.

Donation income is recognised when it is received.

Receivables for goods and services, which have 30 day terms, are recognised at the nominal amounts due less any impairment allowance account. Collectability of debts is reviewed at end of the reporting period. Allowances are made when collectability of the debt is no longer probable.

Interest revenue is recognised on an accrual basis using the effective interest method.

Rental revenue from operating leases is recognised on a straight-line basis over the term of the relevant lease.

#### **(b) Gains**

##### ***Sale of Assets***

Gains and losses from disposal of assets are recognised when control of the asset has passed to the buyer.

#### **(c) Capitation Fees and Levies**

Capitation fees and levies are to be recognised on an accrual basis and record as a revenue and/or expense in the year to which it relates.

#### **(d) Employee Benefits**

A liability is recognised for benefits accruing to employees in respect of wages and salaries, annual leave, long service leave and termination benefits when it is probable that settlement will be required and they are capable of being measured reliably.

Liabilities for short-term employee benefits (as defined in AASB 119 *Employee Benefits*) and termination benefits due within twelve months of the end of reporting period are measured at their nominal amounts. The nominal amount is calculated with regard to the rates expected to be paid on settlement of the liability.

## **Note 1: Summary of Significant Accounting Policies (Continued)**

### **(d) Employee Benefits (continued)**

Other long-term employee benefits are measured as the present value of the estimated future cash outflows to be made by the Branch in respect of services provided by employees up to reporting date.

Payments to defined contribution retirement benefit plans are recognised as an expense when employees have rendered service entitling them to the contributions.

The Branch recognises an obligation to provision for termination when it has developed a detailed formal plan for the terminations and has informed those employees affected that it will carry out the terminations as per the requirements of the relevant industrial conditions or obligations set out by Fair Work Commission.

### **(e) Leases**

Leases are classified as finance leases whenever the terms of the lease transfer substantially all the risks and rewards of ownership to the lessee. All other leases are classified as operating leases.

Where an asset is acquired by means of a finance lease, the asset is capitalised at either the fair value of the lease property or, if lower, the present value of minimum lease payments at the inception of the contract and a liability is recognised at the same time and for the same amount.

The discount rate used is the interest rate implicit in the lease. Leased assets are amortised over the period of the lease. Lease payments are allocated between the principal component and the interest expense.

Operating lease payments are expensed on a straight-line basis which is representative of the pattern of benefits derived from the leased assets.

Rental revenue from operating leases is recognised on a straight-line basis over the term of the relevant lease. Initial direct costs incurred in negotiating and arranging an operating lease are added to the carrying amount of the leased asset and recognised on a straight-line basis over the lease term.

### **(f) Borrowing Costs**

All borrowing costs are recognised in profit and loss in the period in which they are incurred.

### **(g) Cash**

Cash is recognised at its nominal amount. Cash and cash equivalents includes cash on hand, deposits held at call with bank, other short-term highly liquid investments with original maturity of 3 months or less that are readily convertible to known amounts of cash and subject to insignificant risk of changes in value and bank overdrafts. Bank overdrafts are shown within short-term borrowings in current liabilities on the consolidated statement of financial position.

### **(h) Financial Instruments**

Financial assets and financial liabilities are recognised when the entity becomes a party to the contractual provisions of the instrument.

Financial assets and financial liabilities are initially measured at fair value. Transaction costs that are directly attributable to the acquisition or issue of financial assets and financial liabilities (other than financial assets and financial liabilities at fair value through profit or loss) are added to or deducted from the fair value of the financial assets or financial liabilities, as appropriate, on initial recognition. Transaction costs directly attributable to the acquisition of financial assets or financial liabilities at fair value through profit or loss are recognised immediately in profit or loss.



## Note 1: Summary of Significant Accounting Policies (Continued)

### (i) Financial Assets

Financial assets are classified into the following specified categories: financial assets at fair value through profit or loss, held-to-maturity investments, available-for-sale financial assets and loans and receivables. The classification depends on the nature and purpose of the financial assets and is determined at the time of initial recognition. All regular way purchases or sales of financial assets are recognised and derecognised upon trade date basis. Regular way purchases or sales are purchases or sales of financial assets that require delivery of assets within the time frame established by regulation or convention in the marketplace.

#### (i) ***Fair value through profit or loss***

Financial assets are classified as at fair value through profit or loss when the financial asset is either held for trading or it is designated as at fair value through profit or loss.

A financial asset is classified as held for trading if:

- it has been acquired principally for the purpose of selling it in the near term; or
- on initial recognition it is part of a portfolio of identified financial instruments that the Branch manages together and has a recent actual pattern of short-term profit-taking; or
- it is a derivative that is not designated and effective as a hedging instrument.

A financial asset other than a financial asset held for trading may be designated as at fair value through profit or loss upon initial recognition if:

- such designation eliminates or significantly reduces a measurement or recognition inconsistency that would otherwise arise; or
- the financial asset forms part of a group of financial assets or financial liabilities or both, which is managed and its performance is evaluated on a fair value basis, in accordance with the Branch documented risk management or investment strategy, and information about the grouping is provided internally on that basis; or
- it forms part of a contract containing one or more embedded derivatives, and AASB 139 'Financial Instruments: Recognition and Measurement' permits the entire combined contract (asset or liability) to be designated as at fair value through profit or loss.

Financial assets at fair value through profit or loss are stated at fair value, with any gains or losses arising on remeasurement recognised in profit or loss. The net gain or loss recognised in profit or loss incorporates any dividend or interest earned on the financial asset and is included in the 'other gains and losses' line item in the statement of comprehensive income.

#### (ii) ***Held-to-maturity investments***

Financial assets with fixed or determinable payments and fixed maturity dates that the Branch has the positive intent and ability to hold to maturity are classified as held-to-maturity investments. Held-to-maturity investments are measured at amortised cost using the effective interest method less any impairment.

## Note 1: Summary of Significant Accounting Policies (Continued)

### (i) Financial Assets (Continued)

#### (iii) *Available-for-sale*

The Branch is aware of the accounting policies and standards that are required in the circumstances where listed shares and listed redeemable notes are held as investments by the Branch but no such shares or notes are held by the Branch.

#### (iv) *Loan and receivables*

Trade receivables, loans and other receivables that have fixed or determinable payments that are not quoted in an active market are classified as 'loans and receivables'. Loans and receivables are measured at amortised cost using the effective interest method less impairment. Interest is recognised by applying the effective interest rate, except for short-term receivables when the recognition of interest would be immaterial.

#### (v) *Effective interest method*

The effective interest method is a method of calculating the amortised cost of a debt instrument and of allocating interest income over the relevant period. The effective interest rate is the rate that exactly discounts estimated future cash receipts through the expected life of the financial asset, or, when appropriate, a shorter period, to the net carrying amount on initial recognition.

Income is recognised on an effective interest rate basis except for debt instruments other than those financial assets that are recognised at fair value through profit or loss.

#### (vi) *Impairment of financial assets*

Financial assets, other than those at fair value through profit or loss, are assessed for impairment at the end of each reporting period. Financial assets are considered to be impaired when there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows of the investment have been affected.

For certain categories of financial asset, such as trade receivables, assets that are assessed not to be impaired individually are, in addition, assessed for impairment on a collective basis. Objective evidence of impairment for a portfolio of receivables could include the Branch past experience of collecting payments, an increase in the number of delayed payments in the portfolio past the average credit period of 60 days, as well as observable changes in national or local economic conditions that correlate with default on receivables.

For financial assets carried at amortised cost, the amount of the impairment loss recognised is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted at the financial asset's original effective interest rate.

For financial assets carried at cost, the amount of the impairment loss is measured as the difference between the asset's carrying amount and the present value of the estimated future cash flows discounted at the current market rate of return for a similar financial asset. Such impairment loss will not be reversed in subsequent periods.

## Note 1: Summary of Significant Accounting Policies (Continued)

### (i) Financial Assets (Continued)

The carrying amount of the financial asset is reduced by the impairment loss directly for all financial assets with the exception of trade receivables, where the carrying amount is reduced through the use of an allowance account. When a trade receivable is considered uncollectible, it is written off against the allowance account. Subsequent recoveries of amounts previously written off are credited against the allowance account. Changes in the carrying amount of the allowance account are recognised in profit or loss.

When an available-for-sale financial asset is considered to be impaired, cumulative gains or losses previously recognised in other comprehensive income are reclassified to profit or loss in the period.

For financial assets measured at amortised cost, if, in a subsequent period, the amount of the impairment loss decreases and the decrease can be related objectively to an event occurring after the impairment was recognised, the previously recognised impairment loss is reversed through profit or loss to the extent that the carrying amount of the investment at the date the impairment is reversed does not exceed what the amortised cost would have been had the impairment not been recognised.

In respect of available-for-sale equity securities, impairment losses previously recognised in profit or loss are not reversed through profit or loss. Any increase in fair value subsequent to an impairment loss is recognised in other comprehensive income and accumulated under the heading of investments revaluation reserve. In respect of available-for-sale debt securities, impairment losses are subsequently reversed through profit or loss if an increase in the fair value of the investment can be objectively related to an event occurring after the recognition of the impairment loss.

#### (vii) *Derecognition of financial assets*

The Branch derecognises a financial asset only when the contractual rights to the cash flows from the asset expire, or when it transfers the financial asset and substantially all the risks and rewards of ownership of the asset to another entity. The difference between the assets carrying amount and the sum of the consideration received and receivable and the cumulative gain or loss that had been recognised in other comprehensive income and accumulated in equity is recognised in profit or loss.

### (j) Financial Liabilities

Financial liabilities are classified as either financial liabilities 'at fair value through profit or loss' or other financial liabilities. Financial liabilities are recognised and derecognised upon 'trade date'.

#### (i) *Fair value through profit or loss*

Financial liabilities are classified as at fair value through profit or loss when the financial liability is either held for trading or it is designated as at fair value through profit or loss.

A financial liability is classified as held for trading if:

- it has been acquired principally for the purpose of repurchasing it in the near term; or

## Note 1: Summary of Significant Accounting Policies (Continued)

### (j) Financial Liabilities (Continued)

- on initial recognition it is part of a portfolio of identified financial instruments that the reporting unit manages together and has a recent actual pattern of short-term profit-taking; or
- it is a derivative that is not designated and effective as a hedging instrument.

A financial liability other than a financial liability held for trading may be designated as at fair value through profit or loss upon initial recognition if:

- such designation eliminates or significantly reduces a measurement or recognition inconsistency that would otherwise arise; or
- the financial liability forms part of a group of financial assets or financial liabilities or both, which is managed and its performance is evaluated on a fair value basis, in accordance with the reporting units documented risk management or investment strategy, and information about the grouping is provided internally on that basis; or
- it forms part of a contract containing one or more embedded derivatives, and AASB 139 'Financial Instruments: Recognition and Measurement' permits the entire combined contract (asset or liability) to be designated as at fair value through profit or loss.

Financial liabilities at fair value through profit or loss are stated at fair value, with any gains or losses arising on remeasurement recognised in profit or loss. The net gain or loss recognised in profit or loss incorporates any interest paid on the financial liability and is included in the 'other gains and losses' line item in the statement of comprehensive income.

#### (ii) *Other financial liabilities*

Other financial liabilities, including borrowings and trade and other payables, are initially measured at fair value, net of transaction costs.

Other financial liabilities are subsequently measured at amortised cost using the effective interest method, with interest expense recognised on an effective yield basis.

#### (iii) *Derecognition of financial liabilities*

The Branch derecognises financial liabilities when, and only when, the reporting units obligations are discharged, cancelled or they expire. The difference between the carrying amounts of the financial liability derecognised and the consideration paid and payable is recognised in profit or loss.

### (k) Contingent Liabilities and Contingent Assets

Contingent liabilities and contingent assets are not recognised in the Statement of Financial Position but are reported in the relevant notes. They may arise from uncertainty as to the existence of a liability or asset or represent an existing liability or asset in respect of which the amount cannot be reliably measured. Contingent assets are disclosed when settlement is probable but not virtually certain, and contingent liabilities are disclosed when settlement is greater than remote.

### (l) Inventories on Hand

Inventories are measured at the lower of cost and current replacement cost.

Inventories acquired at no cost or for nominal consideration are measured at the current replacement cost as at the date of acquisition.

## Note 1: Summary of Significant Accounting Policies (Continued)

### (m) Land, Buildings, Plant and Equipment

#### ***Asset Recognition Threshold***

Purchases of land, buildings, plant and equipment are recognised initially at cost in the Statement of Financial Position. The initial cost of an asset includes an estimate of the cost of dismantling and removing the item and restoring the site on which it is located.

#### ***Revaluations—Land and Buildings***

Following initial recognition at cost, land and buildings are carried at fair value less subsequent accumulated depreciation and accumulated impairment losses. Revaluations are performed with sufficient frequency such that the carrying amount of assets do not differ materially from those that would be determined using fair values as at the reporting date.

Revaluation adjustments are made on a class basis. Any revaluation increment is credited to equity under the heading of asset revaluation reserve except to the extent that it reversed a previous revaluation decrement of the same asset class that was previously recognised in the surplus/deficit. Revaluation decrements for a class of assets are recognised directly in the profit or loss except to the extent that they reverse a previous revaluation increment for that class. Any accumulated depreciation as at the revaluation date is eliminated against the gross carrying amount of the asset and the asset is restated to the revalued amount.

#### ***Depreciation***

Depreciable property, plant and equipment assets are written-off to their estimated residual values over their estimated useful life using, in all cases, the straight line method of depreciation. Depreciation rates (useful lives), residual values and methods are reviewed at each reporting date and necessary adjustments are recognised in the current, or current and future reporting periods, as appropriate.

The depreciation rates used for each class of depreciable assets are:

<b>Class of Fixed Asset</b>	<b>Depreciation Rate</b>
Furniture and equipment	2% - 40%
Motor vehicles	18.75%
Buildings and improvements	1.5% - 11.25%

#### ***Derecognition***

An item of land, buildings, plant and equipment is derecognised upon disposal or when no future economic benefits are expected from its use or disposal. Any gain or loss arising on the disposal or retirement of an item of property, plant and equipment is determined as the difference between the sales proceeds and the carrying amount of the asset and is recognised in the profit and loss.

## **Note 1: Summary of Significant Accounting Policies (Continued)**

### **(n) Investment Property**

Investment properties are properties held to earn rentals and/or for capital appreciation (including property under construction for such purposes). Investment properties are measured initially at its cost, including transaction costs. Subsequent to initial recognition, investment properties are measured at fair value. Gains and losses arising from changes in the fair value of investment properties are included in profit and loss in the period in which they arise.

An investment property is derecognised upon disposal or when the investment property is permanently withdrawn from use and no future economic benefits are expected from the disposal. Any gain or loss arising on derecognition of the property (calculated as the difference between the net disposal proceeds and the carrying amount of the asset) is included in profit or loss in the period in which the property is derecognised.

### **(o) Impairment for Non-Financial Assets**

All assets are assessed for impairment at the end of each reporting period to the extent that there is an impairment trigger. Where indications of impairment exist, the asset's recoverable amount is estimated and an impairment adjustment made if the asset's recoverable amount is less than its carrying amount.

The recoverable amount of an asset is the higher of its fair value less costs to sell and its value in use. Value in use is the present value of the future cash flows expected to be derived from the asset. Where the future economic benefit of an asset is not primarily dependent on the asset's ability to generate future cash flows, and the asset would be replaced if the Branch was deprived of the asset, its value in use is taken to be its depreciated replacement cost.

### **(p) Taxation**

The Branch is exempt from income tax under section 50.1 of the Income Tax Assessment Act 1997 however still has obligation for Fringe Benefits Tax (FBT) and the Goods and Services Tax (GST).

Revenues, expenses and assets are recognised net of GST except:

- where the amount of GST incurred is not recoverable from the Australian Taxation Office; and
- for receivables and payables.

The net amount of GST recoverable from, or payable to, the taxation authority is included as part of receivables or payables.

Cash flows are included in the cash flow statement on a gross basis. The GST component of cash flows arising from investing and financing activities which is recoverable from, or payable to, the Australian Taxation Office is classified within operating cash flows.

### **(q) Comparative Figures**

Where required by Accounting Standards, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When an entity applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements, a statement of financial position as at the beginning of the earliest comparative period must be disclosed.

**Note 1: Summary of Significant Accounting Policies (Continued)**

**(r) Accounts Payable and Other Payables**

Accounts payable and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the company during the reporting period which remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

**(s) Significant Accounting Judgements and Estimates**

The Branch evaluates estimates and judgments incorporated into the financial statements based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within the Branch.

**Key estimates**

*Impairment*

Nil

**Key judgments**

*Available-for-sale investments*

Nil

**(t) New Australian Accounting Standards**

***Adoption of New Australian Accounting Standard Requirements***

No accounting standard has been adopted earlier than the application date stated in the standard.

The accounting policies adopted are consistent with those of the previous financial year.

***Future Australian Accounting Standards Requirements***

The Branch has assessed the new and amended pronouncements applicable to future reporting periods and has determined that their effect on the Branch is NIL.

**(ta) Going Concern**

The Branch is not reliant on financial support of another reporting unit to continue on a going concern basis. However the Branch is reliant on the financial support of the Civil Service Association of WA Inc. See Note 9.

The Branch provides no financial support to ensure another reporting unit can continue on a going concern basis.

**Note 2: Income**

No income was received during the reporting period for Capitation Fees, Levies, Grants or Donations or support from another reporting unit of the organisation.

	2017	2016
	\$	\$
<b>Note 2A: Capitation Fees*</b>	-	-
<b>Note 2B: Levies*</b>	-	-
<b>Note 2C: Grants or Donations*</b>	-	-

**Note 3: Expenses**

During the reporting period no expenses were incurred as consideration for employers making payroll deductions of membership subscriptions, compulsory levies imposed, legal costs or penalties imposed on the Branch under the RO Act with respect to its conduct.

**Note 3A: Employee Expenses\***

Holders of office:

- Wages and salaries	444,316	378,899
- Superannuation	44,521	45,323
- Leave and other entitlements	4,103	2,501
- Other employee expenses	-	-
Subtotal employee expenses holders of office	<u>492,940</u>	<u>426,723</u>

Employees other than office holders:

- Wages and salaries	5,006,398	6,146,512
- Superannuation	613,164	718,137
- Leave and other entitlements	(55,324)	(174,712)
- Other employee expenses	376,799	249,334
Subtotal employee expenses other than office holders	<u>5,941,037</u>	<u>6,939,271</u>

Total employee expenses (*Reported in the financial statements of the Civil Service Association of WA Inc*)

6,433,977    7,365,994

**Note 3B: Capitation Fees\***

National Office Membership (CPSU)	(216,459)	(229,024)
Total capitation fees	<u>(216,459)</u>	<u>(229,024)</u>

**Note 3C: Affiliation Fees\***

Australian Council Of Trade Union Affiliation fees	(78,839)	(68,524)
Total Affiliation fees	<u>(78,839)</u>	<u>(68,524)</u>

\* As required by the Reporting Guidelines. Item to remain even if 'nil'.



**Note 3D: Administration Expenses**

The Community and Public Sector Union SPSF Group WA Branch and the Civil Service Association of WA [CSA], which is a Union of employees registered under the WA *Industrial Relations Act 1979*, effectively operate as one unit. Pursuant to the “CPSU and signatory bodies deed” [the deed] the Community and Public Sector Union SPSF Group WA Branch and CSA have provided mutual covenants for cooperation [see clause 14 deed]. Please note the deed has been supplied in previous year’s financial reports.

The deed at clause 12, informs all dealings with the membership subscription fees of the Community and Public Sector Union SPSF Group WA Branch and CSA.

The deed at clause 13, informs the provision of and payment for services between the Community and Public Sector Union SPSF Group WA Branch and the CSA.

The deed at clause 14, provides for mutual covenants of cooperation between the Community and Public Sector Union SPSF Group WA Branch and the CSA.

The deed at clause 15, concerns the assets of the CSA and financial dealings between the Community and Public Sector Union SPSF Group WA Branch and the CSA.

This results in the CSA undertaking all necessary financial transactions for and on behalf of the Community and Public Sector Union SPSF Group WA Branch. The Community and Public Sector Union SPSF Group WA Branch does not hold a bank account in its own name. All financial obligations incurred by the Community and Public Sector Union SPSF Group WA Branch are met out of a bank account held in the name of the CSA.

In consequence, Community and Public Sector Union SPSF Group WA Branch revenue and expenses are recorded in compliance with the deed. This is effectively a bookkeeping exercise given the Community and Public Sector Union SPSF Group WA Branch holds no bank account to receive or disburse monies. Further, the Community and Public Sector Union SPSF Group WA Branch holds no other tangible assets in its own name.

A proportion of the membership subscriptions [of the Community and Public Sector Union SPSF Group WA Branch and the CSA] is allocated as income for the Community and Public Sector Union SPSF Group WA Branch. This is undertaken as per the requirements of the deed.

	<b>2017</b>	<b>2016</b>
	<b>\$</b>	<b>\$</b>
Portion of Subscription income applied to the operating expenses of the CSA	-	-
Consideration to employers for payroll deductions*	-	-
Compulsory levies*	-	-
Fees/allowance – meeting & conferences*	-	-
Meetings of members, committees etc. & conferences & travel*	-	-
Total administration expenses	<u>-</u>	<u>-</u>

\* As required by the Reporting Guidelines. Item to remain even if 'nil'.

<b>2017</b>	<b>2016</b>
<b>\$</b>	<b>\$</b>

**Note 3E: Grants or Donations\***

## Grants

Total paid that were \$1,000 or less	-	-
Total paid that exceeded \$1,000	-	-

## Donations

Total paid that were \$1,000 or less	(300)	(300)
Total paid that exceeded \$1,000	-	-

## Total grants or donations

(300)	(300)
-------	-------

**Note 3F: Legal Costs\***

## Litigation

-	-
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## Other legal matters

-	-
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## Total legal costs

-	-
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\* As required by the Reporting Guidelines. Item to remain even if 'nil'.

**Note 3G: Other Expenses**

Advertising	(325)	(305)
Cleaning	(10,867)	(8,598)
Council Expenses	(3,406)	(4,849)
Courier Services	(161)	(120)
Fuel Light and Power	(13,480)	(16,293)
General Expense	(2,924)	(2,603)
Industrial Campaigns	(232,653)	(222,132)
Insurance	(7,595)	(6,799)
Management Services	(2,016)	(1,954)
Media Monitoring	(249)	(290)
Photocopy Cost	(4,740)	(5,569)
Postage	(1,567)	(1,612)
Promotions	(600)	(30)
Rates & Taxes	(10,189)	(9,671)
Rent	(180)	(180)
Security	(450)	(431)
Special Projects	(5,803)	(3,498)
Stationery	(2,110)	(2,500)
Telephone	(8,296)	(10,121)
Travelling Expenses	(84)	(176)
	<b>2017</b>	<b>2016</b>
	<b>\$</b>	<b>\$</b>
Web Development Costs	(581)	(2,740)
Storage Facility	(1,270)	(1,253)

Penalties - via RO Act or RO Regulations	(-)	(-)
Total Other Expenses	<u>(309,546)</u>	<u>(299,258)</u>

**Note 4: Current Assets**

The Branch has no fund or account operated in respect of compulsory levies or voluntary contributions, and therefore has no such monies invested in any assets. The Branch has no fund or account the operation of which is required by its rules or by the rules of the organisation, and therefore no transfers and/or withdrawal(s) from such an account.

**Note 4A: Cash and Cash Equivalents**

Cash at bank	-	-
Total cash and cash equivalents	<u>-</u>	<u>-</u>

**Note 4B: Trade and Other Receivables**

Receivables from other reporting unit*	-	-
Less provision for doubtful debts*	-	-
Total receivables - net	<u>-</u>	<u>-</u>
Other receivables:		
– ATO refunds	-	-
Total other receivables	<u>-</u>	<u>-</u>
Total trade and other receivables	<u>-</u>	<u>-</u>

**Note 5: Current Liabilities**

The Branch has no payables or other financial liability to any other reporting unit of the organisation.

The Branch has no payables to employers as consideration for the employer making payroll deductions for membership subscriptions, or in respect of legal costs and other expenses related to litigation or other legal matters.

**Note 5A: Trade and Other Payables**

Payables to other reporting units*	-	-
Consideration to employers for payroll deductions*	-	-
Legal costs*	-	-
Total trade and other payables	<u>-</u>	<u>-</u>

\* As required by the Reporting Guidelines. Item to remain even if 'nil'.

<b>2017</b>	<b>2016</b>
<b>\$</b>	<b>\$</b>

**Note 6: Provisions**

**Note 6A: Employee Provisions\***

Office holders:		
– Annual leave	58,693	75,995

- Long service leave	186,410	165,005
Subtotal employee provisions – office holders	245,103	241,000
Employees other than office holders:		
- Annual leave	387,416	382,900
- Long service leave	688,223	748,063
Subtotal employee provisions – employees other than office holders	1,075,639	1,130,963
Total employee provisions <i>(Reported in the financial statements of the Civil Service Association of WA Inc)</i>	1,320,742	1,371,963
Current	1,229,010	1,212,888
Non current	91,732	159,075
Total employee provisions <i>(Reported in the financial statements of the Civil Service Association of WA Inc)</i>	1,320,742	1,371,963

**Note 7: Other Specific Disclosures – Funds\***

Compulsory levy/voluntary contribution fund – if invested in assets	-	-
Other funds required by rules	-	-
Total other specific disclosures	-	-

**Note 8: Cash Flow**

As a result of the Community and Public Sector Union SPSF Group WA Branch's relationship with the CSA, the Community and Public Sector Union SPSF Group WA Branch's funds are not a discrete deposit of monies, separate to that of the CSA. The funds are identified as a notional sum in the CSA accounts and in accordance with the deed. The CSA undertakes all necessary financial transactions for and on behalf of the Community and

Public Sector Union SPSF Group WA Branch, which does not hold a bank account in its own name, or have any cash assets and all financial obligations incurred by the Community and Public Sector Union SPSF Group WA Branch are met out of a bank account held in the name of the CSA.

\* As required by the Reporting Guidelines. Item to remain even if 'nil'.

	2017	2016
	\$	\$
<b>Note 8A: Cash Flow Reconciliation</b>		
<b>Reconciliation of profit to net cash from operating activities:</b>		
Profit/(loss) for the year	-	-
Changes in assets/liabilities		

**Note 7: Other Specific Disclosures – Funds\***

– Increase in trade and other receivables	-	-
Net cash generated from operating activities	-	-

**Note 8B: Cash Flow Information**

## Cash inflows

Transfer from CSAWA savings to cover capitation fees payment	-	-
Total cash inflows	-	-

## Cash outflows

National Office Membership (CPSUA)	-	-
Australian Council of Trade Union Affiliation Fees	-	-
Total cash outflows	-	-

**Note 9: Related Party Disclosures**

Since the inception of the Civil Service Association of WA (Incorporated), it has provided financial and other resource support to the CPSU WA Branch. The CSAWA has in correspondence dated 6 September 2017 formalised the nature of that support and resolved to continue to fund the operations of the Branch by way of making necessary payments on behalf of CPSUWA time to time and/or the provision of staff and other resources as required.

The CSAWA has undertaken to consult with the Branch should it become necessary to alter or cease this support and in any event will give at least three months' notice of any such alteration or cessation.

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\* As required by the Reporting Guidelines. Item to remain even if 'nil'.

**Note 9A: Related Party Transactions for the Reporting Period**

The following table provides the total amount of transactions that have been entered into with related parties for the relevant year.

	2017	2016
	\$	\$
Revenue received from the following:		
– Civil Service Association of Western Australia (incorporated)	-	-
	<hr/>	<hr/>
	-	-
	<hr/> <hr/>	<hr/> <hr/>

**Terms and conditions of transactions with related parties**

The terms of the revenue received from the related party are as per Note 9 above. There have been no guarantees required or provided by the Branch for any of the revenue received from the related party. For the year ended 30 June 2017 there are no amounts owed to the Branch by a related party, declared person or body (2016: \$Nil)

**Note 9B: Key Management Personnel Remuneration for the Reporting Period**

Pursuant to a certificate issued under s71 of the WA *Industrial Relations Act 1979*, the two full time elected officials of the Community and Public Section Union SPSF Group WA Branch [Key Management Personnel] are also the two full time elected officials of the CSA. The relevant titles are Branch Secretary and Branch Assistant Secretary for the Community and Public Sector Union SPSF Group WA Branch and General Secretary and Assistant General Secretary for the CSA.

Short-term employee benefits:

– Salary (including annual leave taken)	387,616	349,199
– Annual leave accrued	39,398	23,717
– Remuneration for attending meeting & conferences & travel allowance	-	-
– Committee honorariums	-	-
– Meeting expenses	-	-
Total short-term employee benefits	<hr/>	<hr/>
	427,014	372,916
	<hr/> <hr/>	<hr/> <hr/>

Post-employment benefits:

– Superannuation	44,521	45,323
Total post-employment benefits	<hr/>	<hr/>
	44,521	45,323
	<hr/> <hr/>	<hr/> <hr/>

Other long-term benefits:

– Long service leave	21,405	8,484
Total long-term benefits	<hr/>	<hr/>
	21,405	8,484
	<hr/> <hr/>	<hr/> <hr/>

**Note 9C: Remuneration Paid to the Employees (Other than Office Holders)**

The Community and Public Sector Union SPSF Group WA Branch has 60 employees. It effectively operates as a dual employer of the employees with the CSA. All employee expenses are paid through the CSA.

The following employee expenses were paid through CSA and recoded as a liability for CSA:-

	2017	2016
	\$	\$
Short-term employee benefits:		
– Salary (including annual leave taken)	5,006,398	6,146,512
– Annual leave accrued	(55,324)	(174,712)
– Separation & Redundancies	376,799	249,334
Total short-term employee benefits	<u>5,327,873</u>	<u>6,221,134</u>
Post-employment benefits:		
– Superannuation	613,164	718,137
Total post-employment benefits	<u>613,164</u>	<u>718,137</u>
Other long-term benefits:		
– Long service leave	-	-
Total long-term benefits	<u>-</u>	<u>-</u>

**Note 9D: Disclosure of Remuneration and Non-Cash Benefits by Officers**

[Redacted]

[Redacted]

**Note 9E: Disclosure of Remuneration Paid to the Highest Paid Officers**

[Redacted]

– [Redacted]

**Note 9E: Disclosure of Remuneration Paid to the Highest Paid Officers (Continued)**

– [Redacted]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**Note 10: Remuneration of Auditors**

	2017	2016
	\$	\$
Value of the services provided		
– Financial statement audit services	3,000	3,000
– Other services & membership audit	-	-
Total remuneration of auditors	3,000	3,000

**Note 11: Events after the reporting period**

There were no events that occurred after 30 June 2017, or prior to the signing of the financial statements, that would affect the ongoing structure and financial activities of the Branch.

**Note 12: Financial Risk Management**

The Branch’s financial instruments consist of deposits with banks and accounts receivable and payable.

The totals for each category of financial instruments, measured in accordance with AASB 139 as detailed in the accounting policies to these financial statements, are as follows:

	2017	2016
	\$	\$
<b>Financial assets</b>		
Cash and cash equivalents	-	-
Trade and other receivables	-	-
<b>Total financial assets</b>	-	-
<b>Financial liabilities</b>		
Trade and other payables	-	-
<b>Total financial liabilities</b>	-	-

Risk is managed by the Branch Committee monitoring the financial performance of the CPSUWA (a related party. See Note 9 and 9A) and its continuing capacity and willingness to financially support the operations of the Branch.

The main purpose of non-derivative financial instruments is to raise finance for the operations. The Branch does not have any derivative instruments at 30 June 2017.



## Note 12: Financial Risk Management (Continued)

### Specific Financial Risk Exposures and Management

The Branch is not exposed to any specific financial risks.

There have been no substantive changes in the types of risks the Branch is exposed to, how these risks arise, or the Branch Committee's objectives, policies and processes for managing or measuring the risks from the previous period.

#### (i) Credit risk

The Branch is not exposed to any credit risk.

The Branch does not monitor the credit risks in relation to cash and cash equivalent, which are transacted through creditworthy financial institutions. The management believes that these institutions are being subject to strict prudential norms imposed by Legislation, Reserve Bank and other regulatory authorities.

#### (ii) Liquidity risk

Liquidity risk is the risk that the Branch will encounter difficulties in meeting the contractual obligations of its financial liabilities (principally due to shortage of funds).

Liquidity risk is kept continually under review and managed to ensure that cleared funds are held to meet the obligations on the respective due dates.

Liquidity risk is managed through:

- (a) Monitoring short term forecasted in-flows and the committed cash outflows of financial stabilities;
- (b) Monitoring the unused withdrawal facilities with banks.

The tables below reflect an undiscounted contractual maturity analysis for non-derivative financial liabilities. The Branch does not hold directly any derivative financial liabilities.

Cash flows realised from financial assets reflect management's expectation as to the timing of realisation. Actual timing may therefore differ from that disclosed. The timing of cash flows presented in the table to settle financial liabilities reflects the earliest contractual settlement dates.

#### *Financial liability and financial asset maturity analysis*

	Within 1 Year		1 to 5 Years		Over 5 Years		Total	
	2017	2016	2017	2016	2017	2016	2017	2016
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Financial liabilities due for payment</b>								
Trade and other payables	-	-	-	-	-	-	-	-
Total expected outflows	-	-	-	-	-	-	-	-
<b>Financial Assets — cash flows realisable</b>								
Cash and cash equivalents	-	-	-	-	-	-	-	-
Trade and other receivables	-	-	-	-	-	-	-	-
Total anticipated inflows	-	-	-	-	-	-	-	-
Net (outflow)/inflow on financial instruments	-	-	-	-	-	-	-	-

## Note 12: Financial Risk Management (Continued)

#### (iii) Market risk

(a) **Interest rate risk**

Interest rate risk is the risk that the fair values and cash-flows of Branch's financial instruments will be affected by changes in the market interest rates.

The management of the Branch believes that the risk of interest rate movement would not have material impact on Branch's operations.

(b) **Other price risk**

Other price risk relates to the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or currency risk) of securities held.

**Sensitivity analysis**

The following table illustrates sensitivities to the Branch's exposures to changes in interest rates and equity prices. The table indicates the impact on how profit and equity values reported at the end of the reporting period would have been affected by changes in the relevant risk variable that management considers to be reasonably possible.

These sensitivities assume that the movement in a particular variable is independent of other variables

	Profit	Equity
	\$	\$
<b>Year ended 30 June 2017</b>		
+/-1% in interest rates	-	-
<b>Year ended 30 June 2016</b>		
+/-1% in interest rates	-	-

No sensitivity analysis has been performed on foreign exchange risk as the Branch has no material exposures to currency risk.

There have been no changes in any of the assumptions used to prepare the above sensitivity analysis from the prior year.

**Net Fair Values**

**Fair value estimation**

The fair values of financial assets and financial liabilities are presented in the following table and can be compared to their carrying values as presented in the statement of financial position. Fair value is the amount at which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties in an arm's length transaction.

Fair value may be based on information that is estimated or subject to judgment, where changes in assumptions may have a material impact on the amounts estimated. Areas of judgment and the assumptions have been detailed below. Where possible, valuation information used to calculate fair values is extracted from the market, with more reliable information available from markets that are actively traded. In this regard, fair values for listed securities are obtained from quoted market bid prices. Where securities are unlisted and no market quotes are available, fair value is obtained using discounted cash flow analysis and other valuation techniques commonly used by market participants.

**Note 12: Financial Risk Management (Continued)**

Differences between fair values and carrying amounts of financial instruments with fixed interest rates are due to the change in discount rates being applied by the market since their initial recognition by the Branch. Most of these instruments, which are carried at amortised cost (ie accounts receivables, loan liabilities), are to be held until maturity and therefore the fair value figures calculated bear little relevance to the Branch.

		2017		2016	
	Note	Carrying Value	Fair Value	Carrying Value	Fair Value
		\$	\$	\$	\$
<b>Financial assets</b>					
Cash and cash equivalents	(i)	-	-	-	-
Trade and other receivables	(i)	-	-	-	-
<b>Total financial assets</b>		-	-	-	-
<b>Financial liabilities</b>					
Trade and other payables	(i)	-	-	-	-
<b>Total financial liabilities</b>		-	-	-	-

The fair values disclosed in the above table have been determined based on the following methodologies:

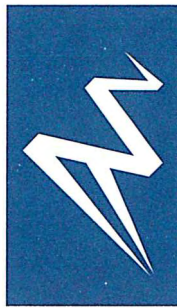
- (i) Cash and cash equivalents, accounts receivable and other debtors and accounts payable and other payables are short-term instruments in nature whose carrying value is equivalent to fair value. Trade and other payables excludes amounts provided for annual leave, which is outside the scope of AASB 139.

**Note 13: Section 272 Fair Work (Registered Organisations) Act 2009**

In accordance with the requirements of the *Fair Work (Registered Organisations) Act 2009*, the attention of members is drawn to the provisions of subsections (1) to (3) of section 272, which reads as follows:

Information to be provided to members or the Commissioner:

- (1) A member of a reporting unit, or the Commissioner, 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).



# Anderson Munro & Wyllie

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## INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP WA BRANCH

### Report on the Financial Report

#### Opinion

I have audited the accompanying financial report of Community and Public Sector Union SPSF Group WA Branch ("the Union") which comprises the statement of financial position as at 30 June 2017 and the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year ended on that date, a summary of significant accounting policies, other explanatory notes and the Committee of Management Statement.

In my opinion, the accompanying financial report presents fairly, in all material aspects, the financial position of the Union as at 30 June 2017 and its financial performance and its cash flows for the year ended on that date in accordance with:

- a) the Australian Accounting Standards; and
- b) any other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of the Fair Work (Registered Organisations) Act 2009 (the RO Act).

I declare that management's use of the going concern basis in the preparation of the financial statements of the Reporting Unit is appropriate.

#### Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of my report. I am independent of the Reporting Unit in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

#### Information Other than the Financial Report and Auditor's Report Thereon

The Committee of Management is responsible for the other information. The other information obtained at the date of this auditor's report is in the Operating Report accompanying the financial report.

My opinion on the financial report does not cover the other information and accordingly I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I have nothing to report in this regard.



### **Responsibilities of Committee of Management for the Financial Report**

The Committee of Management of the Reporting Unit is responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards and the RO Act, and for such internal control as the Committee of Management determine is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Committee of Management is responsible for assessing the Reporting Unit's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Committee of Management either intend to liquidate the Reporting Unit or to cease operations, or have no realistic alternative but to do so.

### **Auditor's Responsibilities for the Audit of the Financial Report**

My objective is to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 Reporting Unit's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Committee of Management.
- Conclude on the appropriateness of the Committee of Management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Reporting Unit's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Reporting Unit to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Reporting Unit to express an opinion on the financial report. I am responsible for the direction, supervision and performance of the Reporting Unit audit. I remain solely responsible for my audit opinion.

I communicate with the Committee of Management regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during our audit.



I declare that I am an approved auditor, a member of the Institute of Chartered Accountants in Australia and New Zealand and hold a current Public Practice Certificate.

*Anderson Munro + Wyllie*

**ANDERSON MUNRO & WYLLIE**

Chartered Accountants

Address: Unit 8, 210 Winton Road, Joondalup, Western Australia

*Martin Shone*

**MARTIN SHONE**

Principal & Registered Company Auditor

Member of the Institute of Chartered Accountants in Australia and New Zealand

Registration number AA2017/8

Dated at Perth, Western Australia this 11<sup>th</sup> day of September 2017