



5 February 2019

Ms Rikki Hendon
Secretary, Western Australian Branch, SPSF Group
Community and Public Sector Union

Dear Ms Hendon

Re: – Financial reporting – Community and Public Sector Union, SPSF Group, Western Australian Branch - for year ending 30 June 2018 (FR2018/26)

I refer to the financial report of the Western Australian Branch of the Community and Public Sector Union, SPSF Group in respect of the year ending 30 June 2018. The documents were lodged with the Registered Organisations Commission ('the ROC') on 19 December 2018.

The financial report has been filed. The financial report was filed based on a primary review. This involved confirming whether 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.

You are not required to take any further action in respect of the report lodged. However I make the following comments to assist when preparing the next report.

Officer's declaration statement – to include nil activity disclosures not elsewhere disclosed.

Item 21 of the reporting guidelines states that if any activities identified within items 10-20 of the reporting guidelines have not occurred in the reporting period, a statement to this effect must be included either in the financial statements, notes or in an officer's declaration statement. Nil activity disclosures only need to be disclosed once. The officer's declaration statement included nil activity disclosures for which there was already an equivalent form of nil disclosure in the body of the notes, except in respect of the following:

- RG12 - acquire an asset or liability due to an amalgamation under Part 2 of Chapter 3 of the RO Act, a restructure of the branches of an organisation, a determination or revocation by the General Manager, Fair Work Commission
- RG20 - make a payment to a former related party of the reporting unit

In other words, an officer's declaration statement is not required if a reporting unit makes its nil activity disclosures within the notes to the financial statements.

The officer's declaration statement also included nil activity disclosures in respect of the following activities for which there was activity disclosure within the notes:

- RG13(a) - receive periodic or membership subscriptions (P&L)
- RG14(b) – pay capitation fees to another reporting unit (Note 3B)
- RG19 – have another entity administer financial affairs of the reporting unit (Notes 3D, 8, 9)

Officer-Related party remuneration and payment disclosures

Certain information disclosed in Notes 9D and 9E on pages 27 and 28 has been redacted from the copy of the 2018 financial report by the ROC before publishing it on its website. This information appears to reflect the requirement of Union rule 28 that such information be disclosed to the members of the branch. Similar information was contained in the two previous financial reports. The ROC has also redacted this information from the copies of the reports for the years 2015-2016 and 2016-2017 published on its website.

Part 2A of Chapter 9 contains new provisions which supersede those former provisions of the RO Act which had required organisations and branches to have, and comply with, rules concerning similar disclosure in relation to officer remuneration.

Section 293J of Part 2A now requires a branch of an organisation to provide its members, and lodge with the ROC, a copy of an officer and related party disclosure statement in respect of certain remuneration¹ and payments² paid during the relevant financial year. This requirement applied to the financial year ending 30 June 2018. The officer and related party disclosure statement is separate from, and does not form part of, the general purpose financial report required under section 253 of Part 3 of Chapter 8.

Further information about officer and related party statements may be found on the ROC website at the following link: <http://www.roc.gov.au/running-a-registered-organisation/disclosure-obligations>.

The ROC takes its obligations relating to privacy seriously and endeavours to ensure compliance with the requirements under the *Privacy Act 1988* (**Privacy Act**). The redactions have been effected in accordance with the ROC privacy policy to protect the personal information of persons identified in the financial report. A copy of the ROC privacy policy can be found via [this link](#).

Reporting Requirements

The ROC website provides a number of factsheets in relation to the financial reporting process and associated timelines. The website also contains the s.253 reporting guidelines and a model set of financial statements. The ROC recommends that reporting units use these model financial statements to assist in complying with the RO Act, the s.253 Reporting Guidelines and Australian Accounting Standards. Access to this information is available via [this link](#).

Yours faithfully



Stephen Kellett
Financial Reporting
Registered Organisations Commission

¹ see section 293BC

² see section 293G



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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19th December 2018

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, 2017/2018 Financial Report**

Please find attached the Financial Report for the year ending 30 June 2018 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

Rikki Hendon
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 2018

I Rikki Hendon 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 of the Community and Public Sector Union SPSF Group WA Branch for the period ended 30 June 2018 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 3rd October 2018; and
- that the full report was presented to a meeting of the committee of management of the reporting unit on 5th September and 19th December 2018 in accordance with s.266 of the Fair Work (Registered Organisations) Act 2009.

Signature of prescribed designated officer:



Name of prescribed designated officer: Rikki Hendon

Title of prescribed designated officer: Branch Secretary

Dated: 19 DECEMBER 2018 .

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

ABN 16 836 420 693

**GENERAL PURPOSE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2018**

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 2018.

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, 2015-2016 and 2016-2017.

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.

A list of activities are:-

- Represent the professional and industrial interests of our members
- Promote and defend WA's high quality public services system and higher education
- Negotiate Enterprise Bargaining and Industrial Agreements for fair wages and conditions
- Provide Union delegates and workplace leaders with training and education to enable them to better represent members in the workplace
- Hold monthly committee of management and branch council meetings to ensure oversight and monitoring of operational and governance compliance

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.

COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP WA BRANCH

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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) A member may resign from membership of the Union by notice in writing if;
 - (i) The member ceases to be eligible to become a member of the Union; or
 - (ii) The member gives notice not less than two weeks before the resignation is to take effect.
- (b) 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

Committee Member, Bruce Hawkins, is a current Employee Representative on the Government Employees Superannuation Board, an exempt public sector superannuation scheme from SIS regulations

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 12,472.

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 CPSU 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:-

COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP WA BRANCH

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

Name	Position
T Walkington	Branch Secretary (Re-elected 23 rd June 2016)
R Hendon	Branch Assistant Secretary (elected 7 th June 2017)
B Dodds	Branch President (elected 23 rd June 2016)
B Hawkins	Branch Treasurer (Re-elected 19 th May 2016)
M Abrahamson	Branch Vice President (elected 23 rd June 2016)
B Anderson	Branch Vice President (elected 21 st April 2017)
L Stevens	Executive Councillor (elected 12 th December 2017)
G Sutherland	Executive Councillor (Re-elected 18 th August 2016)
D Henden	Executive Councillor (re-elected 18 th August 2016)
K Mayerhofer	Executive Councillor (re-elected 18 th August 2016)
D Stackpole	Executive Councillor (elected 18 th August 2016, resigned 2 nd May 2018)
L Reid	Executive Councillor (elected 12 th December 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 CPSU SPSF Group WA Branch Executive Committee:



Rikki Hendon

Branch Assistant Secretary

Dated: 5th day of September 2018

COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP WA BRANCH

ABN 16 836 420 693

REPORT REQUIRED UNDER SUBSECTION 255(2A)

For the year ended 30 June 2018

The Committee of Management presents the expenditure report as required under subsection 255(2A) on the Reporting Unit for the year ended 30 June 2018

Categories of Expenditures	2018 \$	2017 \$
Remuneration and other employment-related costs and expenses-employees	-	-
Advertising	368	325
Operating Costs	137,316	312,521
Donations to political parties	-	-
Legal costs	-	-



Rikki Hendon
Branch Assistant Secretary

Dated: 5th day of September 2018

COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP WA BRANCH

ABN 16 836 420 693

COMMITTEE OF MANAGEMENT STATEMENT

On 5th September 2018 the Committee of Management of Community and Public Sector Union SPSF Group WA Branch passed the following resolution in relation to the general purpose financial report (GPFR) for the year ended 30 June 2018:

The Committee of Management declares that in its opinion:

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



Rikki Hendon

Branch Assistant Secretary

Dated: 5th day of September 2018

COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP WA BRANCH

ABN 16 836 420 693

STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2018

	Note	2018 \$	2017 \$
Revenue			
Membership Subscription		424,580	608,144
Capitation Fees and other revenue from another reporting unit	2A	-	-
Levies	2B	-	-
Interest Received		-	-
Grants or donations	2C	-	-
Revenue from Recovery of Wages Activity	2D	-	-
Total income		424,580	608,144
Expenses			
Employee Expenses	3A	-	-
Capitation Fees	3B	(209,467)	(216,459)
Affiliation Fees	3C	(77,429)	(78,839)
Administration Expenses	3D	-	-
Grants or Donations	3E	(373)	(300)
Legal Costs	3F	-	-
Other Expenses	3G	(134,311)	(309,546)
Audit Fees	10	(3,000)	(3,000)
		(424,580)	(608,144)
Net Profit Attributable to Members of the Branch		-	-
Other Comprehensive Income		-	-
Total Comprehensive Income for the year attributable to Members of the Branch		-	-

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 2018

	Note	2018 \$	2017 \$
ASSETS			
CURRENT ASSETS			
Cash and Cash Equivalents	4A	-	-
Trade and Other Receivables	4B	-	-
TOTAL CURRENT ASSETS		<u>-</u>	<u>-</u>
NON-CURRENT ASSETS			
TOTAL NON-CURRENT ASSETS		<u>-</u>	<u>-</u>
TOTAL ASSETS		<u><u>-</u></u>	<u><u>-</u></u>
LIABILITIES			
CURRENT LIABILITIES			
Trade and other Payables	5A	-	-
Employee Provisions	6A	-	-
TOTAL CURRENT LIABILITIES		<u>-</u>	<u>-</u>
NON-CURRENT LIABILITIES			
Employee Provisions	6A	-	-
TOTAL NON-CURRENT LIABILITIES		<u>-</u>	<u>-</u>
TOTAL LIABILITIES		<u>-</u>	<u>-</u>
NET ASSETS		<u><u>-</u></u>	<u><u>-</u></u>
EQUITY			
Retained Earnings		-	-
TOTAL EQUITY		<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 2018

	Retained Earnings	Total
	\$	\$
Balance at 1 July 2016	-	-
Profit For The Year	-	-
Balance at 30 June 2017	-	-
Profit For The Year	-	-
Balance at 30 June 2018	-	-

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 2018

		2018	2017
		\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipt from Members		-	-
Transfers from CPSU of WA		-	-
Payment to National Office		-	-
Payment to Suppliers		-	-
Interest Received		-	-
Cash Generated from Operating Activities	8A	<u>-</u>	<u>-</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Cash Used in Investing Activities		<u>-</u>	<u>-</u>
CASH FLOWS FROM FINANCING ACTIVITIES			
Cash Used in Financing Activities		<u>-</u>	<u>-</u>
(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	<u>-</u>	<u>-</u>

The accompanying notes form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

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.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

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.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

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.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

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.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

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

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

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.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

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:

Class of Fixed Asset	Depreciation Rate
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.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

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.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

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) Fair value measurement

The Branch measures financial instruments, such as, financial asset as at fair value through the profit and loss, available for sale financial assets, and non-financial assets such as land and buildings and investment properties, at fair value at each balance sheet date. Also, fair values of financial instruments measured at amortised cost are disclosed in Note 13.

Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The fair value measurement is based on the presumption that the transaction to sell the asset or transfer the liability takes place either:

- In the principal market for the asset or liability, or
- In the absence of a principal market, in the most advantageous market for the asset or liability

The principal or the most advantageous market must be accessible by the Union. The fair value of an asset or a liability is measured using the assumptions that market participants would use when pricing the asset or liability, assuming that market participants act in their economic best interest.

A fair value measurement of a non-financial asset takes into account a market participant's ability to generate economic benefits by using the asset in its highest and best use or by selling it to another market participant that would use the asset in its highest and best use.

The Union uses valuation techniques that are appropriate in the circumstances and for which sufficient data are available to measure fair value, maximising the use of relevant observable inputs and minimising the use of unobservable inputs

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within the fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

- Level 1 – Quoted (unadjusted) market prices in active markets for identical assets or liabilities

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

- Level 2 – Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable.
- Level 3 – Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

For assets and liabilities that are recognised in the financial statements on a recurring basis, the Union determines whether transfers have occurred between Levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

External valuers are involved for valuation of significant assets, such as land and buildings and investment properties. Selection criteria include market knowledge, reputation, independence and whether professional standards are maintained. For the purpose of fair value disclosures, the Branch has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy.

(u) 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

New standards, amendments to standards or interpretations that were issued prior to the sign-off date and are applicable to the future reporting period that are expected to have a future financial impact on the Branch include:

AASB 16: Leases (applicable to annual reporting periods beginning on or after 1 January 2019).

When effective, this Standard will replace the current accounting requirements applicable to leases in AASB 117: Leases and related Interpretations. AASB 16 introduces a single lessee accounting model that eliminates the requirement for leases to be classified as operating or finance leases.

The main changes introduced by the new Standard are as follows:

- recognition of a right-of-use asset and liability for all leases (excluding short-term leases with less than 12 months of tenure and leases relating to low-value assets);
- depreciation of right-of-use assets in line with AASB 116: *Property, Plant and Equipment* in profit or loss and unwinding of the liability in principal and interest components;
- inclusion of variable lease payments that depend on an index or a rate in the initial measurement of the lease liability using the index or rate at the commencement date;
- application of a practical expedient to permit a lease to elect not to separate non-lease components and instead account for all components as a lease; and
- inclusion of additional disclosure requirements.

(v) 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.

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

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.

	2018	2017
	\$	\$
Note 2A: Capitation Fees*	-	-
Note 2B: Levies*	-	-
Note 2C: Grants or Donations*	-	-
Note 2D: Revenue from recovery of wages activity*	-	-

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	379,022	444,316
- Superannuation	41,048	44,521
- Leave and other entitlements	16,634	4,103
Subtotal employee expenses holders of office	<u>436,704</u>	<u>492,940</u>

Employees other than office holders:

- Wages and salaries	5,093,733	5,006,398
- Superannuation	593,869	613,164
- Leave and other entitlements	40,099	(55,324)
- Other employee expenses	100,767	376,799
Subtotal employee expenses other than office holders	<u>5,828,468</u>	<u>5,941,037</u>

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

6,265,172 6,433,977

Note 3B: Capitation Fees*

National Office Membership (CPSU)

(209,467) (216,459)

Total capitation fees

(209,467) (216,459)

Note 3C: Affiliation Fees*

Australian Council Of Trade Union Affiliation fees

(77,429) (78,839)

Total Affiliation fees

(77,429) (78,839)

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

COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP WA BRANCH

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

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.

	2018	2017
	\$	\$
Consideration to employers for payroll deductions*	-	-
Compulsory levies*	-	-
Fees/allowance – meeting & conferences*	-	-
Meetings of members, committees etc. & conferences & travel*	-	-
Total administration expenses	-	-

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

COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP WA BRANCH

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

	2018	2017
	\$	\$
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	(373)	(300)
Total paid that exceeded \$1,000	-	-
Total grants or donations	<u>(373)</u>	<u>(300)</u>
Note 3F: Legal Costs*		
Litigation		
Other legal matters	-	-
Total legal costs	<u>-</u>	<u>-</u>

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

Note 3G: Other Expenses

Advertising	(368)	(325)
Cleaning	(12,351)	(10,867)
Council Expenses	(3,406)	(3,406)
Courier Services	(53)	(161)
Fuel Light and Power	(19,629)	(13,480)
General Expense	(2,624)	(2,924)
Industrial Campaigns	(53,633)	(232,653)
Insurance	(8,240)	(7,595)
Management Services	(1,535)	(2,016)
Media Monitoring	(269)	(249)
Photocopy Cost	(5,202)	(4,740)
Postage	(1,326)	(1,567)
Promotions	(460)	(600)
Rates & Taxes	(9,557)	(10,189)
Rent	(135)	(180)
Security	(558)	(450)
Special Projects	(4,450)	(5,803)
Stationery	(1,889)	(2,110)
Telephone	(6,584)	(8,296)
Travelling Expenses	(111)	(84)

COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP WA BRANCH

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

	2018	2017
	\$	\$
Web Development Costs	(615)	(581)
Storage Facility	(1,316)	(1,270)
Penalties - via RO Act or RO Regulations*	-	-
Total Other Expenses	<u>(134,311)</u>	<u>(309,546)</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'.

COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP WA BRANCH

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

	2018	2017
	\$	\$
Note 6: Provisions		
Note 6A: Employee Provisions*		
Office holders:		
– Annual leave	59,853	58,693
– Long service leave	201,885	186,410
Subtotal employee provisions – office holders	<u>261,738</u>	<u>245,103</u>
Employees other than office holders:		
– Annual leave	447,549	387,416
– Long service leave	668,188	688,223
Subtotal employee provisions – employees other than office holders	<u>1,115,737</u>	<u>1,075,639</u>
Total employee provisions <i>(Reported in the financial statements of the Civil Service Association of WA Inc)</i>	<u>1,377,475</u>	<u>1,320,742</u>
Current	1,315,155	1,229,010
Non current	62,320	91,732
Total employee provisions <i>(Reported in the financial statements of the Civil Service Association of WA Inc)</i>	<u>1,377,475</u>	<u>1,320,742</u>
Note 7: Other Specific Disclosures – Funds*		
Compulsory levy/voluntary contribution fund – if invested in assets	-	-
Other funds required by rules	-	-
Total other specific disclosures	<u>-</u>	<u>-</u>

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'.

COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP WA BRANCH

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

	2018	2017
	\$	\$
Note 8A: Cash Flow Reconciliation		
Reconciliation of profit to net cash from operating activities:		
Profit/(loss) for the year	-	-
Changes in assets/liabilities		
- Increase in trade and other receivables	-	-
Net cash generated from operating activities	<u>-</u>	<u>-</u>
Note 8B: Cash Flow Information*		
Cash inflows		
Transfer from CSAWA savings to cover capitation fees payment	-	-
Total cash inflows	<u>-</u>	<u>-</u>
Cash outflows		
National Office Membership (CPSUA)	-	-
Australian Council of Trade Union Affiliation Fees	-	-
Total cash outflows	<u>-</u>	<u>-</u>

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.

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

COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP WA BRANCH

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

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.

	2018	2017
	\$	\$
Revenue received from the following:		
– Civil Service Association of Western Australia (incorporated)	-	-
	<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 2018 there are no amounts owed to the Branch by a related party, declared person or body (2017: \$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)	347,130	387,616
– Annual leave accrued	46,491	39,398
– Remuneration for attending meeting & conferences & travel allowance	-	-
– Committee honorariums	-	-
– Meeting expenses	-	-
Total short-term employee benefits	<hr/>	<hr/>
	393,621	427,014

Post-employment benefits:

– Superannuation	37,797	44,521
Total post-employment benefits	<hr/>	<hr/>
	37,797	44,521

Other long-term benefits:

– Long service leave	15,475	21,405
Total long-term benefits	<hr/>	<hr/>
	15,475	21,405

COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP WA BRANCH

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

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:-

	2018	2017
	\$	\$
Short-term employee benefits:		
– Salary (including annual leave taken)	5,093,733	5,006,398
– Annual leave accrued	40,099	(55,324)
– Separation & Redundancies	100,767	376,799
Total short-term employee benefits	<u>5,324,599</u>	<u>5,327,873</u>
Post-employment benefits:		
– Superannuation	593,869	613,164
Total post-employment benefits	<u>593,869</u>	<u>613,164</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]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

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

– [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Note 10: Remuneration of Auditors

	2018	2017
	\$	\$
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 2018, or prior to the signing of the financial statements, that would affect the ongoing structure and financial activities of the Branch.

Note: 12 Financial Instrument

The Branch's financial instruments consist of deposit with banks and accounts receivable and payable.

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 2018.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

Note 12A: Categories of Financial Instruments

	2018	2017
	\$	\$
Financial assets		
Fair value through profit or loss	-	-
Loans and receivable	-	-
Carrying amount of financial asset	<u>-</u>	<u>-</u>
Financial Liabilities		
Fair value through profit or loss	-	-
Other financial liabilities	-	-
Carrying amount of financial liabilities	<u>-</u>	<u>-</u>

Note 12B: Net Income and Expense from Financial Assets

Fair value through profit or loss	-	-
Loans and receivable	-	-
Net gain/(loss) from financial assets	<u>-</u>	<u>-</u>

The net income/expense from financial assets not at fair value from profit and loss is nil (2017: nil).

Note 12C: Net Income and Expense from Financial Liabilities

Fair value through profit or loss	-	-
At amortises cost	-	-
Net gain/(loss) from financial assets	<u>-</u>	<u>-</u>

The net income/expense from financial liabilities not at fair value from profit and loss is \$Nil (2017: \$Nil).

Note 12D: 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.

Note 12E: 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).

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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.

Contractual maturities for financial liabilities 2018

	On Demand	< 1 year	1-2 years	2-5 years	> 5 years	Total
	\$	\$	\$	\$	\$	\$
Trade and other payables	-	-	-	-	-	-
Total	-	-	-	-	-	-

Contractual maturities for financial liabilities 2017

	On Demand	< 1 year	1-2 years	2-5 years	> 5 years	Total
	\$	\$	\$	\$	\$	\$
Trade and other payables	-	-	-	-	-	-
Total	-	-	-	-	-	-

Note 12F: 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 of the risk that the entity is exposed to for 30 June 2018

	Risk variable	Change in risk	Effect on		
			Variable %	Profit & loss	Equity
				\$	\$
Interest rate risk	-	+/- 1%	-	-	
Other price risk	-	+/- 1%	-	-	

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Sensitivity analysis of the risk that the entity is exposed to for 30 June 2017

	Risk variable	Change in risk Variable %	Effect on	
			Profit & loss \$	Equity \$
Interest rate risk	-	+/- 1%	-	-
Other price risk	-	+/- 1%	-	-

Note 12G: Asset Pledge/or Held as collateral

	2018 \$	2017 \$
Financial assets pledged as collateral	-	-
Assets held as collateral	-	-

Note 12H: Changes in liabilities arising from financing activities

	1 July 2017 \$	Cash flows \$	Other \$	30 June 2018 \$
Current interest-bearing loans and borrowings (excluding items listed below)	-	-	-	-
Current obligations under finance leases and hire purchase contracts	-	-	-	-
Non-current interest-bearing loans and borrowings (excluding items listed below)	-	-	-	-
Non-current obligations under finance leases and hire purchase contracts	-	-	-	-
Dividends Payable	-	-	-	-
Derivatives	-	-	-	-
Total liabilities from financing activities	-	-	-	-

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

	1 July 2016	Cash flows	Other	30 June 2017
	\$	\$	\$	\$
Current interest-bearing loans and borrowings (excluding items listed below)	-	-	-	-
Current obligations under finance leases and hire purchase contracts	-	-	-	-
Non-current interest-bearing loans and borrowings (excluding items listed below)	-	-	-	-
Non-current obligations under finance leases and hire purchase contracts	-	-	-	-
Dividends Payable	-	-	-	-
Derivatives	-	-	-	-
Total liabilities from financing activities	-	-	-	-

Note 13: Financial Assets and Liabilities

Management of the reporting unit assessed that cash, trade receivables, trade payables, and other current liabilities approximate their carrying amounts largely due to the short term maturities of these instruments.

The fair value of financial assets and liabilities is included at the amount which the instrument could be exchanged in a current transaction between willing parties. The following methods and assumptions were used to estimate the fair values:

- Fair values of the reporting unit's interest-bearing borrowings and loans are determined by using a discounted cash flow method. The discount rate used reflects the issuer's borrowing rate as at the end of the reporting period. The own performance risk as at 30 June 2018 was assessed to be insignificant.
- Fair value of available-for-sale financial assets is derived from quoted market prices in active markets.
- Long-term fixed-rate and variable-rate receivables/borrowings are evaluated by the Group based on parameters such as interest rates and individual credit worthiness of the customer. Based on this evaluation, allowances are taken into account for the expected losses of these receivables. As at [year-end reporting date] the carrying amounts of such receivables, net of allowances, were not materially different from their calculated fair values.

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

The following table contains the carrying amounts and related fair values for the Branch's financial assets and liabilities:

	Carrying amount 2018 \$	Fair value 2018 \$	Carrying amount 2017 \$	Fair value 2017 \$
Financial Assets				
Trade and other receivable	-	-	-	-
Total	-	-	-	-
Financial Liabilities				
Trade and other payable	-	-	-	-
Total	-	-	-	-

Note 13B: Financial and Non-financial Assets and Liabilities Fair Value Hierarchy

The following tables provide an analysis of financial and non-financial assets and liabilities that are measured at fair value, by fair value hierarchy.

Fair value hierarchy – 30 June 2018

	Date of Valuation	Level 1	Level 2	Level 3
Asset measured at fair value	\$	\$	\$	\$
Cash and cash equivalents		-	-	-
Trade and other receivables		-	-	-
Total financial assets		-	-	-
Financial liabilities				
Trade and other payables		-	-	-
Total financial liabilities		-	-	-

There were no transfers occurred during the financial year.

Fair value hierarchy – 30 June 2017

	Date of Valuation	Level 1	Level 2	Level 3
Asset measured at fair value	\$	\$	\$	\$
Cash and cash equivalents		-	-	-
Trade and other receivables		-	-	-
Total financial assets		-	-	-
Financial liabilities				
Trade and other payables		-	-	-
Total financial liabilities		-	-	-

There were no transfers occurred during the financial year.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

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).

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2018

**COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP WA BRANCH OFFICER
DECLARATION STATEMENT**

I, Rikki Hendon, being the Branch Assistant Secretary of the Community and Public Sector Union SPSF Group WA Branch, declare that the following activities did not occur during the reporting period ending 30 June 2018

The reporting unit did not:

- Agree to receive financial support from another reporting unit as a going concern
- Agree to provide financial support to another reporting unit to ensure they continue as a going concern
- Acquire an asset or liability due to amalgamation under Part 2 of Chapter 3 of the RO Act, a restructure of the branches of an organization, a determination or revocation by the General Manager, Fair Work Commission
- Receive periodic or membership subscriptions
- Receive capitation fees from another reporting unit
- Receive any other revenue from another reporting unit
- Receive revenue via compulsory levies
- Receive donations or grants
- Receive revenue from undertaking recovery of wages activity
- Incur fees as consideration for employers making payroll deductions of membership subscriptions
- Pay capitation fees to another reporting unit
- Pay any other expense to another reporting unit
- Pay compulsory levies
- Pay a grant that was \$1,000 or less
- Pay a grant that exceeded \$1,000
- Pay a donation that exceeded \$1,000
- Pay to a person fees or allowances to attend conferences or meetings as a representative of the reporting unit
- Incur expenses due to holding a meeting as required under the rules of the organization
- Pay legal costs relating to litigation
- Pay legal costs relating to other legal matters
- Pay a penalty imposed under the RO Act or the Fair Work Act 2009
- Have a receivable with other reporting unit(s)
- Have a payable with other reporting unit(s)
- Have a payable to an employer for that employer making payroll deductions of membership subscriptions
- Have a payable in respect of legal costs relating to litigation
- Have a payable in respect of legal costs relating to other legal matters
- Have a fund or account for compulsory levies, voluntary contributions or required by the rules of the organization or branch
- Transfer to or withdraw from a fund (other than the general fund), account, asset or controlled entity
- Have a balance within the general fund
- Provide cash flows to another reporting unit and/or controlled entity
- Receive cash flows from another reporting unit and/or controlled entity
- Have another entity administer the financial affairs of the reporting unit
- Make a payment to a former related party of the reporting unit



Responsibilities of Committee of Management for the Financial Report

The Committee of Management of the Union 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 Union'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 Union 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 Union'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 Union'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 Union 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 Union to express an opinion on the financial report. I am responsible for the direction, supervision and performance of the Union 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 my audit.

I declare that I am an auditor registered under the RO Act.

Anderson Munro & Wyllie

ANDERSON MUNRO & WYLLIE

Chartered Accountants

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

MS

MARTIN SHONE

Principal & Registered Company Auditor

RO Registration number AA2017/8

Dated at Perth, Western Australia this 10th day of September 2018



Anderson Munro & Wyllie

CHARTERED ACCOUNTANTS, REGISTERED COMPANY
AUDITORS AND REGISTERED SMSF AUDITORS

Postal Address:

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COMMUNITY AND PUBLIC SECTOR UNION SPSF GROUP WA BRANCH

STATEMENT OF RECOVERY OF WAGES

Based on representations made to us by the Community and Public Sector Union SPSF Group WA Branch and our work undertaken for the period ended 30 June 2018, it appears that there was no recovery of wages activities occurred in the reporting period.

Anderson Munro & Wyllie

ANDERSON MUNRO & WYLLIE

Chartered Accountants

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

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MARTIN SHONE

Principal & Registered Company Auditor

RO Registration number AA2017/8

Dated at Perth, Western Australia this 10th day of September 2018