

Madeleine Mattera
Grant Thornton Audit Pty Ltd
Level 17, 383 Kent Street
Sydney NSW 2000

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

Dear Madeleine,

Audit for the year ended 31 March 2018

This representation letter is provided in connection with your audit of the financial report of Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing & Allied Services Union of Australia - Communications Division - New South Wales Telecommunications and Services Branch ("Trade Union") for the financial year ended 31 March 2018, for the purpose of you expressing an opinion as to whether the financial report is, presented fairly in accordance with the Australian Accounting Standards including the Australian Accounting Interpretations and other relevant legislation.

We acknowledge our responsibility for ensuring that the financial report is in accordance with Accounting Standards (including Australian Accounting Interpretations), International Financial Reporting Standards as disclosed in the financial report and confirm that the financial report is free of material misstatement, including omissions and that we have approved the financial report.

We understand that your examination was made in accordance with Australian Auditing Standards and was, therefore, designed primarily for the purpose of expressing an opinion on the financial report of Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing & Allied Services Union of Australia - Communications Division - New South Wales Telecommunications and Services Branch taken as a whole, and that your tests of the accounting records and other auditing procedures were limited to those which you considered necessary for that purpose.

We confirm, to the best of our knowledge and belief, the following representations made to you during your audit:

General

- 1 We have made available to you:
 - a all financial records and related data, other information, explanations and assistance necessary for the conduct of the audit; and
 - b minutes of all meetings of the BCOM.
- 2 There are no material transactions that have not been properly recorded in the accounting records underlying the financial report.
- 3 We confirm that there have been no changes to the accounting policies applied in the previous annual financial report or the methods used in applying them, other than those disclosed in the financial report.
- 4 We have established and maintained adequate internal control to facilitate the preparation of a reliable financial report, and adequate financial records have been properly maintained.
- 5 We have no plans or intentions that may materially affect the carrying values, or classifications of assets and liabilities.
- 6 We confirm the appropriateness of the measurement of accounting estimates, including related assumptions, used in the preparation of the financial report and the consistency in application of the processes.
- 7 The following have been properly recorded or disclosed in the financial report
 - a share options, warrants, conversion or other requirements;
 - b arrangements involving restrictions on cash balances, compensating balances and line of credit or similar arrangements; and
 - c agreements to repurchase assets previously disposed.
- 8 We confirm the reasonableness of significant assumptions, including whether they appropriately reflect management's intention and ability to carry out specific courses of action on behalf of Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing & Allied Services Union of Australia - Communications Division - New South Wales Telecommunications and Services Branch where relevant to the fair value measurement or disclosures.
- 9 Other than as disclosed to you, there have been no:
 - a irregularities involving management or employees who have significant roles in the system of internal control structure;

- b irregularities involving other employees, that could have a material effect on the financial report;
 - c communications from regulatory agencies concerning non-compliance with, or deficiencies in, financial reporting practices that could have a material effect on the financial report; or
 - d known actual or possible non-compliance with laws and regulations.
- 10 Details have been furnished to you about all material contracts that may affect the financial report for the year ended 31 March 2018 or that have become effective since that date.
- 11 We are not aware of any pending litigation involving the Trade Union other than the matters disclosed in the financial report.
- 12 All contingent liabilities have been provided for or noted in the financial report.
- 13 There were no material commitments for goods or services or purchase commitments in excess of normal requirements or at prices in excess of the prevailing market prices at year end, other than disclosed in the financial report.
- 14 There were no material commitments for construction or acquisition of property, plant and equipment or to acquire other non-current assets, such as investments or intangibles, other than those disclosed in the financial report.

Capital management

- 15 All disclosures in the financial report in respect of capital management processes reflect actual processes in place during the reporting period.

Events subsequent to balance date

- 16 No events, other than those disclosed in the financial report, have occurred subsequent to the balance sheet date or are pending that would require adjustment to, or disclosure in, the financial report or amendments to significant assumptions used in the preparation of the accounting estimates.

Fraud and error

- 17 We have disclosed to you:
- a the results of our assessment of the risk that the financial report may be materially misstated as a result of fraud.
 - b our knowledge of fraud or suspected fraud affecting the entity involving:
 - i management
 - ii employees who have significant roles in internal control

iii others where the fraud could have a material effect in the financial report

- c our knowledge of any allegations of fraud or suspected fraud, affecting Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing & Allied Services Union of Australia - Communications Division - New South Wales Telecommunications and Services Branch's financial report communicated to us by employees, former employees, analysts, regulators or others.

18 We acknowledge our responsibility for the design and implementation of internal control to prevent and detect fraud and error.

Assets

19 Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing & Allied Services Union of Australia - Communications Division - New South Wales Telecommunications and Services Branch has satisfactory title to all assets, and there are no liens or encumbrances on such assets that have not been disclosed nor has any asset been pledged as collateral.

20 For assets carried at fair value, we have assessed fair value in accordance with the applicable requirements of AASB 116 Property, Plant and Equipment, AASB 138 Intangible Assets, AASB 13 Fair Value Measurement and AASB 139 Financial Instruments: Recognition and Measurement.

Impairment of assets

21 We have considered the requirements of AASB 136 Impairment of Assets when assessing the carrying amount of assets and in ensuring that no assets are stated in excess of their recoverable amount.

Property, plant and equipment

22 During the year all additions to property, plant and equipment represented the cost of additional assets, or additions and improvements to existing assets, and no material items of capital expenditure were written off against profits.

23 Rates of depreciation applied to reduce book values of individual assets to their estimated residual values, reflect the probable useful lives of those assets to Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing & Allied Services Union of Australia - Communications Division - New South Wales Telecommunications and Services Branch.

24 The Trade Union has no "make good" obligations in respect of its property, plant and equipment for which it would be required to make a restorative provision under AASB 137 Provisions, Contingent Liability and Contingent Assets which have not been included in the financial report.

Receivables

25 Balances owing by trade and other debtors at balance date are valid receivables and do not include charges for goods on consignment, approval or repurchase agreements.

- 26 All known bad debts have been written off and the provision for doubtful debts in our opinion is adequate and has been calculated in accordance with the requirements of AASB 139 Financial Instruments: Recognition and Measurement.

Insurance

- 27 All assets and insurable risks of the Trade Union are adequately covered by insurance.

Financial assets

- 28 The sensitivity analysis disclosed in the financial report for foreign exchange risk, interest rate risk and other price risk are all based upon reasonably possible fluctuations in currencies, interest rates and prices for the period until the next annual financial report is expected to be signed.
- 29 All quantitative disclosures in the financial report relating to risk exposures in respect of financial instruments at reporting date are representative of exposures during the financial year.
- 30 All concentrations of credit risk, liquidity risk and market risk (including currency risk, interest rate risk and other price risk) have been properly disclosed in the financial report.
- 31 Disclosures relating to processes for managing risk in relation to financial instruments reflect actual processes in place during the reporting period.
- 32 All information regarding transactions involving trading with derivatives has been made available to you. All derivatives have been marked to market at the year end and recorded at this value in the financial report.

Liabilities

- 33 All material liabilities at the balance sheet date have been taken up in the books of account, including the liability for all purchases to which title has passed prior to the balance date, and for all items included in inventory.
- 34 We have disclosed the existence of any loans approved but not drawn down at the reporting date.
- 35 No asset of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing & Allied Services Union of Australia - Communications Division - New South Wales Telecommunications and Services Branch has been pledged as security for any liability, except as disclosed in the financial report.
- 36 All amounts of capital repayment and interest due to be paid to lenders during the reporting period were made on time, in accordance with provision of the loan agreement, except as disclosed in the financial report.

- 37 There are no financial guarantee contracts in place to third parties which could be called upon in the event of a default, other than those disclosed in the financial report.

Taxation

- 38 Adequate amounts have been accrued for all local and foreign taxes on income including amounts applicable to prior years not finally settled and paid.
- 39 Deferred tax assets in relation to tax losses have only been brought to account when it is probable that they will be realised.
- 40 We confirm there are no disputes with any taxation authorities whose effects should be considered for disclosure in the financial report or as a basis for recording an expense.

Related parties

- 41 All details of related party transactions and related amounts receivable or payable, including sales, purchases, loans, transfers, leasing arrangements and guarantees (written or oral), have been correctly recorded in the accounting records and have been properly disclosed in the Trade Union's financial report or notes thereto, where required by statute, the Australian Accounting Standards, or where such disclosure is necessary for the true and fair presentation of the Trade Union's financial report.

Revenue

- 42 Revenue has been recognised in accordance with AASB 118, and where applicable, our assessment of the percentage completion accurately reflects the status of the project in accordance with project milestones.

Fair Work Act reporting

- 43 There is no recovery of wages activity undertaken by the branch involving receipt of the wages by the Branch.
- 44 The prescribed disclosure matters as per the Registered Organisations Act guidelines as set out in the Appendix B, are correctly disclosed in the financial reports and or notes to the accounts.
- 45 The payments made to employers to reimburse for costs of remitting union fees to the Branch are accurately reported in the Notes to the accounts.
- 46 There are no Compulsory levies raised by the reporting unit from members of the reporting unit, other than as disclosed in the financial report.
- 47 There are no Voluntary contributions collected from members of the reporting unit, other than as disclosed in the financial report;
- 47 All entities controlled by the Branch, or where the Branch has significant influence, have been disclosed in the related party note to the accounts and, where controlled consolidated into the financial report.

Going concern

- 48 We have made an assessment of the Trade Union's ability to continue as a going concern when preparing the financial report. We are not aware of any material uncertainties related to events or conditions that may cast significant doubt upon the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing & Allied Services Union of Australia - Communications Division - New South Wales Telecommunications and Services Branch's ability to continue as a going concern.

Administration

- 49 The Branch has not been administered by another entity.

Administration

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

Business Combinations

- 51 There have been no business combinations during the financial year and previous financial year. No assets or liabilities have been acquired as a result of any business combinations.

Fair Work Act reporting

- 52 There are no recovery of wages activity undertaken by the branch involving receipt of the wages by the Branch.
- 53 The prescribed disclosure matters as per the ROA guidelines as set out in the Appendix B, are correctly disclosed in the financial reports and or notes to the accounts.
- 54 The payments made to employers to reimburse for costs of remitting union fees to the Branch are accurately reported in the Notes to the accounts
- 55 There are no Compulsory levies raised by the reporting unit from members of the reporting unit, other than as disclosed in the financial report;
- 56 There are no Voluntary contributions collected from members of the reporting unit, other than as disclosed in the financial report;
- 57 All entities controlled by the Branch, or where the Branch has significant influence, have been disclosed in the related party note to the accounts and, where controlled consolidated into the financial report.

Audit adjustments

- 58 We acknowledge there were all unrecorded misstatements that were brought to our attention in relation to the review of the financial report Appendix A

Yours sincerely

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



Name: Alex Jansen

Title: Branch Secretary

Dated this 14th day of July 2018

APPENDIX A

Schedule of uncorrected misstatements

No.	Description	Asset		Liability		Equity		Net Profit	
		DR	CR	DR	CR	DR	CR	DR	CR
1	Adjustment to recognise discounting method in long service leave provision	-	-	-	414	-	-	414	-
Total differences		-	-	-	414	-	-	414	-

APPENDIX B

		Reporting Obligation	
		General requirements for presentation and disclosures in GPFR	
8		It is a requirement that all reporting units apply the Tier 1 reporting requirements as per the Australian Accounting Standard AASB1053 Application for Tiers of Australian Accounting Standards.	
9		The reporting unit must disclose in the notes to the financial statements the notice required by subsection 272(5) of the RO Act drawing attention to subsections (1), (2) and (3) of section 272 and setting out those subsections.	
		Going Concern Support received	
10		Where a reporting unit's ability to continue as a going concern is reliant on the agreed financial support of another reporting unit(s) this must be disclosed in the notes to the financial statement. The reporting unit must disclose:	
		a) the name of the reporting unit(s) from which the agreed financial support may be derived; and	
		b) the terms and conditions attached to this agreed financial support.	
		Provide financial support to ensure another reporting unit(s)	
11		Where a reporting unit has agreed to provide financial support to ensure another reporting unit(s) has the ability to continue as a going concern this must be disclosed in the notes to the financial statement. The reporting unit must disclose:	
	a)	the name of the reporting unit(s) to which the agreed financial support is directed;	

			the terms and conditions attached to this agreed financial support.
			Amalgamations and restructures
12			Where a reporting unit acquires an asset or a liability during the financial year as a result of:
	a)		an amalgamation under Part 2 of Chapter 3, of the RO Act in which the organisation (of which the reporting unit form part) was the amalgamated organisation; or
	b)		a restructure of the branches of the organisation; or
	c)		a determination by the General Manager under subsection 245(1) of the RO Act of an alternative reporting structure for the organisation; or
	d)		a revocation by the General Manager under subsection 249(1) of the RO Act of a certificate issued to an organisation under subsection 245(1),
			the reporting unit must disclose in the notes to the financial statements in respect of each such asset or class of assets or each such liability or class of liabilities:
		e)	date acquired;
		f)	description; and
		g)	name of the entity (including a reporting unit of the organisation or that of another organisation) from which it was acquired.
13			<i>If any of the activities identified in paragraphs 10, 11, and 12 have not occurred in the reporting period, a statement to this effect must be included in the notes to the GFR.</i>

		Statement of comprehensive income	
		Revenue	
14		Balances for the following items of revenue must be disclosed by the reporting unit in the notes to the financial statements, unless already disclosed on the face of the statement of comprehensive income in accordance with Australian Accounting Standards:	
	a)	entrance fees or periodic subscriptions (in these guidelines referred to as membership subscriptions) in respect of membership of the organisation;	
	b)	where, under the rules of the organisation or a branch of the organisation, a reporting unit may receive from another reporting unit of the organisation a capitation fee:	
		i. the amount from each reporting unit; and	
		ii. the name of each such reporting unit;	
	c)	where compulsory levies are raised from the members or as appeals for voluntary contributions (including whip rounds) for the furtherance of a particular purpose:	
		i. the amount; and	
		ii. a brief description of the purpose of each such levy or appeal;	
	d)	Donations or grants (other than voluntary contributions referred to in subparagraph c));	
		and	
	e)	where the reporting unit is in receipt of any other financial support from another reporting unit of the organisation:	
		i. the name of the reporting unit(s) from which the financial support is derived; and	
		ii. the amount of financial support derived from the other reporting unit(s).	
15		<i>If any of the activities identified in paragraph 14 have not occurred in the reporting period, a statement to this effect must be included in the notes to the GPFRR.</i>	
		Expense	
16		Balances for the following items of expense must be disclosed by the reporting unit in the notes to the financial statements, unless already disclosed on the face of the statement of comprehensive income in accordance with Australian Accounting Standards:	
	a)	expenses incurred as consideration for employers making payroll deductions of membership subscriptions;	
	b)	where, under the rules of the organisation or a branch of the organisation, the reporting unit must pay to another reporting unit of the organisation a capitation fee:	

	i.	the amount paid to each entity; and	
	ii.	the name of each entity to which monies were paid;	
c)		where fees and periodic subscriptions are paid in respect of its affiliation to any political party , any federation, congress, council or group of organisations, or any international body having an interest in industrial matters:	
	i.	the amount paid to each entity; and	
	ii.	the name of each entity to which monies were paid;	
d)		where compulsory levies have been imposed on the reporting unit, for each such levy:	
	i.	the amount;	
	ii.	a brief description of purpose; and	
	iii.	the name of the entity imposing the levy (including another reporting unit of the organisation);	
e)		where grants or donations have been paid:	
	i.	the total amounts paid in grants that were \$1,000 or less	
	ii.	the total amounts paid in grants that exceed \$1,000	
	iii.	the total amounts paid in Donations that were \$1,000 or less	
	iv.	the total amounts paid in Donations that exceed \$1,000	
		Please note that grants and donations that exceed \$1,000 must be separately disclosed in a statement and lodged with IWC as per section 237 of the RO Act.1	
f)		employee expenses related to holders of office of the reporting unit by:	
	i.	wages and salaries;	
	ii.	superannuation;	
	iii.	leave and other entitlements;	
	iv.	separation and redundancies; and	
	v.	other employee expenses (specify if material);	
g)		employee expenses related to employees (other than holders of offices) of the reporting unit by:	
	i.	wages and salaries;	

		The following additional disclosures must be made in the notes to the financial statements about the item or part of the item:
	d)	the name of the other reporting unit; and
	e)	the amount attributable to the other reporting unit.
19		<i>If any of the activities identified in paragraph 18 have not occurred in the reporting period, a statement to this effect must be included in the notes to the GPFR.</i>

		Liabilities
20		Total amounts for the following items must be disclosed by the reporting unit in the notes to the financial statements, unless already disclosed on the face of the statement of financial position in accordance with Australian Accounting Standards:
	a)	payables to employers as consideration for the employers making payroll
	b)	deductions of membership subscriptions;
		payables in respect of legal costs and other expenses related to litigation or other legal matters;
	c)	employee provisions in respect of holders of offices in the reporting unit by:
		i. . annual leave;
		ii . long service leave;
		iii . separation and redundancies;
		iv . other employee provisions; and
	d)	employee provisions in respect of employees (other than holders of offices) of the reporting unit by:
		i. . annual leave;
		ii . long service leave;
		iii. . separation and redundancies; and
		iv . other employee provisions.
21		<i>If any of the activities identified in paragraph 21 have not occurred for the reporting period, a statement to this effect must be included in the notes to the GPFR.</i>

				Statement of cash flows	
				Payments to other Unions or Parent Union	
	24			Where another reporting unit and/or controlled entity of the organisation is the source of a cash inflow or the application of a cash outflow, such cash flow should be separately disclosed in the notes to the financial statements and show the name of the other reporting unit and/or controlled entity concerned.	
	25			<i>If any of the activities identified in paragraph 24 have not occurred in the reporting period, a statement to this effect must be included in the notes to the GPFR.</i>	