



22 April 2014

Mr Rohan Webb

Queensland State Secretary, "Automotive, Food, Metals, Engineering, Printing and Kindred Industries Union" known as the Australian Manufacturing Workers' Union (AMWU) - Queensland Branch

By email: rohan.webb@amwu.asn.au

Cc Mr Warren Soos - AMWU National Operations Co-ordinator

By email: warren.soos@amwu.asn.au

Mr Norman Hoare - Morris & Batzloff Chartered Accountants

By email: norm@morrisbatzloff.com.au

Dear Mr Webb,

**"Automotive, Food, Metals, Engineering, Printing and Kindred Industries Union" known as the Australian Manufacturing Workers' Union (AMWU) - Queensland Branch
Financial Report for the year ended 30 September 2013 - [FR2013/397]**

I acknowledge receipt of the financial report of the "Automotive, Food, Metals, Engineering, Printing and Kindred Industries Union" known as the Australian Manufacturing Workers' Union (AMWU) - Queensland Branch. The documents were lodged with the Fair Work Commission on 5 March 2014.

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

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

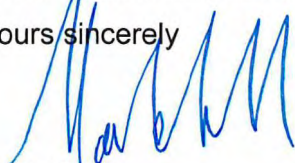
Notwithstanding the fact that the financial report has been filed, I draw the following matter to your attention and to that of your auditor.

Auditor's report: declaration regarding going concern

Paragraph 45 of the reporting guidelines requires an auditor to include in the auditor's statement a declaration that as part of the audit of the financial statement they have concluded that management's use of the going concern basis of accounting in the preparation of the reporting unit's financial statements is appropriate. This declaration was not included in the auditor's statements.

If you have any queries regarding this letter, please contact me on (03) 8661 7899 or via email at mark.elliott@fwc.gov.au .

Yours sincerely



Mark Elliott

Regulatory Compliance Branch



**AUTOMOTIVE, FOOD, METALS, ENGINEERING , PRINTING AND
KINDRED INDUSTRIES UNION**

QUEENSLAND STATE COUNCIL

CERTIFICATE OF STATE SECRETARY

I Rohan Webb being the State Secretary of the Automotive, Food, Metals, Engineering, Printing and Kindred Industries Union Qld State Council certify:

- that the documents lodged herewith are copies of the Full Report, referred to in section 268 of the Fair Work (Registered Organisations) Act 2009; and
- that the Full Report was provided to members between the dates 13 to 15 January 2014; and
- that the Full Report was presented to a meeting of the Committee of Management of the Automotive, Food, Metals, Engineering, Printing and Kindred Industries Union Qld State Council on 27 February 2014 in accordance with section 266(3) of the Fair Work (Registered Organisations) Act 2009.

State Secretary
Rohan Webb

Signature

Date 27 February 2014

**AUTOMOTIVE, FOOD, METALS, ENGINEERING, PRINTING & KINDRED
INDUSTRIES UNION**

QUEENSLAND BRANCH

FINANCIAL REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2013

**AUTOMOTIVE, FOOD, METALS, ENGINEERING, PRINTING & KINDRED INDUSTRIES
UNION**

QUEENSLAND BRANCH

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QUEENSLAND BRANCH

OPERATING REPORT

The State Council, being the Committee of Management for the purposes of the Fair Work (Registered Organisations) Act 2009, presents its operating report of the Automotive, Food, Metals, Engineering, Printing and Kindred Industries Union, Queensland Branch for the financial year ended 30 September 2013

Review of the State's Principal Activities

The AFMEPKIU's principal industrial objectives are aimed at the improvement of wages and working conditions for members throughout industry. This has been done primarily by way of industrial awards and enterprise agreements. The AFMEPKIU has also been active in trying to influence governments at all levels in a wide range of political issues.

Significant Changes in Principal Activities

There were no significant changes in the nature of the Branch's principal activities during the financial year.

Results of Principal Activities

During the year to 30 September 2013 the AFMEPKIU negotiated and registered 808 enterprise bargaining agreements nationally, 129 of which were from Queensland.

The AFMEPKIU's National Office is responsible for applying to improve industrial awards covering our members. During the year ending 30 September 2013 the National Office improved award minimum rates for all workers, gained a significant increase for apprentices, and inserted new classifications, allowances and pay rates in some of the modern awards covering our members. The State Branch is responsible for advising members in their State of these gains and ensuring members receive the appropriate wage.

The AFMEPKIU Queensland State Branch's principal activities resulted in a surplus for the financial year of \$62,422.

Significant Changes in Financial Affairs

There were no significant changes in the financial affairs of the Branch during the financial year.

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QUEENSLAND BRANCH

OPERATING REPORT (cont'd)

The Right of Members to Resign

Rule 43(8) of the AFMEPKIU Rules states that a member may resign his/her membership by notifying his/her State Secretary in writing, addressed and delivered to that officer.

A notice of resignation from membership takes effect:

- (a) Where the member ceases to be eligible to become a member of the organisation:
 - (i) On the day on which the notice is received by the organisation; or
 - (ii) On the day specified in the notice, which is a day not earlier than the day when the member ceases to be eligible to become a member;

whichever is later; or

- (b) In any other case:
 - (i) At the end of two weeks, after the notice is received by the organisation; or
 - (ii) On the day specified in the notice;

whichever is later.

Any dues payable but not paid by a former member of the organisation, in relation to a period before the member's resignation from the organisation took effect, may be sued for and recovered in the name of the organisation, in a court of competent jurisdiction, as a debt due to the organisation.

A notice delivered to the State Secretary shall be taken to have been received by the organisation when it is delivered.

A notice of resignation that has been received by the organisation is not invalid because it was not addressed and delivered to the State Secretary.

A resignation from membership is valid even if it is not effected in accordance with this Rule if the member is informed in writing by or on behalf of the organisation that the resignation has been accepted.

Nothing in Rule 43(8) of the AFMEPKIU Rules interferes with a member's right to resign from the union as set out under section 174(1) of the Fair Work (Registered Organisations) Act 2009. In accordance with section 174(1) of the Fair Work (Registered Organisations) Act 2009 a member of an organisation may resign from membership by written notice addressed and delivered to a person designated for the purpose in the rules of the organisation or a branch of the organisation.

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QUEENSLAND BRANCH

Statement of Salaries, Board Fees, Associated Entities and Key Relationships.

Salaries

The Queensland Branch's top five salary rates are as follows:

Level	Position	Per Annum
4	Organiser	\$74,880.00
5	Senior Organiser	\$78,618.80
6	Team Leader/Assistant State Secretary Level 1	\$82,581.20
7	Assistant State Secretary Level 2	\$88,337.60
8	State Secretary	\$93,511.60

Board Fees

Board Fees received by the AFMEPKIU Queensland State Branch on behalf of employees who are members of external boards, are as follows:

Organisation	Amount received
Aus(Q) Superpartners	\$18,330.00
QLeave	\$1,324.00
Qld Work Health & Safety	\$628.00
Skills Qld	\$1,372.00

Associated Entities

The AFMEPKIU Queensland Branch has a 67% interest in Union House Partnership, an associated entity through which the Union's office in Upper Roma Street Brisbane is managed.

Key Suppliers

The AFMEPKIU Queensland State Branch has developed key relationships over a long period with a number of suppliers of various goods and services. These relationships are conducted on normal commercial terms, and are periodically tested against market price:

Supplier	
Building Services	Printing & Publicity Services
INITIAL	OFFICEWORKS
Financial Services	ESSENTIAL MEDIA COMMUNICATIONS
MORRIS & BATZLOFF	G & G TRADE PUBLISHING & DISTRIBUTION
WARREN SAUNDERS INSURANCE BROKERS	LIFESTYLE AUSTRALIA PTY LTD
IT & Communications Services	HOWARD WILLIAM & CO PTY LTD
TELSTRA	Travel Services

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Legal Services	AMERICAN EXPRESS
MAURICE BLACKBURN LAWYERS	QANTAS
	Vehicle Services
	CUSTOM FLEET

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QUEENSLAND BRANCH

OPERATING REPORT (cont'd)

State Officers or Members who are Trustees of a Superannuation Entity

The details of each officer or member of the Queensland Branch who is a trustee of a superannuation entity or an exempt public sector superannuation scheme or a director of a company that is a trustee of a superannuation entity or an exempt public sector superannuation scheme; and where a criterion for the officer or member being the trustee or director is that the officer or member is an officer or member of a registered organisation, are as follows:

Name of officer or member	Superannuation Fund	Position Held
Rohan Webb	Aust(Q) Superpartners	Director

Other Relevant Information

The Queensland Branch is not aware of any other relevant information.

Prescribed Information Required Under the Fair Work (Registered Organisations) Regulations 2009

- (a) The number of persons who were recorded in the register of members on 30 September 2013 was 17,708
- (b) The number of persons who were employees of the reporting unit on 30 September 2013 was 0.
- (c) The name of each person who has been a member of State Council, at any time during the reporting period, and the period for which he or she held such a position is as follows:

Name	Period Position Held
Antony Head	01/10/2012 to 30/09/2013
Ashley Blades	01/10/2012 to 30/09/2013
Bernhard Misztal	01/10/2012 to 30/09/2013
Bill Thanas	21/02/2013 to 30/09/2013
Brad Hansen	31/07/2012 to 30/09/2013
Brett Gamlen	01/10/2012 to 13/11/2012
Brian Devlin	01/10/2012 to 30/09/2013
Christopher Harper	01/10/2012 to 30/09/2013
Daniel Dougherty	01/10/2012 to 30/09/2013
David Wotton	29/05/2013 to 30/09/2013
Edward Couch	01/10/2012 to 30/09/2013
Frederick Hempseed	01/10/2012 to 30/05/2013
Ian McComb	01/10/2012 to 30/09/2013
Ivan Reis	01/10/2012 to 30/09/2013
James Thompson	01/10/2012 to 30/09/2013
Jeff Frew	30/05/2013 to 30/09/2013
Kaela Lay	01/10/2012 to 30/09/2013
Katelyn Dougherty	01/10/2012 to 30/09/2013
Katrina Lever	01/11/2012 to 30/09/2013
Marcus Evan	01/10/2012 to 01/08/2013

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Mark Johnstone	30/05/2013 to 30/09/2013
Maurice Veivers	01/10/2012 to 30/09/2013
Rick Finch	01/10/2012 to 30/09/2013
Rohan Webb	01/10/2012 to 30/09/2013
Steve Fainges	01/10/2012 to 30/09/2013
Steve Diehm	01/10/2012 to 30/09/2013
Stuart Cook	01/10/2012 to 14/01/2013
Terry Bradley	01/10/2012 to 30/09/2013
Timothy Frazer	21/02/2013 to 30/09/2013
Tom Leamon	01/10/2012 to 30/09/2013
Warren Butler	01/10/2012 to 10/02/2013

Officers & Employees Who are Directors of a Company or a Member of a Board

Name of officer or member	Company or Board	Principal Activities	Holds Position as Employee, or Nominated by State Branch or Peak Council
Rohan Webb	QLeave	Building & Construction Industry Portable Long Service Leave	Nominated
Rohan Webb	Coverforce	Insurance Solutions	Nominated
Brian Devlin	Qld Work Health & Safety	Work Health & Safety	Nominated
Andrew Dettmer	Skills Qld	Workforce Development, Skills Reform & Training Investment	Nominated

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UNION**

QUEENSLAND BRANCH

OPERATING REPORT (cont'd)

Signed in accordance with a resolution of State Council

A handwritten signature in blue ink, appearing to read 'A. Head', written over a horizontal dotted line.

Anthony Head

State President

A handwritten signature in blue ink, appearing to read 'R. Webb', written over a horizontal dotted line.

Rohan Webb

State Secretary

14 November 2013

AUTOMOTIVE, FOOD, METALS, ENGINEERING, PRINTING & KINDRED INDUSTRIES UNION

QUEENSLAND BRANCH

COMMITTEE OF MANAGEMENT'S STATEMENT

On 14 November 2013 the State Council of the Automotive, Food, Metals, Engineering, Printing & Kindred Industries Union Queensland Branch passed the following resolution in relation to the general purpose financial report (GPFR) of the State Council for the year ended 30 September 2013.

The State Council declares in relation to the GPFR that in its opinion:

- (a) the financial report and notes comply with the Australian Accounting Standards;
- (b) the financial report and notes comply with the reporting guidelines of the General Manager of Fair Work Australia;
- (c) the financial report and notes give a true and fair view of the financial performance, financial position and cash flows of the Branch for the financial year ended 30 September 2013;
- (d) there are reasonable grounds to believe that the Branch will be able to pay its debts as and when they become due and payable; and
- (e) during the financial year ended 30 September 2013 and since the end of the financial year:
 - (i) meetings of the State Council were held in accordance with the rules of the organisation and the rules of the Branch; and
 - (ii) the financial affairs of the Branch have been managed in accordance with the rules of the organisation and the rules of the Branch; and
 - (iii) the financial records of the Branch have been kept and maintained in accordance with the RO Act; and
 - (iv) the financial records of the Branch have been kept, as far as practicable, in a consistent manner to each of the other branches and National Council of the organisation; and
 - (v) no information has been sought in any request of a member of the Branch or the General Manager duly made under section 272 of the RO Act; and
 - (vi) no orders for inspection of financial records have been made by the Fair Work Commission under section 273 of the RO Act; and
- f) during the financial year ended 30 September 2013 the Queensland State Council did not participate in any recovery of wages activity.

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QUEENSLAND BRANCH

This declaration is made in accordance with a resolution of the Queensland Council:


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Queensland State Secretary – Rohan Webb

14 November 2013

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QUEENSLAND BRANCH

**STATEMENT OF COMPREHENSIVE INCOME FOR THE
YEAR ENDED 30 SEPTEMBER 2013**

	Note	2013 \$	2012 \$
INCOME			
Capitation Fees	4(a)	-	-
Levies	4(b)	-	-
Grants and/or Donations	4(c)	-	-
Membership Contributions	1(a)(i)	-	-
Remittances from National Council			
- General Fund		1,528,554	1,418,180
Interest Received		<u>19</u>	<u>81</u>
TOTAL INCOME		<u>1,528,573</u>	<u>1,418,261</u>
EXPENDITURE			
Affiliation Fees	5(b)	135,150	117,100
Bank Charges		512	594
Capitation Fees	5(a)	-	-
Consideration to employers for payroll deductions		-	-
Compulsory Levies	5(c)	-	-
Computing		-	-
Conference & Meeting Expenses - External		8,378	6,775
Conference & Meeting Expenses - Internal		71,412	18,927
Delegation/Employee Expenses – Officer Holders		105,350	124,964
Delegation/Employee Expenses – Other Employees		101,105	140,941
Delegation Expenses - Members		161,553	163,167
General Office Expenses		138,923	121,965
Grants or Donations	5(d)	27,089	25,518
Insurance		19,564	14,333
Membership Printing		-	400
Motor Vehicle Expenses		147,628	178,976
Newsletter Expenses		6,449	28,677
Payroll Tax		188,454	179,018
Photocopying		4,529	5,486
Postage		31,300	29,314
Printing		1,439	1,870
Publicity		162,664	195,428
Professional Services	6	68,691	32,063
Research		2,613	5,244
Stationery		17,709	19,923
Telephone		<u>65,639</u>	<u>61,772</u>
TOTAL EXPENDITURE		<u>1,466,151</u>	<u>1,472,455</u>

AUTOMOTIVE, FOOD, METALS, ENGINEERING, PRINTING & KINDRED INDUSTRIES UNION

QUEENSLAND BRANCH

**STATEMENT OF COMPREHENSIVE INCOME FOR THE
YEAR ENDED 30 SEPTEMBER 2013**

	Note	2013	2012
		\$	\$
NET SURPLUS/ (DEFICIT) FOR THE YEAR		<u>62,422</u>	<u>(54,194)</u>
TOTAL COMPREHENSIVE INCOME FOR THE YEAR		<u>62,422</u>	<u>(54,194)</u>

(The attached notes form part of the financial report)

AUTOMOTIVE, FOOD, METALS, ENGINEERING, PRINTING & KINDRED INDUSTRIES UNION**QUEENSLAND BRANCH****STATEMENT OF FINANCIAL POSITION
AS AT 30 SEPTEMBER 2013**

	Note	2013	2012
		\$	\$
ASSETS			
Current Assets			
Cash and cash equivalents	7	3,646	26,491
Receivables	8	<u>102,913</u>	<u>19,013</u>
Total Current Assets		<u>106,559</u>	<u>45,504</u>
TOTAL ASSETS		<u>106,559</u>	<u>45,504</u>
CURRENT LIABILITIES			
Trade and other Payables	9	60,827	62,194
Employee Provisions	1(a)(iii)	<u>-</u>	<u>-</u>
TOTAL LIABILITIES		<u>60,827</u>	<u>62,194</u>
NET ASSETS/(LIABILITIES)		<u>45,732</u>	<u>(16,690)</u>
ACCUMULATED FUNDS/(LOSSES)		<u>45,732</u>	<u>(16,690)</u>

(The attached notes form part of the financial report)

AUTOMOTIVE, FOOD, METALS, ENGINEERING, PRINTING & KINDRED INDUSTRIES UNION

QUEENSLAND BRANCH

**STATEMENT OF CHANGES IN ACCUMULATED FUNDS/(LOSSES)
FOR THE YEAR ENDED 30 SEPTEMBER 2013**

	Accumulated Funds (Losses) \$
Balance at 30 September 2011	37,504
Net Surplus (Deficit) for the Year	(54,194)
Total Comprehensive Income for the Year	<u>(54,194)</u>
Balance at 30 September 2012	<u>(16,690)</u>
Net Surplus (Deficit) for the Year	62,422
Total Comprehensive Income for the Year	<u>62,422</u>
Balance at 30 September 2013	<u>45,732</u>

(The attached notes form part of the financial report)

AUTOMOTIVE, FOOD, METALS, ENGINEERING, PRINTING & KINDRED INDUSTRIES UNION

QUEENSLAND BRANCH

**STATEMENT OF CASH FLOWS FOR THE
YEAR ENDED 30 SEPTEMBER 2013**

	NOTE	2013 \$	2012 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Remittances from National Council	10(c)	1,528,554	1,418,180
Interest Received		19	81
Payments to Suppliers and Employees	10(c)	<u>(1,551,418)</u>	<u>(1,398,694)</u>
NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES	10(b)	<u>(22,845)</u>	<u>19,567</u>
NET INCREASE (DECREASE) IN CASH HELD		(22,845)	19,567
Cash at Beginning of Year		<u>26,491</u>	<u>6,924</u>
CASH AT END OF YEAR	10(a)	<u>3,646</u>	<u>26,491</u>

(The attached notes form part of the financial report)

AUTOMOTIVE, FOOD, METALS, ENGINEERING, PRINTING & KINDRED INDUSTRIES UNION

QUEENSLAND BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2013

1 SIGNIFICANT ACCOUNTING POLICIES

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

The reporting guidelines made under section 255 of the Fair Work (Registered Organisations) Act 2009 (the RO Act) require all reporting units to apply the Tier 1 reporting requirements as per Australian Accounting Standard AASB 1053 Application for Tiers of Australian Accounting Standards. As such, the state council have prepared a full set of financial statements with all disclosures requirements. In the prior year the state council had early adopted Australian Accounting Standards – Reduced Disclosure Requirements but this is no longer permissible. This has had no material impact on amounts recognised in the financial statements and related notes because it merely requires more detailed note disclosures on financial risk management than if these financial statements were prepared using Australian Accounting Standards - Reduced Disclosure Requirements.

BASIS OF PREPARATION

The financial report is for the Automotive, Food, Metals, Engineering, Printing & Kindred Industries Union Queensland Branch. The Automotive, Food, Metals, Engineering, Printing & Kindred Industries Union is an organisation registered under the Fair Work (Registered Organisations) Act 2009. The Automotive, Food, Metals, Engineering, Printing & Kindred Industries Union Queensland Branch is a Branch of the registered organisation. In accordance with the Act the Union is a body corporate and has perpetual succession. By virtue of this method of incorporation, the Union and the State Branch are not subject to the Corporations Act 2001.

The financial report has been prepared on the basis of historical costs modified by the revaluation of selected financial assets and liabilities for which the fair value basis of accounting has been applied. Cost is based on fair values of the consideration given in exchange for assets. The accounting policies have been consistently applied, unless otherwise stated.

The following is a summary of the significant accounting policies adopted by the Queensland Branch in the preparation of the financial report.

a) (i) Revenue

All members' contributions are paid direct to National Council. Remittances from National Council are the amounts reimbursed by the National Council to cover Branch expenses and are recognised when received by the Branch.

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QUEENSLAND BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2013

1 SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

(ii) Expenditure

Expenses represent amounts paid directly by the Branch for operational costs. Other operational expenses eg. Salaries which relate to the Branch are paid for by the National Council and are included in the financial report of the National Council only.

(iii) Employee Entitlements

Provision for employee benefits in the form of Long Service Leave and Accrued Annual Leave have been made for the estimated accrued entitlements of all employees on the basis of their terms of employment in the financial report of the National Council.

(iv) Property, Plant and Equipment

All fixed assets are recorded in the financial reports of the National Council and the depreciation regarding those assets is charged in the National Council accounts.

(v) Income Tax

No provision for income tax is necessary, as Trade Unions are exempt from income tax under Section 50-15 of the income Tax Assessment Act 1997.

(vi) Accounting Standards Issued But Not Yet Effective

There have been no accounting standards issued which will have a financial impact on the financial report in future periods and which are not yet effective.

(vii) Goods and Services Tax (GST)

Revenues and expenses are recognised net of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or part of an item of the expense. Receivables and payables on the statement of financial position are shown inclusive of GST.

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

Cash flows are included in the cash flow statement on a gross basis.

b) Going Concern Basis of Accounting

The financial report has been prepared on the basis that the Branch is a going concern, which assumes continuity of normal business activities and the realisation of assets and the settlement of liabilities in the ordinary course of business.

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QUEENSLAND BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2013

1 SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

b) Going Concern Basis of Accounting (Cont'd)

The State Council believes it is appropriate to adopt the going concern basis for preparing the report on the grounds that the National Council has made an undertaking to provide financial support to the Branch.

2 ACCOUNTING ESTIMATES AND JUDGEMENTS

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

(a) Critical accounting estimates and assumptions

The Queensland Branch makes estimates and assumptions concerning the future. The resulting accounting estimates by definition seldom equal the related actual results. There are no estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities.

(b) Critical judgments in applying the Queensland Branch's accounting principles

There are no critical judgements that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities.

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

In accordance with the requirements of the Fair Work (Registered Organisations) Act 2009, the attention of members is drawn to the provisions of Section 272 of Fair Work (Registered Organisations) Act 2009 which read as follows:

- 1) A member of a reporting unit, or the General Manager of Fair Work Australia, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making the application.
- 2) The application must be in writing and must specify the period within which, and the manner in which, the information is to be made available. The period must not be less than 14 days after the application is given to the reporting unit.
- 3) A reporting unit must comply with an application made under subsection (1)

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QUEENSLAND BRANCH

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 SEPTEMBER 2013**

		2013	2012
		\$	\$
4a	CAPITATION FEES	<u>-</u>	<u>-</u>
4b	LEVIES	<u>-</u>	<u>-</u>
4c	GRANTS AND/OR DONATIONS		
	Grants	-	-
	Donations	<u>-</u>	<u>-</u>
		<u>-</u>	<u>-</u>
5a	CAPITATION FEES	<u>-</u>	<u>-</u>
5b	AFFILIATION FEES		
	Union Shopper	39,632	31,066
	Queensland Council of Unions	88,479	80,484
	Safework	6,625	5,000
	Labour History	50	50
	APAN	182	364
	Qld Asbestos Related Disease Support Assn	182	136
		<u>135,150</u>	<u>117,100</u>
5c	COMPULSORY LEVIES	<u>-</u>	<u>-</u>
5d	GRANTS OR DONATIONS		
	Grants	-	-
	Donations	<u>27,089</u>	<u>25,518</u>
		<u>27,089</u>	<u>25,518</u>
6	PROFESSIONAL SERVICES		
	Auditors - Auditing the financial report	8,700	9,650
	- Other Services	<u>-</u>	<u>-</u>
		8,700	9,650
	Legal Costs		
	Litigation	6,817	14,545
	Other Legal Matters	<u>53,174</u>	<u>7,868</u>
		<u>59,991</u>	<u>22,413</u>
		<u>68,691</u>	<u>32,063</u>
7	CASH AND CASH EQUIVALENTS		
	Cash at Bank	<u>3,646</u>	<u>26,491</u>

AUTOMOTIVE, FOOD, METALS, ENGINEERING, PRINTING & KINDRED INDUSTRIES UNION

QUEENSLAND BRANCH

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 SEPTEMBER 2013**

	2013	2012
	\$	\$
8 RECEIVABLES		
Receivable from other reporting units		
Net amount receivable - National Council	-	-
Less Provision for Doubtful Debts	-	-
	<u>-</u>	<u>-</u>
Other Receivables		
Sundry Debtors	102,913	19,013
	<u>102,913</u>	<u>19,013</u>
9 TRADE AND OTHER PAYABLES		
Trade and other Payables	45,239	49,228
Other Payables - Legal Costs	15,588	12,966
Other Payables - Consideration to employers for payroll deductions	-	-
Payables to other reporting units	-	-
Sundry Creditors	-	-
	<u>60,827</u>	<u>62,194</u>
10 CASH FLOW		
(a) For the purposes of the statement of cash flows, cash includes cash on hand and at call deposits with banks and other financial institutions		
Cash at Bank	<u>3,646</u>	<u>26,491</u>
(b) Reconciliation of Cash Flow from Operations with Net Surplus (Deficit)		
Net Surplus (Deficit)	62,422	(54,194)
Changes in Assets and Liabilities		
(Increase) Decrease in Receivables	(83,900)	48,422
Increase/(Decrease) in Payables	<u>(1,367)</u>	<u>25,339</u>
CASH FLOWS FROM OPERATIONS	<u>(22,845)</u>	<u>19,567</u>

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QUEENSLAND BRANCH

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 SEPTEMBER 2013**

10 CASH FLOW (CONT'D)

	2013	2012
	\$	\$
(c) CASH FLOW INFORMATION - Reporting Units		
Cash inflows		
Remittances from National Council	1,528,554	1,418,180
	<hr/>	<hr/>
Cash outflows	<hr/> -	<hr/> -

11 RELATED PARTIES

- (a) The aggregate amount of remuneration paid to officers during the financial year is included in the National Council's Financial Report.
- (b) The aggregate amount paid during the financial year to a superannuation plan in respect of elected full time officials is included in the National Council's Financial Report.
- (c) There have been no other transactions between the officers and the Union other than those relating to their membership of the Union and the reimbursement by the Union in respect of expenses incurred by them in the performance of their duties. Such transactions have been on conditions no more favourable than those which it is reasonable to expect would have been adopted by parties at arm's length.
- (d) The ultimate controlling entity of the Branch is the Automotive, Food, Metals, Engineering, Printing and Kindred Industries Union, National Council.
- (e) Transactions with Ultimate Controlling Entity
- (i) Remittances from National Council are disclosed in the statement of comprehensive income.
- (ii) Net Amounts Receivable from or payable to the National Office are as follows:

	2013	2012
	\$	\$
Net amount receivable - National Office	<hr/> -	<hr/> -

AUTOMOTIVE, FOOD, METALS, ENGINEERING, PRINTING & KINDRED INDUSTRIES UNION

QUEENSLAND BRANCH

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2013

12 FINANCIAL RISK MANAGEMENT

(a) *General Objectives, Policies and Processes*

The Branch is exposed to risks that arise from its use of financial instruments. This note describes the Branch's objectives, policies and processes for managing those risks and the methods used to measure them.

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

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

The State Council has overall responsibility for the determination of the Branch's risk management objectives and policies.

(b) *Credit Risk*

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

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

	2013 \$	2012 \$
Cash and Cash Equivalents	<u>3,646</u>	<u>26,491</u>
The cash and cash equivalents are held in a high quality Australian financial institution.		
Net amount receivable - National Council	<u>-</u>	<u>-</u>
Sundry Debtors	<u>102,913</u>	<u>19,013</u>
Total receivables	<u>102,913</u>	<u>19,013</u>

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

AUTOMOTIVE, FOOD, METALS, ENGINEERING, PRINTING & KINDRED INDUSTRIES UNION

QUEENSLAND BRANCH

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 SEPTEMBER 2013**

12 FINANCIAL RISK MANAGEMENT (CONT'D)

(c) *Liquidity Risk*

Liquidity risk is the risk that the Branch may encounter difficulties raising funds to meet commitments associated with financial instruments. The Branch is not significantly exposed to this risk; as at 30 September 2013 \$3,646 of cash and cash equivalents to meet these obligations as they fall due. Financial liabilities at 30 September 2013 totalled \$60,827. The Branch manages liquidity risk by monitoring cash flows. Further the National Council has made an undertaking to provide financial support to the Branch.

(d) *Market Risk*

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

(e) (i) *Interest Rate Risk*

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

30 September 2013	Floating Interest Rate \$	Non Interest Bearing \$	Total \$
Financial Assets			
Cash and cash equivalents	3,646	-	3,646
Receivables	-	102,913	102,913
	<u>3,646</u>	<u>102,913</u>	<u>106,559</u>
Weighted average interest rate	.001%		
Financial Liabilities			
Payables	-	60,827	60,827
	<u>-</u>	<u>60,827</u>	<u>60,827</u>
Net Financial Assets (Liabilities)	<u>3,646</u>	<u>42,086</u>	<u>45,732</u>

AUTOMOTIVE, FOOD, METALS, ENGINEERING, PRINTING & KINDRED INDUSTRIES UNION

QUEENSLAND BRANCH

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 SEPTEMBER 2013**

12 FINANCIAL RISK MANAGEMENT (CONT'D)

30 September 2012	Floating Interest Rate	Non Interest Bearing	Total
	\$	\$	\$
Financial Assets			
Cash and cash equivalents	26,491	-	26,491
Receivables	<u>-</u>	<u>19,013</u>	<u>19,013</u>
	26,491	19,013	45,504
Weighted average interest rate	.004%		
Financial Liabilities			
Payables	<u>-</u>	<u>62,194</u>	<u>62,194</u>
Net Financial Assets (Liabilities)	26,491	(43,181)	(16,690)
Sensitivity Analysis			
	Carrying Amount	+50% (50 basis points) Profit	-50% (50 basis points) Loss
2013	\$	\$	\$
Cash Assets	<u>3,646</u>	<u>1</u>	<u>1</u>
2012			
Cash Assets	<u>26,491</u>	<u>7</u>	<u>7</u>

(ii) Other Price Risks

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

(iii) Foreign Exchange Risk

The Branch is not directly exposed to foreign exchange rate risk.

13 SUBSEQUENT EVENTS

There are no subsequent events that have occurred or are likely to occur that require disclosure.

AUTOMOTIVE, FOOD, METALS, ENGINEERING, PRINTING & KINDRED INDUSTRIES UNION

QUEENSLAND BRANCH

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 SEPTEMBER 2013**

14 CONTINGENT LIABILITIES, ASSETS AND COMMITMENTS

There were no contingent liabilities, assets or commitments at 30 September 2013.

15 KEY MANAGEMENT PERSONNEL COMPENSATION

Key management personnel compensation has been disclosed in the National Council's financial report.

16 ADDITIONAL BRANCH INFORMATION

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

Union House
Level 1
366 Upper Roma Street
BRISBANE QLD 4000

AUTOMOTIVE, FOOD, METALS, ENGINEERING, PRINTING & KINDRED INDUSTRIES UNION

QUEENSLAND BRANCH

INDEPENDENT AUDIT REPORT

To the members of the Automotive, Food, Metals, Engineering, Printing & Kindred Industries Union, Queensland Branch.

We have audited the accompanying financial report of The Automotive, Food, Metals, Engineering, Printing & Kindred Industries Union, Queensland Branch, which comprises the statement of financial position as at 30 September 2013, statement of comprehensive income, statement of changes in accumulated funds (losses) and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and branch committee of management's statement.

Branch Committee of Management and the Branch Secretary's Responsibility for the Financial Report

The branch committee of management and the branch secretary are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the Fair Work (Registered Organisations) Act 2009 and for such internal control as the committee of management and the branch secretary determine is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance about whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the branch committee of management and branch secretary, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

AUTOMOTIVE, FOOD, METALS, ENGINEERING, PRINTING & KINDRED INDUSTRIES UNION

QUEENSLAND BRANCH

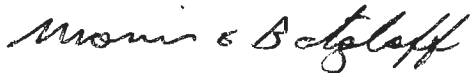
INDEPENDENT AUDIT REPORT

Independence

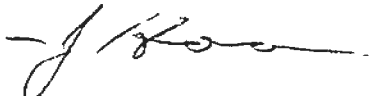
In conducting our audit, we have complied with the independence requirements of the Australian professional accounting bodies and the Fair Work (Registered Organisations) Act 2009.

Auditor's Opinion

In our opinion, the financial report presents fairly, in all material respects, the financial position of The Automotive, Food, Metals, Engineering, Printing & Kindred Industries Union, Queensland Branch as at 30 September 2013, and its financial performance and cash flows for the year then ended in accordance with Australian Accounting Standards and the requirements imposed by Part 3 of Chapter 8 of the Fair Work (Registered Organisations) Act 2009.



Morris & Batzloff
Chartered Accountants



Norman J Hoare
Partner
Member of Institute of Chartered Accountants
And Holder of Current Public Practice Certificate
Registered Company Auditor
96 Lytton Road
EAST BRISBANE QLD 4169

14th November 2013



8 October 2013

Mr Rohan Webb
Queensland State Secretary
"Automotive, Food, Metals, Engineering, Printing and Kindred Industries Union" known as the Australian
Manufacturing Workers' Union (AMWU) - Queensland Branch
Sent by email: rohan.webb@amwu.asn.au

Dear Mr Webb,

**Re: Lodgement of Financial Report - [FR2013/395]
Fair Work (Registered Organisations) Act 2009 (the RO Act)**

The financial year of the Queensland Branch of the "Automotive, Food, Metals, Engineering, Printing and Kindred Industries Union" known as the Australian Manufacturing Workers' Union (AMWU) (the reporting unit) ended on 30 September 2013.

This is a courtesy letter to remind you of the obligation to prepare and lodge the financial report for the reporting unit by the due date, namely 15 April 2014 (that is the period within 6 months and 14 days of the end of the financial year) under s.268 of the RO Act.

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

Fact sheets and guidance notes in relation to financial reporting under the RO Act are provided on the Fair Work Commission website. Additionally, the General Manager's updated reporting guidelines, that applies to all financial reports that end on or after 30 June 2013, is also on the website together with slides relating to our recently held financial reporting guidelines Webinar.

Fair Work Commission has also developed a model set of financial statements for the 2012-2013 financial year. There is no requirement to use this model but it may be a useful resource to ensure compliance with the RO Act, the reporting guidelines and the Australian Accounting Standards. All of the above information can be accessed through our website at [Compliance & litigation](#).

The financial report and any statement of loans, grants or donations made during the financial year [statement must be lodged within 90 days of end of financial year] can be emailed to orgs@fwc.gov.au. A sample statement of loans, grants or donations is at [sample document no.5](#)

It should be noted that s.268 is a civil penalty provision. Failure to lodge a financial report may result in legal proceedings being issued with the possibility of a pecuniary penalty (up to \$33,000 for a body corporate and \$6,600 for an individual per contravention) being imposed upon an officer whose conduct led to the contravention and/or your organisation.

Should you seek any clarification in relation to the above, please contact me on (03) 8661 7936 or via email at robert.pfeiffer@fwc.gov.au.

Yours sincerely,

Robert Pfeiffer
Senior Adviser
Regulatory Compliance Branch

TIMELINE/ PLANNER

Financial reporting period ending:	/ /	
Prepare financial statements and Operating Report.		
(a) A Committee of Management Meeting must consider the financial statements, and if satisfied, pass a resolution declaring the various matters required to be included in the Committee of Management Statement.	/ /	As soon as practicable after end of financial year
(b) A # designated officer must sign the Statement which must then be forwarded to the auditor for consideration as part of the General Purpose Financial Report (GPFR).		
Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /	Within a reasonable time of having received the GPFR (NB: Auditor's report must be dated on or after date of Committee of Management Statement)
Provide full report free of charge to members – s265 The full report includes: <ul style="list-style-type: none"> the General Purpose Financial Report (which includes the Committee of Management Statement); the Auditor's Report; and the Operating Report. 	/ /	(a) if the report is to be presented to a General Meeting (which must be held within 6 months after the end of the financial year), the report must be provided to members 21 days before the General Meeting, or (b) in any other case including where the report is presented to a Committee of Management meeting*, the report must be provided to members within 5 months of end of financial year.
Present full report to:		
(a) General Meeting of Members - s266 (1),(2); OR	/ /	Within 6 months of end of financial year
(b) where the rules of organisation or branch allow* - a Committee of Management meeting - s266 (3)	/ /	Within 6 months of end of financial year
Lodge full report with the Fair Work Commission, together with the #Designated Officer's certificate++ – s268	/ /	Within 14 days of meeting

* the full report may only be presented to a committee of management meeting if the rules of the reporting unit provide that a percentage of members (not exceeding 5%) are able to call a general meeting to consider the full report.

The Committee of Management Statement and the Designated Officer's certificate must be signed by the Secretary or another officer who is an elected official and who is authorised under the rules (or by resolution of the organisation) to sign the statement or certificate – s243.

++ The Designated Officer's certificate must state that the documents lodged are copies of the documents provided to members and presented to a meeting in accordance with s266 – dates of such events must be included in the certificate. The certificate cannot be signed by a non-elected official.