



26 February 2019

Mr Mike Zoetbrood  
Secretary, West Australian Branch  
The Australian Workers' Union

Dear Mr Zoetbrood

**Re: – Financial reporting – The Australian Workers' Union, West Australian Branch - for year ending 30 June 2018 (FR2018/198)**

I refer to the financial report of the West Australian Branch of the Australian Workers' Union in respect of the year ending 30 June 2018. The documents were lodged with the Registered Organisations Commission ('the ROC') on 20 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.

Difference in figure reporting in LGD statement and financial report

The total of donations disclosed in the loans, grants and donations statement lodged with the ROC under subsection 237(1) of the RO Act on 6 September 2018 differed from the total amount of donations exceeding \$1,000 disclosed at Note 4E in the financial report. The advice received was that the total amount disclosed in the financial report included amounts of donations that should have been included in the total of donations \$1,000 or less. The respective comparatives will need to be adjusted in next year's report.

Audit scope to include committee of management statement

The committee of management statement forms part of a general purpose financial report prepared under section 253 of the RO Act (see subsection 253(2)(c) of the RO Act) because it is one of the statements required by the reporting guidelines. It should therefore be identified by title in the auditor's scope paragraph in accordance with paragraph 24(c) of Australian Auditing Standard ASA 700 *Forming an Opinion and Reporting on a Financial Report*.

The auditor referred to the committee of management statement in the Other Information paragraph of the audit report.

Committee of Management statement – date of resolution

The committee of management statement signed on 5 November contained a typographical error in that it stated the date of the resolution as "14 December 2018", rather than as "5 November 2018".

### Recovery of wage activity revenue disclosure

The Committee of management statement included a declaration at sub-paragraph (f) that no revenue had been derived from recovery of wage activity. This declaration has been removed from the committee of management statement by reporting guideline 26, and should be disclosed within the statement of comprehensive income and notes in accordance with either reporting guideline 13(e) or 21 as appropriate.

### 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

A handwritten signature in black ink, appearing to read "Stephen Kellett", with a long horizontal stroke extending to the right.

Stephen Kellett  
Financial Reporting  
Registered Organisations Commission

**STRONGER  
TOGETHER**

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ABN 23 613 523 164  
MIKE ZOETBROOD Branch Secretary



Registered Organisations Commission  
GPO Box 2983  
Melbourne VIC 3001

Sent by email: [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au)

20<sup>th</sup> December 2018

Dear Sir/Madam

**RE: Lodgement of AWU WA Branch Audited Financial Returns 2017/18 and  
Statutory Declaration**

Please find attached a copy of the audited financial accounts for the West Australian Branch of The Australian Workers' Union (AWU).

I certify that these accounts were presented to the Branch Executive of the Union and accepted at a meeting held on 5<sup>th</sup> November 2018.

The audited accounts were then posted on the WA Branch website on 9<sup>th</sup> November 2018 following the meeting of the Branch Executive.

An Annual General Meeting of the Union was held on 14<sup>th</sup> December 2018 which endorsed the audited accounts and instructed me to lodge a copy with the Registered Organisations Commission in accordance with the Act.

Yours sincerely

Mike Zoetbrood  
Secretary  
The Australian Workers' Union,  
West Australian Branch

WESTERN AUSTRALIA

OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005

STATUTORY DECLARATION

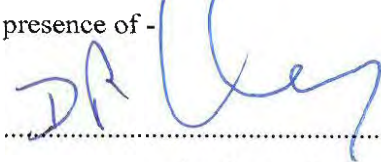
I, Michael Johannes ZOETBROOD, Union Official, of Level 3, 25 Barrack Street, PERTH  
sincerely declare as follows:-


1. I am the duly elected Branch Secretary of The Australian Workers' Union, West Australian Branch.
2. I have placed at the disposal of the Auditors all books and relevant documents in relation to the financial affairs of the Union in respect of the period ending 30 June 2018.
3. The documents lodged are copies of the documents provided to members and as presented to the Annual General Meeting in accordance with the Act.

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005*

at.....Perth..... }  
{place}  
.....20/12/2018.....  
{date}

in the presence of -  
..........  
{Signature of authorised witness}

by..........  
{Signature of person making the declaration}

.....DUSTIN RAFFERTY.....  
.....SOLICITOR.....  
{Name of authorised witness and qualification as such a witness}

# **Australian Workers' Union, West Australian Branch**

## **FINANCIAL STATEMENTS 2017–18**

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# Independent Auditor's Report

To the members of Australian Workers' Union, West Australian Branch

## Opinion

We have audited the **Financial Report** of Australian Workers' Union, West Australian Branch (the Entity).

In our opinion, the accompanying Financial Report presents fairly, in all material respects, the financial position of the Entity as at 30 June 2018, and of its financial performance and its cash flows for the year then ended, in accordance with:

- *Australian Accounting Standards*; and
- any financial reporting requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of the *Fair Work (Registered Organisation) Act 2009*.

The **Financial Report** comprises:

- Statement of financial position as at 30 June 2018
- Statement of comprehensive income, Statement of changes in equity, and Statement of cash flows for the year then ended
- Notes including a summary of significant accounting policies
- Expenditure Report as required under subsection 255(2A) of the *Fair Work (Registered Organisation) Act 2009* for the year ended 30 June 2018

## Basis for opinion

We conducted our audit in accordance with *Australian Auditing Standards*. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the Financial Report* section of our report.

We are independent of the Entity in accordance with the ethical requirements of the *Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the Financial Report in Australia. We have fulfilled our other ethical responsibilities in accordance with the Code.

## Emphasis of matter – Going concern basis of preparation

We draw attention to Note 1 to the Financial Report, which describes the going concern basis of preparation. In the preparation of the Financial Report, the Committee of Management have assessed that the Entity's use of the going concern basis of accounting is appropriate. Based on the audit evidence we have obtained, we conclude that Management's use of the going concern basis of preparation is appropriate. Our opinion is not modified in respect of this matter.



### Restriction on use and distribution

The Financial Report has been prepared to assist the members of Australian Workers' Union, West Australian Branch in complying with the financial reporting requirements of the *Fair Work (Registered Organisations) Act 2009*.

As a result, the Financial Report and this Auditor's Report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Our report is intended solely for the members of Australian Workers' Union, West Australian Branch and should not be used by parties other than the members of Australian Workers' Union, West Australian Branch. We disclaim any responsibility for any reliance on this report, or on the Financial Report to which it relates, to any person other than the members of Australian Workers' Union, West Australian Branch or for any other purpose than that for which it was prepared.

### Other Information

Other Information is financial and non-financial information in Australian Workers' Union, West Australian Branch's annual reporting which is provided in addition to the Financial Report and the Auditor's Report. The Committee of Management is responsible for the Other Information.

The Other Information we obtained prior to the date of this Auditor's Report was the Designated Officer's Certificate, the Operating Report and the Committee of Management Statement.

Our opinion on the Financial Report does not cover the Other Information and, accordingly, we do not express an audit opinion or any form of assurance conclusion thereon.

In connection with our audit of the Financial Report, our responsibility is to read the Other Information. In doing so, we consider whether the Other Information is materially inconsistent with the Financial Report or our knowledge obtained in the audit, or otherwise appears to be materially misstated.

We are required to report if we conclude that there is a material misstatement of this Other Information, and based on the work we have performed on the Other Information that we obtained prior to the date of this Auditor's Report we have nothing to report.

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

The Committee of Management is responsible for:

- The preparation and fair presentation of the Financial Report in accordance with *Australian Accounting Standards* and any financial reporting requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of the *Fair Work (Registered Organisation) Act 2009*
- Implementing necessary internal control to enable the preparation of Financial Report that is free from material misstatement, whether due to fraud or error
- Assessing the Entity's ability to continue as a going concern and whether the use of the going concern basis of accounting is appropriate. This includes disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless they either intend to liquidate the Entity or to cease operations, or have no realistic alternative but to do so.



## Auditor's responsibilities for the audit of the Financial Report

Our 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 our 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. They 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.

A further description of our responsibilities for the audit of the Financial Report is located at the *Auditing and Assurance Standards Board* website at:

[https://www.auasb.gov.au/auditors\\_responsibilities/ar4.pdf](https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf). This description forms part of our Auditor's Report.

I declare that I am an approved auditor as defined by Regulation 4 of the *Fair Work (Registered Organisations) Regulations 2009*, a member of the Institute of Chartered Accountants in Australia and hold a current Public Practice Certificate.

KPMG

Matthew Beevers  
*Partner*

Registration number (as registered by the  
Registered  
Organisations Commissioner under the  
*Registered  
Organisations Act 2009*): AA2017/176

235 St Georges Terrace  
Perth, WA, 6000

5 November 2018



**Australian Workers' Union West Australian Branch**

s.268 Fair Work (Registered Organisations) Act 2009

**CERTIFICATE BY PRESCRIBED DESIGNATED OFFICER**

Certificate for the period year 30 June 2018

I, Mike Zoetbrood being the Branch Secretary of the Australian Workers' Union West Australian Branch certify:

- that the documents lodged herewith are copies of the full report for the Australian Workers' Union West Australian Branch for the year 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 9 Nov '18; and
- that the full report was presented to a meeting of the committee of management of the reporting unit on 5 Nov '18 in accordance with s.266 of the Fair Work (Registered Organisations) Act 2009.

Signature of prescribed designated officer: ..... Mike Zoetbrood .....

Name of prescribed designated officer: Mike Zoetbrood

Title of prescribed designated officer: Branch Secretary

Dated: ..... 9 November 2018 .....

**Australian Workers' Union West Australian Branch**

**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.

	<b>2018</b>	<b>2017</b>
	<b>\$</b>	<b>\$</b>
<b>Categories of expenditures</b>		
Remuneration and other employment-related costs and expenses - employees	<b>2,057,292</b>	2,000,212
Advertising	-	.
Operating costs	<b>1,698,670</b>	1,948,304
Donations to political parties	-	-
Legal costs	<b>19,959</b>	47,493

Signature of designated officer:



Name and title of designated officer: Mike Zoetbrood

Dated: 5 November 2018

# **Australian Workers' Union, West Australian Branch**

## **Operating Report**

*for the year ended 30 June 2018*

The committee presents its report on the reporting unit for the financial year ended 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 principal activities of the reporting unit during the course of the financial year were those of a registered trade union working for the benefit of members through negotiating enterprise bargaining agreements, varying awards, representing members before industrial tribunals, training delegates in workplace organizing, recruitment and the public promotion of the interests of members.

The State Executive of the WA Branch were re-elected in July 2013 un-opposed.

There were no significant changes in the nature of the activities of the reporting unit during the year.

### **Significant changes in financial affairs**

There were no significant changes in the state of affairs of the reporting unit that occurred during the year.

As at 30 June 2018, Australian Workers' Union, West Australian Branch has reported a deficiency in net assets of \$145,362 (2017: deficiency of \$102,656). The deficiency in net assets includes the Branch's investment property, recorded on a historical cost basis, at its carrying value of \$358,179 (2017: \$375,479). The Branch has engaged an independent valuer which has determined the fair value of the investment property as at 21 March 2017 to be \$2,100,000. Had the Branch adopted a fair value accounting policy for its investment property using the 21 March 2017 fair value, its carrying value would have increased by approximately \$1.7 million and the net assets of the Branch would increase to a surplus of approximately \$1.6 million.

### **Right of members to resign**

AWU Rule 14 – Resigning as a member – provides for resignation of members in accordance with s174 of Schedule 1B of the Fair Work (Registered Organisations) Act 2009.

### **Officers or members who are superannuation fund trustee(s) (include position details) or director of a company that is a superannuation fund trustee where being a member or officer of a registered organisation is a criterion for them holding such position**

No officer or member of the reporting unit holds a position as a trustee or director of a superannuation entity or exempt public sector superannuation scheme where the criterion for holding such a position is that they are an officer or member of an organisation.

### **Number of members**

The number of persons in the register of members is 6,807 (2017: 7,217).

### **Number of employees**

The Branch employed 22 full time equivalent employees during the year although a number of these employees did not work for the full financial year.

### **Other information**

The Branch has maintained its affiliation with both the ALP and Unions WA during the financial year.

# Australian Workers' Union, West Australian Branch

## Operating Report (continued)

for the year ended 30 June 2018

### Names of Committee of Management members and period positions held during the financial year

The following persons held office through the entire period 1 July 2017 to 30 June 2018 unless otherwise indicated:

A. D. Hacking	Branch President
J. Pascoe	Branch Vice President
C. King	Branch Vice President (resigned 18/05/2018)
M. Zoetbrood	Branch Secretary
B. Gandy	Assistant Branch Secretary
D. Cullen	Committee Member
N. Pavlovic	Committee Member
S. Allen	Committee Member – Alcoa Pinjarra Sub-Branch President
W. Hope	Committee Member – Alcoa Pinjarra Sub-Branch Secretary
C Ramirez	Committee Member
D. Solly	Committee Member
D. Connors	Committee Member
T. Gulvin	Committee Member (resigned 30/06/2017)
P. Hampton	Committee Member (resigned 30/06/2017)
R. Woods	Committee Member (from 01/07/2017)
S. O'Reilly	Committee Member (from 01/07/2017)
B. Ahmed	Committee Member
R. Lynn	Committee Member (from 01/07/2017)

Signature of designated officer: .....  .....

Name and title of designated officer: ..... Mike Zoetbrood ..... AWU WA Branch Secretary.

Dated: ..... 5 November 2018 .....

# Australian Workers' Union, West Australian Branch

## Committee Of Management Statement

for the year ended 30 June 2018

On 14 December 2018 the Committee of Management of the Australian Workers' Union West Australian 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 any other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of the Fair Work (Registered Organisations) Act 2009 (the RO Act);
- (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.

Signature of designated officer: ..... Mike Zoetbrood .....

Name and title of designated officer: ..... Mike Zoetbrood ..... ALWU WA Branch  
Secretary

Dated: ..... 5 November 2018 .....

## Australian Workers' Union, West Australian Branch

### Statement of Comprehensive Income

for the year ended 30 June 2018

	Notes	2018 \$	2017 \$
<b>Revenue</b>			
Membership subscription		3,264,161	3,231,652
Capitation fees	3A	-	-
Levies	3B	-	-
Rental revenue	3C	168,090	153,084
Other revenue	3D	300,964	394,333
<b>Total revenue</b>		<b>3,733,215</b>	<b>3,779,069</b>
<b>Other income</b>			
Grants and/or donations	3E	-	-
<b>Total other income</b>		<b>-</b>	<b>-</b>
<b>Total income</b>		<b>3,733,215</b>	<b>3,779,069</b>
<b>Expenses</b>			
Employee expenses	4A	2,057,292	2,000,212
Capitation fees	4B	347,705	357,100
Affiliation expenses	4C	93,773	96,715
Administration expenses	4D	865,627	896,573
Grants or donations	4E	10,308	26,964
Finance costs	4F	25,613	29,975
Depreciation and amortisation	4G	104,497	102,626
Legal costs	4H	19,959	47,493
Audit and accounting fees	13	45,789	37,500
Write down and impairment of assets	4I	-	179,539
Net losses from sale of assets	4J	14,621	11,377
Other expenses	4K	190,737	209,935
<b>Total expenses</b>		<b>3,775,921</b>	<b>3,996,009</b>
<b>Deficit for the year</b>		<b>(42,706)</b>	<b>(216,940)</b>
<b>Other comprehensive income</b>			
Items that will be subsequently reclassified to profit or loss		45,915	-
<b>Total comprehensive loss for the year</b>		<b>3,209</b>	<b>(216,940)</b>

The above statement should be read in conjunction with the notes

# Australian Workers' Union, West Australian Branch

## Statement of Financial Position

as at 30 June 2018

	Notes	2018 \$	2017 \$
<b>ASSETS</b>			
<b>Current assets</b>			
Cash and cash equivalents	5A	412,338	455,149
Trade and other receivables	5B	116,970	106,744
<b>Total current assets</b>		<b>529,308</b>	561,893
<b>Non-current assets</b>			
Land and buildings - Investment property	6A	358,179	375,479
Plant & equipment	6B	330,856	436,729
Other investments	6C	216,361	166,846
<b>Total non-current assets</b>		<b>905,396</b>	979,054
<b>Total assets</b>		<b>1,434,704</b>	1,540,947
<b>LIABILITIES</b>			
<b>Current liabilities</b>			
Trade payables	7A	626,507	643,930
Other payables	7B	13,973	73,791
Employee provisions	8A	428,220	393,113
Other liabilities	8B	96,127	70,263
<b>Total current liabilities</b>		<b>1,164,827</b>	1,181,097
<b>Non-current liabilities</b>			
Employee provisions	8A	48,824	49,227
Other liabilities	8B	316,900	413,279
<b>Total non-current liabilities</b>		<b>365,724</b>	462,506
<b>Total liabilities</b>		<b>1,530,551</b>	1,643,603
<b>Net assets</b>		<b>(95,847)</b>	(102,656)
<b>EQUITY</b>			
General funds		(557,780)	(515,074)
Reserves	9A	461,933	412,418
<b>Total equity</b>		<b>(95,847)</b>	(102,656)

The above statement should be read in conjunction with the notes

## Australian Workers' Union, West Australian Branch

### Statement of Changes in Equity

for the year ended 30 June 2018

	General funds	Reserves	Total
	\$	\$	\$
<b>Balance as at 1 July 2016</b>	(298,134)	412,418	114,284
<b>Deficit for the year</b>	(216,940)	-	(216,940)
Other comprehensive income for the year	-	-	-
<b>Closing balance as at 30 June 2017</b>	<u>(515,074)</u>	<u>412,418</u>	<u>(102,656)</u>
<b>Deficit for the year</b>	<b>(42,706)</b>	-	<b>(42,706)</b>
Other comprehensive income for the year	-	<b>49,515</b>	<b>49,515</b>
<b>Closing balance as at 30 June 2018</b>	<u><b>(557,780)</b></u>	<u><b>461,933</b></u>	<u><b>(95,847)</b></u>

The above statement should be read in conjunction with the notes



## Australian Workers' Union, West Australian Branch

### Statement of Cash Flows

for the year ended 30 June 2018

	Notes	2018 \$	2017 \$
<b>OPERATING ACTIVITIES</b>			
<b>Cash received</b>			
Receipts from other reporting units		-	-
Receipts from members		3,580,351	3,454,234
Other		469,054	547,417
		<u>4,049,405</u>	<u>4,001,651</u>
<b>Cash used</b>			
Suppliers		(1,429,691)	(1,401,818)
Employees		(2,022,588)	(2,049,491)
Payments to other reporting units	10A	(547,864)	(412,452)
<b>Net cash from operating activities</b>	10A	<u>49,262</u>	<u>137,890</u>
<b>INVESTING ACTIVITIES</b>			
<b>Cash received</b>			
Proceeds from sale of plant and equipment		10,889	14,044
<b>Cash used</b>			
Purchase of plant and equipment		(6,834)	(54,325)
Purchase of other investments		-	-
<b>Net cash from/(used by) investing activities</b>		<u>4,055</u>	<u>(40,281)</u>
<b>FINANCING ACTIVITIES</b>			
<b>Cash received</b>			
Loans and borrowings		(96,128)	(96,433)
<b>Net cash used by financing activities</b>		<u>(96,128)</u>	<u>(96,433)</u>
<b>Net increase in cash held</b>		<b>(42,811)</b>	1,176
Cash & cash equivalents at the beginning of the reporting period		<u>455,149</u>	453,973
<b>Cash &amp; cash equivalents at the end of the reporting period</b>	5A	<u><b>412,338</b></u>	<u>455,149</u>

The above statement should be read in conjunction with the notes

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# Australian Workers' Union, West Australian Branch

## Note 1 Summary of significant accounting policies

### 1.1 Basis of preparation of the financial statements

The financial statements are Tier 1 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 Australian Workers' Union, West Australian 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 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.

### 1.2 Financial position and going concern

As at 30 June 2018, Australian Workers' Union, West Australian Branch has reported a deficiency in net assets of \$145,362 (2017: deficiency of \$102,656). The deficiency in net assets includes the Branch's investment property, recorded on a historical cost basis, at its carrying value of \$358,179 (2017: \$375,479). The Branch has engaged an independent valuer which has determined the fair value of the investment property as at 21 March 2017 to be \$2,100,000. Had the Branch adopted a fair value accounting policy for its investment property using the 21 March 2017 fair value, its carrying value would have increased by approximately \$1.7 million and the net assets of the Branch would increase to a surplus of approximately \$1.6 million.

For the year ended 30 June 2018, the Branch reported a net deficit of \$42,706 (2017: \$216,940) and has a deficit in working capital of \$635,519 (2017: \$619,204). Included in trade payables as at 30 June 2018 is an amount due to AWU National of \$187,397 (2017: \$271,818).

Executives have prepared a cash flow forecast for the next 12 months which indicates that the Branch can meet its debts as and when they fall due. The accounts have been prepared on a going concern basis. No support was received in the current period, but the Executives note that the AWU National Office is required to support the WA Branch under its constitution if required. Under Rule 25 of the National Union's constitution all financial decisions are authorised by the National Executive and therefore it is their responsibility to take action to secure the satisfactory working of any Branch. As noted above, the Branch holds an investment property with a carrying value significantly lower than its fair value which could be utilised to provide working capital either through its sale or as a security for borrowings.

No financial support was provided to another reporting unit during the current period.

### 1.3 Comparative amounts

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

### 1.4 Significant accounting judgements and estimates

The following accounting assumptions or estimates have been identified that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period:

#### *Estimation of useful lives of assets*

The entity's management determines the estimated useful lives and related depreciation charges for its property, plant and equipment. The useful lives could change significantly as a result of use or some other event. Management will increase the depreciation charge where useful lives are less than previously estimated lives, or it will write off assets that have been abandoned or sold.

#### *Long service leave provision*

The liability for long service leave is recognised and measured at the present value of the estimated future cash flows to be made in respect of all employees at the reporting date.

## Australian Workers' Union, West Australian Branch

### *Fair value of investments*

A number of the reporting unit's accounting policies and disclosures require the measurement of fair values, for both financial and non-financial assets and liabilities.

The reporting unit has an established control framework with respect to the measurement of fair values. This includes a valuation team that has overall responsibility for overseeing all significant fair value measurements, including Level 3 fair values, and reports directly to the Commissioner.

The valuation team regularly reviews significant unobservable inputs and valuation adjustments. If third party information, such as broker quotes or pricing services, is used to measure fair values, then the valuation team assesses the evidence obtained from the third parties to support the conclusion that such valuations meet the requirements of IFRS, including the level in the fair value hierarchy in which such valuations should be classified. Significant valuation issues are reported to the reporting entity's Audit Committee.

When measuring the fair value of an asset or liability, the reporting entity uses observable market data as far as possible. Fair values are categorised into different levels in a fair value hierarchy based on the inputs used in the valuation techniques as follows:

- Level 1: quoted prices (unadjusted) in active markets for identical assets and liabilities
- Level 2: inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly (i.e. as prices) or indirectly (i.e. derived from prices); and
- Level 3: inputs for the assets or liability that are not based on observable market data (unobservable inputs).

If the inputs used to measure fair value of an asset or liability to fall into different levels of the fair value hierarchy, then the fair value measurement is categorised in its entirety in the same level of the fair value hierarchy as the lowest level input that is significant to the entire measurement.

The reporting unit recognises transfers between levels of fair value hierarchy at the end of the reporting period during which the change has occurred.

Further information about the assumptions made in measuring fair values is included in Note 15 Fair Value Measurements.

## **1.5 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 except for the following standards and amendments, which have been adopted for the first time this financial year:

- AASB 2016-2 Amendments to Australian Accounting Standards – Disclosure Initiative: Amendments to AASB 107, which amends AASB 107 Statement of Cash Flows (August 2015) to require entities preparing financial statements in accordance with Tier 1 reporting requirements to provide disclosures that enable users of financial statements to evaluate changes in liabilities arising from financing activities, including both changes arising from cash flows and no-cash changes

The adoption of this amendment did not have an impact on the reporting unit as the reporting unit has no financing activities.

- AASBB 2017-2 Amendments to Australian Accounting Standards – Further Annual Improvements 2014-2016 Cycle, which clarifies the scope of AASB 12 Disclosure of Interests in Other Entities by specifying that the disclosure requirements apply to an entity's interests in other entities that are classified as held for sale or discontinued operations in accordance with AASB 5 Non-current Assets Held for Sale and Discontinued Operations

The nature and effects of the changes required by this standard has no material impact on the financial statements of the reporting unit.

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## **Future Australian Accounting Standards requirements**

A 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 Australian Workers' Union, West Australian Branch include AASB 9 Financial Instruments, which becomes mandatory from the reporting unit's 2019 financial statements, and AASB 15 Revenue from Contracts, AASB 16 Leases and AASB 1058 Income of Not-For-Profit Entities, which will become mandatory from the reporting unit's 2020 financial statements. The reporting unit does not plan to adopt these standards early and the extent of the impact has not been determined.

### **1.6 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.

Membership contributions are accounted for on an accruals basis. Memberships paid in advance as at year end, are recorded as deferred income and included as a current liability in the statement of financial position.

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.

Referrer fee income is accounted for on an accrual basis and is recorded as revenue in the year to which it relates.

### **1.7 Gains**

#### **Sale of assets**

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

### **1.8 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 which are expected to be settled 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.

Other long-term employee benefits which are expected to be settled beyond twelve months are measured as the present value of the estimated future cash outflows to be made by the reporting unit 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.

Provision is made for separation and redundancy benefit payments.

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The reporting unit recognises a provision for termination as part of a broader restructuring when it has developed a detailed formal plan for the terminations of and has informed those employees affected that it will carry out the terminations. A provision for voluntary termination is recognised when the employee has accepted the offer of termination.

### 1.9 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.

### 1.10 Borrowing costs

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

### 1.11 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 statement of financial position.

### 1.12 Financial instruments

Financial assets and financial liabilities are recognised when the Australian Workers' Union, West Australian Branch 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.

### 1.13 Financial assets

Financial assets are classified as financial assets available for sale, or 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.

#### **Available-for-sale**

The reporting unit has investments in unlisted shares that are not traded in an active market but that are classified as available-for-sale financial assets and stated at fair value. Gains and losses arising from changes in fair value are recognised in other comprehensive income and accumulated in the investments revaluation reserve, with the exception of impairment losses, interest calculated using the effective interest method, and foreign exchange gains and losses on monetary assets, which are recognised in profit or loss.

## **Australian Workers' Union, West Australian Branch**

Where the investment is disposed of or is determined to be impaired, the cumulative gain or loss previously accumulated in the investments revaluation reserve is reclassified to profit or loss.

Dividends on available-for-sale equity instruments are recognised in profit or loss when the reporting unit right to receive the dividends is established. The fair value of available-for-sale monetary assets denominated in a foreign currency is determined in that foreign currency and translated at the spot rate at the end of the reporting period. The foreign exchange gains and losses that are recognised in profit or loss are determined based on the amortised cost of the monetary asset. Other foreign exchange gains and losses are recognised in other comprehensive income.

### ***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.

### ***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.

### ***Impairment of financial assets***

Financial assets 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 reporting units 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.

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.

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.

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### ***De-recognition of financial assets***

The reporting unit 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 asset's 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.

### ***Available-for-sale financial assets***

Impairment losses on available-for-sale financial assets are recognised by reclassifying the losses accumulated in the fair value reserve in equity to profit or loss. The cumulative loss that is reclassified from equity to profit or loss is the difference between the acquisition cost, net of any principal repayment and amortisation, and the current fair value, less any impairment loss recognised previously in profit or loss. Changes in cumulative impairment losses attributable to application of the effective interest method are reflected as a component of interest income. If, in a subsequent period, the fair value of an impaired available-for-sale debt security increases and the increase can be related objectively to an event occurring after the impairment loss was recognised, then the impairment loss is reversed, with the amount of the reversal recognised in profit or loss.

However, any subsequent recovery in the fair value of an impaired available-for-sale equity security is recognised in other comprehensive income.

### **1.14 Financial Liabilities**

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

#### ***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.

#### ***De-recognition of financial liabilities***

The reporting unit 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.

### **1.15 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.

### **1.16 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.

#### ***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 rate (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.



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Depreciation rates applying to each class of depreciable asset are as follows:

<u>Class of fixed asset</u>	<b>2018</b>	2017
Land and buildings - Investment Property	<b>50 years</b>	50 years
Plant and equipment	<b>6 – 20 years</b>	6 – 20 years

### **De-recognition**

An item of land, buildings, plant and equipment is de-recognized 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 recognized in the profit and loss.

### **1.17 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 cost and in accordance with the policies set out in 1.15.

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.

### **1.18 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 of disposal 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 Australian Workers' Union, West Australian Branch were deprived of the asset, its value in use is taken to be its depreciated replacement cost.

### **1.19 Taxation**

Australian Workers' Union, West Australian Branch is exempt from income tax under section 50.1 of the Income Tax Assessment Act 1997 however still has obligations 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 statement of cash flows 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.

### **1.20 Fair value measurement**

The fair values of financial instruments measured at amortised cost are disclosed in Note 15A.

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:

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- 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 Australian Workers' Union, West Australian Branch. 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 Australian Workers' Union, West Australian Branch 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
- 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 Australian Workers' Union, West Australian Branch 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 Australian Workers' Union, West Australian 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.

### Note 2 Events after the reporting period

There were no events that occurred after 30 June 2018, and/or prior to the signing of the financial statements, that would affect the ongoing structure and financial activities of Australian Workers' Union, West Australian Branch.

2018	2017
\$	\$

### Note 3 Income

#### Note 3A: Capitation fees

NIL	-	-
<b>Total capitation fees</b>	<b>-</b>	<b>-</b>

#### Note 3B: Levies

NIL	*	-
<b>Total levies</b>	<b>-</b>	<b>-</b>

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	2018 \$	2017 \$
<b>Note 3C: Rental revenue</b>		
Properties	164,350	153,084
Other	3,740	-
<b>Total rental revenue</b>	<b>168,090</b>	<b>153,084</b>
<b>Note 3D: Other revenue</b>		
Referrer fees	281,619	348,383
Gain on sale of property and equipment	6,161	-
Other revenue	13,184	45,950
	<b>300,964</b>	<b>394,333</b>
<b>Note 3E: Grants or donations</b>		
Grants	-	-
Donations	-	-
<b>Total grants or donations</b>	<b>-</b>	<b>-</b>
<b>Note 4 Expenses</b>		
<b>Note 4A: Employee expenses</b>		
<b>Holders of office:</b>		
Wages and salaries	178,036	287,425
Superannuation	21,295	32,245
Leave and other entitlements	34,704	30,510
Separation and redundancies	-	-
Other employee expenses	10,345	28,921
Payroll tax	10,466	14,624
<b>Subtotal employee expenses - holders of office</b>	<b>254,846</b>	<b>393,725</b>
<b>Employees other than office holders:</b>		
Wages and salaries	1,500,602	1,234,160
Superannuation	196,046	175,855
Leave and other entitlements	-	120,927
Separation and redundancies	-	-
Other employee expenses	40,068	12,863
Payroll tax	65,730	62,682
<b>Subtotal employee expenses - employees other than office holders</b>	<b>1,802,446</b>	<b>1,606,487</b>
<b>Total employee expenses</b>	<b>2,057,292</b>	<b>2,000,212</b>

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2018            2017  
\$                    \$

### Note 4B: Capitation fees and other expense to another reporting unit

#### Capitation fees

AWU - National Office	347,705	357,100
<b>Subtotal capitation fees</b>	<b>347,705</b>	<b>357,100</b>

#### Other expense to another reporting unit

NIL	-	-
<b>Subtotal capitation fees</b>	-	-

<b>Total capitation fees and other expenses to another reporting unit</b>	<b>347,705</b>	<b>357,100</b>
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### Note 4C: Affiliation fees

Australian Labour Party	46,538	34,859
Trades and Labour Council	42,275	50,575
ShopRite	4,960	11,281
<b>Total affiliation fees/subscriptions</b>	<b>93,773</b>	<b>96,715</b>

### Note 4D: Administration expenses

Total paid to employers for payroll deductions of membership subscriptions	-	-
Compulsory levies	4,485	17,567
Fees/allowances - meeting and conferences	-	-
Conference and meeting expenses	400	-
Contractors/consultants	-	-
Property expenses	247,071	233,072
Office expenses	93,102	86,936
Information communications technology	13,302	3,970
Broker Fees	80	1,916
Travel and accommodation	171,872	191,913
Other	335,315	361,199
<b>Total administration expenses</b>	<b>865,627</b>	<b>896,573</b>

#### Operating lease rentals:

Minimum lease payments	45,526	116,713
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2018 compulsory levies consist of \$4,485 (GST Exclusive) paid to the WA Labour Party for "Campaign contribution levy".

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	2018 \$	2017 \$
<b>Note 4E: Grants or donations</b>		
<b>Grants:</b>		
Total expensed that were \$1,000 or less	-	-
Total expensed that exceeded \$1,000	-	-
<b>Donations</b>		
Total expensed that were \$1,000 or less	<b>1,591</b>	6,464
Total expensed that exceeded \$1,000	<b>8,717</b>	20,500
<b>Total grants or donations</b>	<b>10,308</b>	26,964
In-Kind Donations:		
Vehicle costs	-	11,834
Employee wages	-	95,806
Other	-	4,159
<b>Total in-kind donations</b>	-	111,799
<b>Note 4F: Finance costs</b>		
Interest paid	<b>25,613</b>	29,975
<b>Total finance costs</b>	<b>25,613</b>	29,975
<b>Note 4G: Depreciation and amortisation</b>		
Depreciation		
Land and buildings	<b>17,300</b>	17,300
Property, plant and equipment	<b>87,197</b>	85,326
<b>Total depreciation</b>	<b>104,497</b>	102,626
<b>Total depreciation and amortisation</b>	<b>104,497</b>	102,626
<b>Note 4H: Legal costs</b>		
Litigation	-	-
Other legal costs	<b>19,959</b>	47,493
<b>Total legal costs</b>	<b>19,959</b>	47,493
<b>Note 4I: Write down and impairment of assets</b>		
Impairment - available for sale investments - refer note 6C	-	179,539
<b>Total write down and impairment of assets</b>	-	179,539
<b>Note 4J: Net losses from sale of assets</b>		
Motor vehicles	<b>14,621</b>	11,377
<b>Total net losses from asset sales</b>	<b>14,621</b>	11,377

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	2018	2017
	\$	\$

### Note 4K: Other expenses

Penalties - via RP Act or the Fair Work Act 2009	-	-
Site Levies	<b>62,543</b>	54,439
Bank charges	<b>19,053</b>	33,947
Other expenses	<b>109,141</b>	121,549
<b>Total other expenses</b>	<b>190,737</b>	<b>209,935</b>

### Note 5 Current assets

#### Note 5A: Cash and cash equivalents

Cash at bank	<b>411,947</b>	454,758
Cash on hand	<b>391</b>	391
<b>Total cash and cash equivalents</b>	<b>412,338</b>	<b>455,149</b>

#### Note 5B: Trade and other receivables

##### Receivables from other reporting unit

AWU National	-	-
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<b>Total receivables from other reporting unit</b>	<b>-</b>	<b>-</b>
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##### Less provision for doubtful debts

AWU National	-	-
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<b>Total provision for doubtful debts</b>	<b>-</b>	<b>-</b>
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<b>Receivables from other reporting unit (net)</b>	<b>-</b>	<b>-</b>
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##### Other receivables:

GST receivable from the Australian Taxation Office	-	2,179
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Other trade receivables	<b>116,970</b>	104,565
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<b>Total other receivables</b>	<b>116,970</b>	106,744
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<b>Total trade and other receivables (net)</b>	<b>116,970</b>	<b>106,744</b>
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## Australian Workers' Union, West Australian Branch

2018                      2017  
\$                              \$

### Note 6 Non-current assets

#### Note 6A: Land and buildings – investment property

Land and buildings:		
Cost	<b>865,000</b>	865,000
Accumulated depreciation	<b>(506,821)</b>	(489,521)
<b>Total land and buildings - investment property</b>	<b>358,179</b>	375,479

#### *Reconciliation of the opening and closing balances of Land and Buildings - investment property*

<b>As at 1 July</b>		
Gross book value	<b>865,000</b>	865,000
Accumulated depreciation and impairment	<b>(489,521)</b>	(472,221)
<b>Net book value 1 July</b>	<b>375,479</b>	392,779
Depreciation expense	<b>(17,300)</b>	(17,300)
<b>Net book value 30 June</b>	<b>358,179</b>	375,479
<b>Net book value as of 30 June represented by:</b>		
Gross book value	<b>865,000</b>	865,000
Accumulated depreciation and impairment	<b>(506,821)</b>	(489,521)
<b>Net book value 30 June</b>	<b>358,179</b>	375,479

The investment property is subject to a registered charge

#### Note 6B: Plant and equipment

Plant and equipment		
At cost	<b>1,220,797</b>	1,358,773
Accumulated depreciation	<b>(889,941)</b>	(922,044)
<b>Total office equipment</b>	<b>330,856</b>	436,729

#### *Reconciliation of the opening and closing balances of Plant and Equipment*

<b>As at 1 July</b>		
Gross book value	<b>1,358,773</b>	1,338,066
Accumulated depreciation and impairment	<b>(922,044)</b>	(844,915)
<b>Net book value 1 July</b>	<b>436,729</b>	493,151
<b>Additions:</b>		
By purchase	<b>6,834</b>	54,325
Depreciation expense	<b>(87,197)</b>	(85,326)
Other (Write-offs)	<b>(25,510)</b>	(25,421)
<b>Net book value 30 June</b>	<b>330,856</b>	436,729
<b>Net book value as of 30 June represented by:</b>		
Gross book value	<b>1,220,797</b>	1,358,773
Accumulated depreciation and impairment	<b>(889,941)</b>	(922,044)
<b>Net book value 30 June</b>	<b>330,856</b>	436,729

## Australian Workers' Union, West Australian Branch

2018            2017  
\$                    \$

### Note 6C: Other investments

Financial assets - available for sale	216,361	166,846
<b>Total other investments</b>	<b>216,361</b>	166,846

75,001 Ordinary Shares in Chifley Financial Services Pty Ltd (16.7% of total Ordinary Shares) were acquired by the AWU WA Branch from Unions NSW on the 24th February 2016.

No impairment expense was brought to account in the 2018 year (2017: \$179,539) with respect to this investment (refer note 4).

### Note 7 Current liabilities

#### Note 7A: Trade payables

Trade and other creditors	375,078	317,937
Accrued expenses	64,032	54,175
<b>Subtotal trade creditors</b>	<b>439,110</b>	372,112

#### Payables to other reporting unit

Payable to AWU - National	187,397	271,818
<b>Subtotal payables to other reporting unit</b>	<b>187,397</b>	271,818

<b>Total trade payables</b>	<b>626,507</b>	643,930
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Settlement is usually made within 30 days.

#### Note 7B: Other payables

Payable to employers for making payroll deductions of membership subscriptions	-	-
Legal costs		
Litigation	-	-
Other legal costs	-	-
Other liabilities	-	-
GST payable to the Australian Taxation Office	6,476	-
Prepayments received/unearned revenue	7,497	73,791
<b>Total other payables</b>	<b>13,973</b>	73,791

Total other payables are expected to be settled in:

No more than 12 months	13,973	73,791
More than 12 months	-	-
<b>Total other payables</b>	<b>13,973</b>	73,791



## Australian Workers' Union, West Australian Branch

2018                      2017  
\$                              \$

### Note 8 Provisions and other liabilities

#### Note 8A: Employee provisions

##### Office Holders:

Annual leave	-	40,872
Long service leave	<b>92,313</b>	80,388
Separations and redundancies	-	-
Other	-	-

<b>Subtotal employee provisions - office holders</b>	<b>92,313</b>	121,260
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##### Employees other than office holders:

Annual leave	<b>206,196</b>	180,198
Long service leave	<b>178,535</b>	140,882
Separations and redundancies	-	-
Other	-	-

<b>Subtotal employee provisions - employees other than office holders</b>	<b>384,731</b>	321,080
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<b>Total employee provisions</b>	<b>477,044</b>	442,340
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Current	<b>428,220</b>	393,113
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Non-Current	<b>48,824</b>	49,227
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<b>Total employee provisions</b>	<b>477,044</b>	442,340
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#### Note 8B: Other liabilities

Loans and borrowings	<b>413,027</b>	483,542
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<b>Total other liabilities</b>	<b>413,027</b>	483,542
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Current	<b>96,127</b>	70,263
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Non-Current	<b>316,900</b>	413,279
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<b>Total other liabilities</b>	<b>413,027</b>	483,542
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The loans and borrowings are unsecured for a term of 7 years expiring on 30 June 2023 at an interest rate of 5.30% (2017: 5.45%) and requires annual repayments (including interest) of \$96,607 (2017: \$96,607).

## Australian Workers' Union, West Australian Branch

2018      2017  
\$            \$

### Note 9 Reserves

#### Note 9A: Funds

##### *Capital Reserve*

<b>Balance as at start of year</b>	<b>72,750</b>	72,749
Transferred to reserve	-	-
Transferred out of reserve	-	-
<b>Balance as at end of year</b>	<b>72,750</b>	72,749

##### *Asset Revaluation Reserve*

<b>Balance as at start of year</b>	<b>237,146</b>	237,146
Transferred to reserve	-	-
Transferred out of reserve	-	-
<b>Balance as at end of year</b>	<b>237,146</b>	237,146

This reserve is not available to offset future revaluation decrements in non-current assets.

##### *Long Service Leave Reserve*

<b>Balance as at start of year</b>	<b>102,522</b>	102,523
Transferred to reserve	-	-
Transferred out of reserve	-	-
<b>Balance as at end of year</b>	<b>102,522</b>	102,523

##### *Available for sale reserve*

<b>Balance as at start of year</b>	-	-
Transferred to reserve	<b>49,515</b>	-
Transferred out of reserve	-	-
<b>Balance as at end of year</b>	<b>49,515</b>	-
<b>Total reserves</b>	<b>461,933</b>	412,418

### Note 10 Cash flow

#### Note 10A: Cash flow reconciliation

##### Reconciliation of cash and cash equivalents as per Balance Sheet to Cash Flow Statement:

##### Cash and cash equivalents as per:

Cash flow statement	412,338	455,149
Balance sheet	412,338	455,149
<b>Difference</b>	-	-

## Australian Workers' Union, West Australian Branch

2018            2017  
\$                    \$

### Note 10A: Cash flow reconciliation (continued)

<b>Reconciliation of (deficit) to net cash from operating activities:</b>		
(Deficit) for the year	(42,706)	(216,940)
<b>Adjustments for non-cash items:</b>		
Depreciation/amortisation	104,497	102,626
Impairment of investments	-	179,539
Bad or doubtful debts	-	-
Interest paid	25,613	29,975
Loss on sale of asset	14,621	11,377
	<u>102,025</u>	<u>106,577</u>
<b>Changes in assets/liabilities:</b>		
Change in debtors & prepayments	(10,226)	(75,629)
Change in supplier payables	(17,423)	250,013
Change in memberships due in advance	(59,818)	(93,792)
Change in employee benefits	34,704	(49,279)
<b>Net cash from operating activities</b>	<u>49,262</u>	<u>137,890</u>
Cash inflows	-	-
AWU - National Office	-	-
<b>Total cash inflows</b>	<u>-</u>	<u>-</u>
Cash outflows	-	-
AWU - National Office	547,864	412,452
<b>Total cash outflows</b>	<u>547,864</u>	<u>412,452</u>

### Note 11 Contingent liabilities, assets and commitments

#### Note 11A: Commitments and contingencies

##### Operating lease commitments – as lessee

The AWU WA Branch has contractual commitments in relation to leases for office space in Perth and regional Western Australia as well as for residential accommodation in the North West of Western Australia. The leases typically run for a period of 1 to 5 years, with the main Perth office lease having an option to renew the lease after the date. Lease payments are fixed and are generally non-cancellable.

## Australian Workers' Union, West Australian Branch

2018	2017
\$	\$

### Note 11A: Commitments and contingencies (continued)

Future minimum rentals payable under non-cancellable operating leases as at 30 June are as follows:

#### Future minimum rentals payable under non-cancellable operating leases as at 30 June are as follows:

Within one year	223,401	114,321
After one year but not more than five years	194,968	243,915
More than five years	-	-
<b>Total</b>	<b>418,369</b>	<b>358,236</b>

### Note 11A: Commitments and contingencies (continued)

#### Operating lease commitments – as lessor

The AWU WA Branch has contractual commitments in relation to leases for office space in East Perth. The leases typically run for a period of 1 to 5 years. Lease payments are fixed and are generally non-cancellable

Future minimum rentals receivable under non-cancellable operating leases as at 30 June are as follows:

#### Future minimum rentals receivable under non-cancellable operating leases as at 30 June are as follows:

Within one year	104,519	117,026
After one year but not more than five years	73,613	33,272
More than five years	31,172	-
<b>Total</b>	<b>209,304</b>	<b>150,298</b>

### Note 12 Related party disclosures

#### Note 12A: Related party transactions for the reporting period

Amounts totalling \$121,868 (2017: \$120,040) were received from The Australian Workers' Union West Australian Branch Industrial Union of Workers during the year for reimbursement of expenditure. The following table provides the total amount of transactions that have been entered into with related parties for the relevant year.

#### Expenses paid to AWU National Office includes the following:

Rent	49,280	50,893
Combined head office fees	396,299	392,809

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

The sales to and purchases from related parties are made on terms equivalent to those that prevail in arm's length transactions. Outstanding balances for sales and purchases at the year-end are unsecured and interest free and settlement occurs in cash. There have been no guarantees provided or received for any related party receivables or payables.

## Australian Workers' Union, West Australian Branch

2018                      2017  
\$                              \$

### Note 12B: Key management personnel remuneration for the reporting period

#### Short-term employee benefits

Salary (including annual leave taken)	211,964	287,425
Annual leave accrued	16,121	22,090
Performance bonus	985	-
Other benefits	-	28,921

<b>Total short-term employee benefits</b>	<b>229,070</b>	<b>338,436</b>
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#### Post-employment benefits:

Superannuation	21,295	32,245
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<b>Total post-employment benefits</b>	<b>21,295</b>	<b>32,245</b>
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#### Other long-term benefits:

Long-service leave	92,313	8,420
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<b>Total post-employment benefits</b>	<b>92,313</b>	<b>8,420</b>
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Termination benefits	-	-
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<b>Total</b>	<b>342,678</b>	<b>379,101</b>
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### Note 13 Remuneration of auditors

#### Value of the services provided

Financial statement audit services - KPMG	37,289	29,000
Financial statement preparation assistance - KPMG	6,000	6,000
Other assurance services - KPMG	2,500	2,500

<b>Total remuneration of auditors</b>	<b>45,789</b>	<b>37,500</b>
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No other services were provided by the auditors of the financial statements.

### Note 14 Financial instruments

The reporting unit has exposure to the following risks from their use of financial instruments:

- credit risk
- liquidity risk
- market risk

This note presents information about the reporting unit's exposure to each of the above risks, the reporting unit's objectives, policies and processes for measuring and managing risk. Further quantitative disclosures are included throughout these financial statements.

The Committee of Management has overall responsibility for the establishment and oversight of the reporting unit's risk management framework and for developing and monitoring risk management policies.

The reporting unit's risk management policies are established to identify and analyse the risks faced by the reporting unit, to set appropriate risk limits and controls, and to monitor risks and adherence to limits. Risk management policies and systems are reviewed regularly to reflect changes in market conditions and the reporting unit's activities. The reporting unit, through its training and management standards and procedures, aims to develop a disciplined and constructive control environment in which all employees understand their roles and obligations.

## Australian Workers' Union, West Australian Branch

2018            2017  
\$                    \$

### Note 14 Financial instruments (continued)

The Committee of Management oversees how management monitors compliance with the reporting unit's risk management policies and procedures and reviews the adequacy of the risk management framework in relation to the risks faced by the reporting unit.

#### Note 14A: Categories of financial instruments

##### *Financial assets*

Loans and receivables:

Cash and cash equivalents	412,338	455,149
Trade and other receivables	116,970	106,744
Investments	216,361	166,846

<b>Total</b>	<b>745,669</b>	<b>728,739</b>
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<b>Carrying amount of financial assets</b>	<b>745,669</b>	<b>728,739</b>
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#### Note 14A: Categories of financial instruments (continued)

##### *Financial liabilities*

Other financial liabilities:

Trade payables	626,507	643,930
Other payables	13,973	73,791
Other liabilities	413,027	483,542

<b>Total</b>	<b>1,053,507</b>	<b>1,201,263</b>
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<b>Carrying amount of financial liabilities</b>	<b>1,053,507</b>	<b>1,201,263</b>
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#### Note 14B: Net income and expense from financial assets and liabilities

##### **Loans and receivables**

Interest revenue	1,034	1,295
Interest expense	(25,613)	(29,975)

<b>Net gain/(loss) from loans and receivables</b>	<b>(24,579)</b>	<b>(28,680)</b>
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<b>Net gain/(loss) from financial assets and liabilities</b>	<b>(24,579)</b>	<b>(28,680)</b>
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#### Note 14C: Credit risk

Credit risk arises from cash and cash equivalents, investments and deposits with banks and financial institutions, as well as credit exposures to wholesale and retail customers, including outstanding receivables and committed transactions. For banks and financial institutions, only independently rated parties with a minimum rating of 'A' are accepted. The credit quality of customers is assessed based on past experience, trading history, and other factors. Individual credit limits are set.

The maximum exposure to credit risk at the reporting date is the carrying amount of the financial assets as summarised below.

The following table illustrates the Entity's gross exposure to credit risk, excluding any collateral or credit enhancements.

## Australian Workers' Union, West Australian Branch

2018  
\$                      2017  
\$

### Note 14C: Credit risk (continued)

#### Financial assets

Cash and cash equivalents	412,338	455,149
Trade and other receivables	116,970	106,744
Investments	216,361	166,846
<b>Total</b>	<b>745,669</b>	<b>728,739</b>

In relation to the Entity's gross credit risk, no collateral is held.

#### Credit quality of financial instruments not past due or individually determined as impaired

	Not Past Due Nor Impaired 2018 \$	Past Due or Impaired 2018 \$	Not Past Due Nor Impaired 2017 \$	Past Due or Impaired 2017 \$
Trade receivables	116,970	-	106,744	-
<b>Total</b>	<b>116,970</b>	<b>-</b>	<b>106,744</b>	<b>-</b>

### Note 14C: Credit risk (continued)

#### Ageing of financial assets that were past due but not impaired for 2018

	0 to 30 days \$	31 to 60 days \$	61 to 90 days \$	90+ days \$	Total \$
Trade receivables	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

#### Ageing of financial assets that were past due but not impaired for 2017

	0 to 30 days \$	31 to 60 days \$	61 to 90 days \$	90+ days \$	Total \$
Trade receivables	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

### Note 14D: Liquidity risk

Prudent liquidity risk management involves maintaining sufficient cash reserves. The Union manages liquidity risk by continuously monitoring forecast and actual cash flow. Surplus funds are generally only deposited in savings accounts with offering interest rates.

#### Contractual maturities for financial liabilities 2018

	On demand \$	< 1 year \$	1 - 2 years \$	2 - 5 years \$	> 5 years \$	Total \$
Trade payables	-	626,507	-	-	-	626,507
Other payables	-	13,973	-	-	-	13,973
Other liabilities	-	96,607	96,607	289,821	-	483,035
<b>Total</b>	<b>-</b>	<b>737,087</b>	<b>96,607</b>	<b>289,821</b>	<b>-</b>	<b>1,123,515</b>

## Australian Workers' Union, West Australian Branch

### Note 14D: Liquidity risk (continued)

Contractual maturities for financial liabilities 2017

	On demand \$	< 1 year \$	1 - 2 years \$	2 - 5 years \$	> 5 years \$	Total \$
Trade payables	-	643,930	-	-	-	643,930
Other payables	-	73,791	-	-	-	73,791
Other liabilities	-	96,607	96,607	289,820	96,607	579,641
<b>Total</b>	-	814,328	96,607	289,820	96,607	1,297,362

### Note 14E: Market risk

Market risk is the risk that changes in market prices, such as interest rates will affect the reporting unit's income or the value of its holdings of financial instruments. The objective of market risk management is to manage and control market risk exposures within acceptable parameters, while optimising the return.

#### Interest rate risk

The reporting units' main interest rate risk arises from cash and cash equivalents, which are at variable rates and denominated in Australian dollars.

### Note 14E: Market risk (continued)

#### Sensitivity analysis of the risk that the entity is exposed to for 2018

	Risk variable	Change in risk variable %	Effect on	
			Profit and loss \$	Equity \$
Interest rate risk	-	[+ 0.5%]	2,062	-
Interest rate risk	-	[- 0.5%]	(2,062)	-

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

	Risk variable	Change in risk variable %	Effect on	
			Profit and loss \$	Equity \$
Interest rate risk	-	[+ 0.5%]	2,276	-
Interest rate risk	-	[- 0.5%]	(2,276)	-



## Australian Workers' Union, West Australian Branch

### Note 14F: Change in liabilities arising from financing activities

	1 July 2017	Cash flows	Other	30 June 2018
	\$	\$	\$	\$
Current interest bearing loans and borrowings	70,263	(96,128)	96,379	70,514
Non-current interest bearing loans and borrowings	413,279	-	(70,766)	342,513
Total liabilities from financing activities	<u>483,542</u>	<u>(96,128)</u>	<u>25,613</u>	<u>413,027</u>

	1 July 2016	Cash flows	Other	30 June 2017
	\$	\$	\$	\$
Current interest bearing loans and borrowings	66,632	(96,433)	100,064	70,263
Non-current interest bearing loans and borrowings	483,368	-	(70,089)	413,279
Total liabilities from financing activities	<u>550,000</u>	<u>(96,433)</u>	<u>29,975</u>	<u>483,542</u>

The 'Other' column includes the effect of reclassification of non-current portion of interest-bearing loans and borrowings, including obligations under finance leases and hire purchase contracts to current due to the passage of time, the accrual of special dividends that were not yet paid at the year-end, and the effect of accrued but not yet paid interest on interest-bearing loans and borrowings. The reporting unit classifies interest paid as cash flows from operating activities.

### Note 15 Fair value measurement

#### Note 15A: Financial assets and liabilities

Management of the reporting unit assessed that the fair value of cash, trade receivables, investments and trade payables, and other current liabilities approximate their carrying amounts. 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 value of the entity's level 3 available-for-sale financial assets is derived from reference to the net assets of the entity to which the investment is in.
- Long-term fixed-rate and variable-rate receivables/borrowings are evaluated by the reporting entity 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.

## Australian Workers' Union, West Australian Branch

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

	Carrying amount 2018 \$	Fair value 2018 \$	Carrying amount 2017 \$	Fair value 2017 \$
<b>Financial assets</b>				
Cash and cash equivalents	412,338	412,338	455,149	455,149
Trade and other receivables	116,970	116,970	106,744	106,744
Investments	216,361	216,361	166,846	166,846
<b>Total</b>	<b>745,669</b>	<b>745,669</b>	<b>728,739</b>	<b>728,739</b>
<b>Financial liabilities</b>				
Trade payables	626,507	626,507	643,930	643,930
Other payables	13,973	13,973	73,791	73,791
Other liabilities	413,027	413,027	483,542	483,542
<b>Total</b>	<b>1,053,507</b>	<b>1,053,507</b>	<b>1,201,263</b>	<b>1,201,263</b>

### Note 15B: Fair value hierarchy

The following tables provide an analysis of 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 \$
Investments - available for sale	30 June 2018	-	-	216,361
<b>Total</b>		-	-	<b>216,361</b>

#### Fair value hierarchy - 30 June 2017

	Date of valuation	Level 1 \$	Level 2 \$	Level 3 \$
Investments - available for sale	30 June 2017	-	-	166,846
<b>Total</b>		-	-	<b>166,846</b>

There were no transfers between classes during the ended 30 June 2018.

### Note 15C: Reconciliation of Level 3 fair values

	2018 \$	2017 \$
Balance as at 1 July	166,846	346,385
Revaluation of investments	49,515	-
Impairment	-	(179,539)
<b>Total</b>	<b>216,361</b>	<b>166,846</b>

The fair value was determined to be \$216,361 at 30 June 2018, resulting in an increase in the investment for the year of \$49,515. The unrealised gain of \$49,515 was recognised in other comprehensive income.

## Australian Workers' Union, West Australian Branch

### Note 15D: Sensitivity analysis

For the fair values of investments – available for sale, reasonably possible changes at the reporting date, would have the following effects:

	Change in risk variable %	Effect on	
		Profit and loss \$	Equity \$
<b>2018</b>			
Net value of the entity to which the investment is	[+ 20%]	-	43,272
Net value of the entity to which the investment is	[- 20%]	(43,272)	-

	Change in risk variable %	Effect on	
		Profit and loss \$	Equity \$
<b>2017</b>			
Net value of the entity to which the investment is	[+ 20%]	-	33,369
Net value of the entity to which the investment is	[- 20%]	(33,369)	-

### Note 16 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 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).