29 August 2016

FairWork Commission

Mr Leroy Lazaro
Secretary, Victorian Postal & Telecommunications Branch
Communications Division
CEPU

Sent by email: office@cwuvic.asn.au

Dear Mr Lazaro

Re: Lodgement of financial accounts and statements - CEPU, Communications Division, Victorian Postal & Telecommunications Branch - year ended 31 March 2016 (FR2016/69)

I acknowledge receipt of the financial report for the year ended 31 March 2016 for the Victorian Postal and Telecommunications Branch. The documents were lodged with the Fair Work Commission on 25 August 2016.

The financial report was filed based on a primary review. This involved examining 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.

Please note that the financial report for the year ending 31 March 2017 may be subject to an advanced compliance review.

Reporting Requirements

On the FWC website a number of factsheets in relation to the financial reporting process and associated timelines are available. The most recent copy of the Reporting Guidelines and a model set of financial statements can also be found. The FWC recommends reporting units use this model as it assists in ensuring compliance with the *Fair Work (Registered Organisations) Act 2009*, the s.253 Reporting Guidelines and the Australian Accounting Standards. Access to this information may be obtained via this link.[1]

If you require further information on the financial reporting requirements of the Act, I may be contacted on (02) 6746 3283 or by email at stephen.kellett@fwc.gov.au.

Yours sincerely

Stephen Kellett

Stephen Kellett
Regulatory Compliance Branch

[1] https://www.fwc.gov.au/registered-organisations/compliance-governance/financial-reporting

80 William Street
Sydney NSW 2011
Telephone: (02 9308 1970
Facsimile: (02) 9380 6990
Email: orgs@fwc.gov.au

From: KELLETT, Stephen
Sent: Monday, 29 August 2016 4:44 PM
To: 'office@cwuvic.asn.au'
Subject: Attention Mr Leroy Lazaro - financial reporting - y/e 31 March 2016 - filing

Dear Mr Lazaro,

Please see attached my letter in relation to the above.

Yours sincerely

STEPHEN KELLETT
Regulatory Compliance Branch
FAIR WORK COMMISSION

80 William Street
EAST SYDNEY NSW 2011

(02) 6746 3283
(email) stephen.kellett@fwc.gov.au

CEPU CPTV FR2016
69 (primary final).pdf

From: Office [mailto:office@cwuvic.asn.au]
Sent: Thursday, 25 August 2016 2:48 PM
To: Orgs
Cc: 'Greg Rayner'; 'Annette Moran'
Subject: [Kellett] On CMS FR2016/69 Financial Report March 2016 - Designated Officers Certificate

To Whom it May Concern

Please find attached.

FINANCIAL REPORT 31 MAR 2016.pdf   CCE25082016_0001.pdf

Regards

Leroy Lazaro
Branch Secretary
T: 03 9387 0189   F: 03 9387 3512
M: 0422 546 814   E: office@cwuvic.asn.au

Communication Workers Union
Postal & Telecommunication Branch Victoria
75 Melville Road, Brunswick West Vic 3055
PO Box 14, Brunswick West Vic 3055   www.cwuvic.asn.au

CEPU: COMMUNICATIONS DIVISION:
POSTAL & TELECOMMUNICATIONS BRANCH VICTORIA
s.268 Fair Work (Registered Organisations) Act 2009

CERTIFICATE BY PRESCRIBED DESIGNATED OFFICER
Certificate for the period ended 31 March 2016

Postal & Telecommunications Branch of Victoria Division of the CEPU

PO Box 14
Brunswick West
Victoria 3055

Ph: (03) 9387 0189
Fax: (03) 9387 3512
Website: www.cwu.vic.asn.au
Email: office@cwuvic.asn.au

I, Leroy Lazaro being an officer of the organisation who is authorised by the CEPU: Communications Division: Postal & Telecommunications Branch Victoria to sign this certificate certify:

- that the document lodged herewith is a copy of the full for the CEPU: Communications Division: Postal & Telecommunications Branch Victoria for the period ended March 31, 2016 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 July 29, 2016 on the Branch's web-site

- that the full report was presented to a meeting of the committee of management on 27 July , 2015 (s 266 (3)) and a general meeting of members of the reporting unit on 20 August 2016 in accordance with s. 266 (2)) of the Fair Work (Registered Organisations) Act 2009.

Signature of prescribed designated officer........ L. Lazaro

Name of prescribed designated officer........ LEROY LAZARO

Title of prescribed designated officer........ STATE SECRETARY

Dated: 25th AUGUST 2016

COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA, COMMUNICATIONS DIVISION, POSTAL AND TELECOMMUNICATIONS BRANCH (VICTORIA)

ABN 30 490 675 447

FINANCIAL REPORT

FOR THE YEAR ENDED

31 MARCH 2016

COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA, COMMUNICATIONS DIVISION, POSTAL AND TELECOMMUNICATIONS BRANCH (VICTORIA)

ABN 30 490 675 447

OPERATING REPORT

In accordance with Section 254 of the Fair Work (Registered Organisations) Act 2009 ("Act") the Committee of Management present their Operating Report on Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia, Communications Division, Postal and Telecommunications Branch (Victoria) ("the Union"), the relevant Reporting Unit for the financial year ended 31 March 2016.

Principal Activities
The principal activities of the Union during the financial year were to represent the industrial, professional and political interests of Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia, Communications Division, Postal and Telecommunications Branch (Victoria) workers in the State of Victoria.

Operating Result
The results of the principal activities of the Union during the financial year was to further the interests of Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia, Communications Division, Postal and Telecommunications Branch (Victoria) workers through improvements in wages and conditions, health and safety, legal rights and company compliance with Australian labour standards.

The operating profit of the Union for the financial year was $146,898 (2015: $104,280). No provision for tax was necessary as the Union is exempt from income tax.

Significant change
There were no significant changes in the principal activities or financial affairs of the Union during the financial year.

Rights of Members
Pursuant to the Reporting Unit Rule 21 and Section 174 of the Fair Work (Registered Organisations) Act 2009, members have the right to resign from membership by providing written notice addressed to and delivered to the Secretary of the Reporting Unit.

A notice of resignation from membership of the Union takes effect:
(a) where the member ceases to be eligible to become a member of the Union
    (i) on the day on which the notice is received by the Union
    (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 the later, or

(b) in any other case:
    (i) at the end of two weeks after the notice is received by the Union, or
    (ii) on the day specified in the notice
    whichever is the later.

Superannuation Officeholders
No officer or member of the Union is:
(a) is a trustee of a superannuation entity or an exempt public sector superannuation scheme; or

(b) a director of a company that is a trustee of a superannuation entity or an exempt public sector superannuation scheme.

Other Prescribed Information
In accordance with Regulation 159 of the Fair Work (Registered Organisations) Regulations 2009 ("Regulations"):

(a) the number of persons that were, at the end of the financial year to which the report relates, recorded in the register of members for Section 230 of the Act and who are taken to be members of the Union under section 244 of the Act was 4,380 (2015: 4,483). Total unfinancial members at the end of the financial year was 172.

(b) the number of persons who were, at the end of the financial year to which the report relates, employees of the Union, where the number of employees includes both full-time and part-time employees, measured on a full-time equivalent basis was 8.5 (2015:11).

(c) the names of each person who have been a member of the Committee of Management of the Union at any time during the reporting period, and the period for which he or she held such a position were;

Name	
Joan Doyle	Branch Secretary / Treasurer (until July 31, 2015)
Leroy Lazaro	Branch Secretary / Treasurer (from August 1, 2015)
Ray Gorman	Branch President (until July 31, 2015)
Chris Punshon	Branch President (from August 1, 2015)
Peter Shead	Branch Vice – President
Ray Zimmer	Branch Vice – President (until July 31, 2015)
Andy Howson	Branch Vice-President (from August 1, 2015)
Cindy Shelley	Branch Organiser
Brendan Henley	Branch Organiser
Leroy Lazaro	Branch Organiser (until July 31, 2015)
Joan Doyle	Branch Organiser (from August 1, 2015)
Val Butler	Branch Committee of Management Member
Louise Whitefield	Branch Committee of Management Member
Meredith San Jose	Branch Committee of Management Member
Laural McGlashan	Branch Committee of Management Member
Wayne Redenbach	Branch Committee of Management Member
Angelo Ozella	Branch Committee of Management Member
Ross Hudson	Branch Committee of Management Member
Andy Howson	Branch Committee of Management Member (until July 31, 2015)
Chris Punshon	Branch Committee of Management Member (until July 31,2015)
Timothy Gaunt	Branch Committee of Management Member (until July 31,2015)
Kristin Potamidis	Branch Committee of Management Member (until July 31,2015)
Kevin Gomez	Branch Committee of Management Member (from August 1, 2015)
Gary Cleland	Branch Committee of Management Member (from August 1, 2015)
Rob Heller	Branch Committee of Management Member (from August 1, 2015)

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

Signed in accordance with a resolution of the Committee of Management.

For Committee of Management: Leroy Lazaro
Title of Office held: Branch Secretary

Signature: L. Lazaro

Dated: 27 July 2016

Melbourne

COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA, COMMUNICATIONS DIVISION, POSTAL AND TELECOMMUNICATIONS BRANCH (VICTORIA)

ABN 30 490 675 447

COMMITTEE OF MANAGEMENT STATEMENT FOR THE YEAR ENDED 31 MARCH 2016

On the 27 July 2016 the Committee of Management of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia, Communications Division, Postal and Telecommunications Branch (Victoria) ("Union/Reporting Unit") passed the following resolution in relation to the general purpose financial report (GPFR) for the year ended 31 March 2016:

The Committee of Management declares that in its opinion:

(a) the financial statements and notes comply with the Australian Accounting Standards;

(b) the financial statements and notes comply with the reporting guidelines of the General Manager;

(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 General Manager duly made under section 272 of the RO Act has been provided to the member or General Manager; 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.

For Committee of Management: Leroy Lazaro
Title of Office held: Branch Secretary

Signature: L. Lazaro

Dated: 27 July 2016

Melbourne

COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA, COMMUNICATIONS DIVISION, POSTAL AND TELECOMMUNICATIONS BRANCH (VICTORIA)

ABN 30 490 675 447

STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME FOR THE PERIOD ENDED 31 MARCH 2016

	Notes	2016 $	2015 $
Revenue			
Membership subscription		**1,461,533**	1,597,452
Capitation fees	3A	-	-
Levies	3B	-	-
Interest	3C	**45,525**	45,173
Rental revenue	3D	-	-
Other revenue		**11,850**	13,067
Total revenue		**1,518,908**	1,655,692
Other Income			
Grants and/or donations	3E	-	-
Share of net profit from associate	6E	-	-
Net gains from sale of assets	3F	-	-
Total other income		-	-
Total income		**1,518,908**	1,655,692
Expenses			
Employee expenses	4A	**794,496**	811,801
Capitation fees	4B	**348,976**	356,838
Affiliation fees	4C	**36,631**	34,053
Administration expenses	4D	**201,519**	229,657
Grants or donations	4E	-	-
Depreciation and amortisation	4F	**24,517**	26,612
Finance costs	4G	-	-
Legal costs	4H	**14,092**	11,220
Audit fees	14	**16,300**	16,727
Share of net loss from associate	6E	-	-
Write-down and impairment of assets	4I	-	-
Net losses from sale of assets	4J	**1,132**	6,661
Other expenses	4K	**(89,302)**	28,066
Journey cover expense	4L	**23,649**	29,777
Total expenses		**1,372,010**	1,551,412
Profit for the year		**146,898**	104,280
Other comprehensive income			
Items that will not be subsequently reclassified to profit or loss		-	-
Gain on revaluation of land & buildings		-	-
Total comprehensive income for the year		**146,898**	104,280

The above statement should be read in conjunction with the notes.

COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA, COMMUNICATIONS DIVISION, POSTAL AND TELECOMMUNICATIONS BRANCH (VICTORIA)

ABN 30 490 675 447

STATEMENT OF FINANCIAL POSITION AS AT 31 MARCH 2016

	Notes	2016 $	2015 $
ASSETS			
Current Assets			
Cash and cash equivalents	5A	**1,779,487**	1,479,151
Trade and other receivables	5B	**23,442**	12,856
Inventories		**-**	-
Other current assets	5C	**12,470**	9,462
Total current assets		**1,815,399**	1,501,469
Non-Current Assets			
Land and buildings	6A	**1,040,125**	1,052,107
Plant and equipment	6B	**42,927**	54,594
Investment Property	6C	**-**	-
Intangibles	6D	**-**	-
Investments in associates	6E	**-**	-
Other investments	6F	**1,000**	1,000
Other non-current assets	6G	**-**	-
Total non-current assets		**1,084,052**	1,107,701
Total assets		**2,899,451**	2,609,170
LIABILITIES			
Current Liabilities			
Trade payables	7A	**6,015**	35,820
Other payables	7B	**279,445**	128,808
Employee provisions	8A	**194,713**	167,341
Total current liabilities		**480,173**	331,969
Non-Current Liabilities			
Employee provisions	8A	**20,697**	25,518
Other non-current liabilities	9A	**-**	-
Total non-current liabilities		**20,697**	25,518
Total liabilities		**500,870**	357,487
Net assets		**2,398,581**	2,251,683
EQUITY			
Retained earnings – General fund	10A	**2,436,181**	2,289,283
Accumulated loss – Welfare fund		**(37,600)**	(37,600)
Total equity		**2,398,581**	2,251,683

The above statement should be read in conjunction with the notes.

COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA, COMMUNICATIONS DIVISION, POSTAL AND TELECOMMUNICATIONS BRANCH (VICTORIA)

ABN 30 490 675 447

STATEMENT OF CHANGES IN EQUITY
FOR THE PERIOD ENDED 31 MARCH 2016

	Notes	Retained Earnings General fund $	Accumulated losses Welfare fund $	Total equity $
Balance as at 1 April 2014		2,184,806	(37,403)	2,147,403
Adjustment for errors		-	-	-
Adjustment for changes in accounting policies		-	-	-
Profit for the year		104,477	(197)	104,280
Other comprehensive income for the year		-	-	-
Transfer to/from general funds	10A	-	-	-
Transfer from retained earnings		-	-	-
Closing balance as at 31 March 2015		**2,289,283**	**(37,600)**	**2,251,683**
Adjustment for errors		-	-	-
Adjustment for changes in accounting policies		-	-	-
Profit for the year		**146,898**	-	**146,898**
Other comprehensive income for the year		-	-	-
Transfer to/from general funds	10A	-	-	-
Transfer from retained earnings		-	-	-
Closing balance as at 31 March 2016		**2,436,181**	**(37,600)**	**2,398,581**

The above statement should be read in conjunction with the notes.

COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA, COMMUNICATIONS DIVISION, POSTAL AND TELECOMMUNICATIONS BRANCH (VICTORIA)

ABN 30 490 675 447

CASH FLOW STATEMENT
FOR THE PERIOD ENDED 31 MARCH 2016

	Notes	2016 $	2015 $
OPERATING ACTIVITIES			
Cash received			
Receipts from other reporting units/controlled entity(s)	11B	-	946
Membership contributions		**1,737,080**	1,755,114
Interest		**44,480**	47,522
Other		**13,035**	13,333
Cash used			
Employees		**(771,945)**	(817,490)
Suppliers		**(251,096)**	(425,658)
Payment to other reporting units/controlled entity(s)	11B	**(469,218)**	(442,779)
Net cash from operating activities	11A	**302,336**	130,988
INVESTING ACTIVITIES			
Cash received			
Proceeds from sale of plant and equipment		**500**	-
Proceeds from sale of land and buildings		-	-
Other		-	-
Cash used			
Purchase of plant and equipment		**(2,500)**	(16,341)
Purchase of land and buildings		-	(963,332)
Other			-
Net cash used by investing activities		**(2,000)**	(979,673)
FINANCING ACTIVITIES			
Cash received			
Contributed equity		-	-
Other		-	-
Cash used			
Repayment of borrowings		-	-
Other		-	-
Net cash from (used by) financing activities		-	-
Net increase/(decrease) in cash held		**300,336**	(848,685)
Cash & cash equivalents at the beginning of the reporting period		**1,479,151**	2,327,836
Cash & cash equivalents at the end of the reporting period	5A	**1,779,487**	1,479,151

The above statement should be read in conjunction with the notes.

COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA, COMMUNICATIONS DIVISION, POSTAL AND TELECOMMUNICATIONS BRANCH (VICTORIA)

ABN 30 490 675 447

RECOVERY OF WAGES ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2016

	2016 $	2015 $
Cash assets in respect of recovered money at beginning of year	-	-
Receipts		
Amounts recovered from employers in respect of wages etc.	-	-
Interest received on recovered money	-	-
Total receipts	-	-
Payments		
Deductions of amounts due in respect of membership for:		
12 months or less	-	-
Greater than 12 months	-	-
Deductions of donations or other contributions to accounts or funds of:		
The reporting unit:		
name of account	-	-
name of fund	-	-
Name of other reporting unit of the organisation:		
name of account	-	-
name of fund	-	-
Name of other entity:		
name of account	-	-
name of fund	-	-
Deductions of fees or reimbursement of expenses	-	-
Payments to workers in respect of recovered money	-	-
Total payments	-	-
Cash asset's in respect of recovered money at end of year	-	-
Number of workers to which the monies recovered relates	-	-
Aggregate payables to workers attributable to recovered monies but not yet distributed		
Payable balance	-	-
Number of workers the payable relates to	-	-
Fund or account operated for recovery of wages		
Fund or account operated for recovery of wages	-	-

Index to the Notes of the Financial Statements

Note 1 Summary of significant accounting policies

1.1 Basis of preparation of the financial statements

The financial statements are general purpose financial statements and have been prepared in accordance with Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period and the Fair Work (Registered Organisation) Act 2009. For the purpose of preparing the general purpose financial statements, the reporting unit 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 Comparative amounts

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

1.3 Significant accounting judgements and estimates

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

Key estimates

The committee of management assesses impairment at each reporting date by evaluating conditions specific to the entity that may lead to impairment of assets. Where an impairment trigger exists, the recoverable amount of the asset is determined. Value in use calculation performed in assessing recoverable amounts incorporates a number of key estimates.

Key judgments

No key judgments have been used in the preparation of this financial report.

1.4 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.

Note 1Summary of significant accounting policies continued

1.4 New Australian Accounting Standards continued

Future Australian Accounting Standards Requirements

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

Standard Name	Effective date for entity	Requirements	Impact
AASB 9 Financial Instruments AASB 2010-7 Amendments to Australian Accounting Standards arising from AASB 9 (December 2009) AASB 2012-6 Amendments to Australian Accounting Standards – Mandatory Effective Date of AASB 9 and Transitional Disclosures AASB 2013-9 Amendments to Australian Accounting Standards – Conceptual Framework, Materiality and Financial Instruments AASB 2014-1 Amendments to Australian Accounting Standards AASB 2014–7 Amendments to Australian Accounting Standards arising from AASB 9 AASB 2014-8 Amendments to Australian Accounting Standards arising from AASB 9	31 March 2018	Significant revisions to the classification and measurement of financial assets, reducing the number of categories and simplifying the measurement choices, including the removal of impairment testing of assets measured at fair value. The amortised cost model is available for debt assets meeting both business model and cash flow characteristics tests. All investments in equity instruments using IFRS 9 are to be measured at fair value. Amends measurement rules for financial liabilities that the entity elects to measure at fair value through profit and loss. Changes in fair value attributable to changes in the entity's own credit risk are presented in other comprehensive income. Chapter 6 Hedge Accounting supersedes the general hedge accounting requirements in IAS 39 Financial Instruments: Recognition and Measurement, which many consider to be too rules-based and arbitrary. Chapter 6 requirements include a new approach to hedge accounting that is intended to more closely align hedge accounting with risk management activities undertaken by entities when hedging financial and non-financial risks. Some of the key changes from IAS 39 are as follows: - to allow hedge accounting of risk components of non-financial items that are identifiable and measurable (many of which were prohibited from being designated as hedged items under IAS 39);	Impacts on the reported financial position and performance have not yet been determined.

Note 1 Summary of significant accounting policies continued

1.4 New Australian Accounting Standards continued

Future Australian Accounting Standards Requirements

Standard Name	Effective date for entity	Requirements	Impact
AASB 9 Financial Instruments AASB 2010-7 Amendments to Australian Accounting Standards arising from AASB 9 (December 2009) AASB 2012-6 Amendments to Australian Accounting Standards – Mandatory Effective Date of AASB 9 and Transitional Disclosures AASB 2013-9 Amendments to Australian Accounting Standards – Conceptual Framework, Materiality and Financial Instruments AASB 2014-1 Amendments to Australian Accounting Standards AASB 2014–7 Amendments to Australian Accounting Standards arising from AASB 9 AASB 2014-8 Amendments to Australian Accounting Standards arising from AASB 9 continued	31 March 2018	-changes in the accounting for the time value of options, the forward element of a forward contract and foreign-currency basis spreads designated as hedging instruments; and -modification of the requirements for effectiveness testing (including removal of the 'bright-line' effectiveness test that offset for hedging must be in the range 80-125%). Revised disclosures about an entity's hedge accounting have also been added to IFRS 7 Financial Instruments: Disclosures. Impairment of assets is now based on expected losses in IFRS 9 which requires entities to measure: -the 12-month expected credit losses (expected credit losses that result from those default events on the financial instrument that are possible within 12 months after the reporting date); or -full lifetime expected credit losses (expected credit losses that result from all possible default events over the life of the financial instrument..	Impacts on the reported financial position and performance have not yet been determined.

Note 1 Summary of significant accounting policies continued

1.4 New Australian Accounting Standards continued

Future Australian Accounting Standards Requirements

Standard Name	Effective date for entity	Requirements	Impact
AASB 15 Revenue from contracts with customers AASB 2014-5 Amendments to Australian Accounting Standards arising from AASB 15 AASB 2015–8 Amendments to Australian Accounting Standards – Effective date of AASB 15	31 March 2018	AASB 15 introduces a five step process for revenue recognition with the core principle of the new Standard being for entities to recognise revenue to depict the transfer of goods or services to customers in amounts that reflect the consideration (that is, payment) to which the entity expects to be entitled in exchange for those goods or services. Accounting policy changes will arise in timing of revenue recognition, treatment of contracts costs and contracts which contain a financing element. AASB 15 will also result in enhanced disclosures about revenue, provide guidance for transactions that were not previously addressed comprehensively (for example, service revenue and contract modifications) and improve guidance for multiple-element arrangements.	The changes in revenue recognition requirements in AASB 15 may cause changes to the timing and amount of revenue recorded in the financial statements as well as additional disclosures. The impact of AASB 15 has not yet been quantified.

1.5 Investment in associates

An associate is an entity over which the reporting unit has significant influence and that is neither a subsidiary nor an interest in a joint venture. Significant influence is the power to participate in the financial and operating policy decisions of the investee but is not control or joint control over those policies.

The results and assets and liabilities of associates are incorporated in these financial statements using the equity method of accounting, except when the investment is classified as held for sale, in which case it is accounted for in accordance with AASB 5 'Non-current Asset Held for Sale and Discontinued Operations. 'Under the equity method, an investment in an associate is initially recognised in the statement of financial position at cost and adjusted thereafter to recognise the share of the profit or loss and other comprehensive income of the associate. When the share of losses of an associate exceeds the interest in that associate, the reporting unit discontinues recognising its share of further losses. Additional losses are recognised only to the extent that it has incurred legal or constructive obligations or made payments on behalf of the associate.

Any excess of the cost of acquisition over the share of the net fair value of the identifiable assets, liabilities and contingent liabilities of the associate recognised at the date of acquisition is recognised as goodwill, which is included within the carrying amount of the investment. Any excess of the share of the net fair value of the identifiable assets, liabilities and contingent liabilities over the cost of acquisition, after reassessment, is recognised immediately in profit or loss.

Note 1 Summary of significant accounting policies continued

1.6 Business combinations

The acquisition method of accounting is used to account for all business combinations, except for those identified in the Fair Work Commission's reporting guidelines under item 12.The consideration transferred for the acquisition of a subsidiary comprises the fair values of the assets transferred, the liabilities incurred and the equity interest issued by the parent entity. The consideration transferred also includes the fair value of any contingent consideration arrangement and the fair value of any pre-existing equity interest in the subsidiary. Acquisition-related costs are expensed as incurred. Identifiable assets acquired and liabilities and contingent liabilities assumed in a business combination are, with limited exceptions, measured initially at their fair values on acquisition date. On an acquisition-by-acquisition basis, the parent entity recognises any non-controlling interest in the acquiree either at fair value or at the non-controlling interest's proportionate share of the acquiree's net identifiable assets.

The excess of the consideration transferred, the amount of any non-controlling interest in the acquiree and the acquisition-date fair value of any previous equity interest in the acquiree over the fair value of the parent entity's share of the net identifiable assets, is recorded as goodwill. If those amounts are less than the fair value of the net identifiable assets of the subsidiary acquired and the measurement of all amounts has been reviewed, the difference is recognised directly in profit or loss as a bargain purchase.

If it is determined that the combination results in mutual benefit to both the members of the acquirer and the acquiree, the surplus of the fair value of the net identifiable assets acquired over the consideration paid will be recognised in member's funds as a business combination reserve.

Where settlement of any part of cash consideration is deferred, the amounts payable in the future are discounted to their present value as at the date of exchange. The discount rate used is the entity's incremental borrowing rate, being the rate at which similar borrowing could be obtained from an independent financier under comparable terms and conditions.

Contingent consideration is classified either as equity or a financial liability. Amounts classified as a financial liability are subsequently remeasured to fair value with changes in fair value recognised in profit or loss.

1.7 Acquisition of assets and or liabilities that do not constitute a business combination

The net book value of assets and or liabilities transferred to reporting unit for no consideration is used to account for an amalgamation under Part 2 of Chapter 3 of the Fair Work (Registered Organisations) Act 2009/a restructure of the branches of the reporting unit/a determination by the General Manager under subsections 245(1) of the Fair Work (Registered Organisations) Act 2009/ a revocation by the General Manager under subsection 249(1) of the Fair Work (Registered Organisations) Act 2009.

The assets and liabilities are recognised as at the date of transfer.

Note 1 Summary of significant accounting policies continued

1.8 Revenue

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

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

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

Donation income is recognised when it is received.

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

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

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

1.9 Government grants

Government grants are not recognised until there is reasonable assurance that the reporting unit will comply with the conditions attaching to them and that the grants will be received.

Government grants are recognised in profit or loss on a systematic basis over the periods in which the reporting unit recognises as expenses the related costs for which the grants are intended to compensate. Specifically, government grants whose primary condition is that the reporting unit should purchase, construct otherwise acquire non-current assets are recognised as deferred revenue in the statement of financial position and transferred to profit or loss on a systematic and rational basis over the useful lives of the related assets.

Government grants that are receivable as compensation for expenses or losses already incurred or for the purpose of giving immediate financial support to the reporting unit with no future related costs are recognised in profit or loss in the period in which they become receivable.

1.10 Gains

Sale of assets

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

1.11 Capitation fees and levies

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

Note 1 Summary of significant accounting policies continued

1.12 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. 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 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.

1.13 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.

Note 1 Summary of significant accounting policies continued

1.14 Borrowing costs

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

1.15 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.

1.16 Financial instruments

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

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

1.17 Financial assets

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

Fair value through profit or loss

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

A financial asset is classified as held for trading if:

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

Note 1 Summary of significant accounting policies continued

1.17 Financial assets continued

Fair value through profit or loss continued

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

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

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

Held-to-maturity investments

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

Available-for-sale

Listed shares and listed redeemable notes held by the reporting unit that are traded in an active market are classified as available-for-sale and are stated at fair value. Investments in unlisted shares that are not traded in an active market are also 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. 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.

Note 1 Summary of significant accounting policies continued

1.17 Financial assets continued

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

For certain categories of financial asset, such as trade receivables, assets that are assessed not to be impaired individually are, in addition, assessed for impairment on a collective basis. Objective evidence of impairment for a portfolio of receivables could include the 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.

Note 1 Summary of significant accounting policies continued

1.17 Financial assets continued

Impairment of financial assets continued

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

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

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

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

Derecognition 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.

1.18 Financial liabilities

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

Note 1 Summary of significant accounting policies continued

1.18 Financial liabilities continued

Fair value through profit or loss

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

A financial liability is classified as held for trading if:
- it has been acquired principally for the purpose of repurchasing it in the near term; or
- on initial recognition it is part of a portfolio of identified financial instruments that the reporting unit manages together and has a recent actual pattern of short-term profit-taking; or
- it is a derivative that is not designated and effective as a hedging instrument.

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

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

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.

Derecognition 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.

Note 1 Summary of significant accounting policies continued

1.19 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.

1.20 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 diminishing method of depreciation. Depreciation rates (useful lives), residual values and methods are reviewed at each reporting date and necessary adjustments are recognised in the current, or current and future reporting periods, as appropriate.

Depreciation rates applying to each class of depreciable asset are based on the following useful lives:

	2016	2015
Land & buildings	2-10%	2-10%
Computer equipment	7.5% - 30%	7.5% - 30%
Motor vehicles	22.5%	22.5%
Furniture and fittings	20 – 40%	20 – 40%

Note 1 Summary of significant accounting policies continued

1.20 Land, buildings, plant and equipment continued

Derecognition

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

1.21 Investment property

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

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

1.22 Intangibles

Intangible assets with finite lives that are acquired separately are carried at cost less accumulated amortisation and accumulated impairment losses. Amortisation is recognised on a straight-line basis over their estimated useful life. The estimated useful lives and amortisation method are reviewed at the end of each reporting period, with the effect of any changes in estimate being accounted for on a prospective basis. Intangible assets with indefinite useful lives that are acquired separately are carried at cost less accumulated impairment losses.

Derecognition

An intangible asset is derecognised on disposal, or when no future economic benefits are expected from use or disposal. Gains or losses arising from derecognition of an intangible asset, measured as the difference between the net disposal proceeds and the carrying amount of the asset are recognised in profit and loss when the asset is derecognised.

1.23 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.

Note 1 Summary of significant accounting policies continued

1.23 Impairment for non-financial assets continued

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 reporting unit were deprived of the asset, its value in use is taken to be its depreciated replacement cost.

1.24 Non-current assets held for sale

Non-current assets are classified as held for sale if their carrying amount will be recovered principally through a sale transaction rather than through continuing use. This condition is regarded as met only when the sale is highly probable and the non-current asset is available for immediate sale in its present condition. Management must be committed to the sale, which should be expected to qualify for recognition as a completed sale within one year from the date of classification.

Non-current assets classified as held for sale are measured at the lower of their previous carrying amount and fair value less costs of disposal.

1.25 Taxation

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

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

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

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

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

1.26 Fair value measurement

The reporting unit measures financial instruments, such as, financial asset as at fair value through the profit and loss, available for sale financial assets, and non-financial assets such as land and buildings and investment properties, at fair value at each balance sheet date.

Note 1 Summary of significant accounting policies continued

1.26 Fair value measurement continued

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

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

The principal or the most advantageous market must be accessible by the reporting unit. 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 reporting unit 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 reporting unit 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 reporting unit 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 31 March 2016, and/or prior to the signing of the financial statements, that would affect the ongoing structure and financial activities of reporting unit.

	2016	2015
	$	$
Note 3 Income		
Note 3A: Capitation fees		
Capitation fee income	-	-
Total capitation fees	-	-
Note 3B: Levies		
Levies received	-	-
Total levies	-	-
Note 3C: Interest		
Deposits	45,525	45,173
Loans	-	-
Total interest	45,525	45,173
Note 3D: Rental revenue		
Properties	-	-
Other	-	-
Total rental revenue	-	-
Note 3E: Grants or donations		
Grants	-	-
Donations	-	-
Total grants or donations	-	-

	2016	2015
	$	$
Note 3F: Net gains from sale of assets		
Land and buildings	-	-
Plant and equipment	-	-
Intangibles	-	-
Total net gain from sale of assets	-	-

Note 4 Expenses

	2016	2015
Note 4A: Employee expenses		
Holders of office:		
Wages and salaries	422,193	413,878
Superannuation	58,959	57,873
Leave and other entitlements	581	12,738
Separation and redundancies	-	-
Other employee expenses	-	1,548
Subtotal employee expenses holders of office	481,733	486,037
Employees other than office holders:		
Wages and salaries	215,059	242,707
Superannuation	27,196	31,962
Leave and other entitlements	21,971	(5,797)
Separation and redundancies	-	6,894
Other employee expenses	48,537	49,998
Subtotal employee expenses employees other than office holders	312,763	325,764
Total employee expenses	794,496	811,801

Note 4B: Capitation fees

	2016	2015
Capitation fees – CEPU Divisional Conference	348,976	356,838

	2016 $	2015 $
Note 4C: Affiliation fees		
Australian Labour Party	22,624	24,242
Trade and Labour Councils:		
- Ballarat	1,031	750
- Bendigo	405	540
- Geelong	2,541	2,471
- North East and Border	440	417
- South West	-	440
- Goulburn AV	458	150
- Victorian Trades Hall	2,409	2,360
- Union Shopper	-	-
National Council Funding - CEPU Divisional Conference	6,723	2,683
Total affiliation fees/subscriptions	36,631	34,053

Note 4D: Administration expenses

	2016 $	2015 $
Consideration to employers for payroll deductions	-	-
Fees/allowances - meeting and conferences	2,344	1,625
Conference and meeting expenses	730	963
Contractors/consultants	-	-
Property expenses	-	-
Office expenses	13,389	36,922
Motor vehicle running expenses	39,108	40,984
Telephone expenses	21,973	22,856
Postage	35,804	27,281
Printing, stationery and publications	31,003	33,627
Information communications technology	4,715	8,267
Other	52,453	57,132
Subtotal administration expense	201,519	229,657
Operating lease rentals:		
Minimum lease payments	-	-
Total administration expenses	201,519	229,657

	2016 $	2015 $
Note 4E: Grants or donations		
Grants:		
Total paid that were $1,000 or less	-	-
Total paid that exceeded $1,000	-	-
Donations:		
Total paid that were $1,000 or less	-	-
Total paid that exceeded $1,000	-	-
Total grants or donations	-	-

Note 4F: Depreciation and amortisation

Depreciation		
Land & buildings	11,982	11,225
Property, plant and equipment	12,535	15,387
Total depreciation	24,517	26,612
Amortisation		
Intangibles	-	-
Total amortisation	-	-
Total depreciation and amortisation	24,517	26,612

Note 4G: Finance costs

Finance leases	-	-
Overdrafts/loans	-	-
Unwinding of discount	-	-
Total finance costs	-	-

Note 4H: Legal costs

Litigation	14,092	11,220
Other legal matters	-	-
Total legal costs	14,092	11,220

	2016	2015
	$	$
Note 4I: Write-down and impairment of assets		
Asset write-downs and impairments of:		
Land and buildings	-	-
Plant and equipment	-	-
Intangible assets	-	-
Other	-	-
Total write-down and impairment of assets	-	-
Note 4J: Net losses from sale of assets		
Land and buildings	-	-
Plant and equipment	1,132	6,661
Intangibles	-	-
Total net losses from asset sales	1,132	6,661
Note 4K: Other expenses		
Penalties - via RO Act or RO Regulations	-	-
Doubtful debts expense	(116,103)	9,277
Other	26,801	18,789
Total other expenses	(89,302)	28,066
Note 4L: Journey cover		
Journey cover	23,649	29,777
Total journey cover	23,649	29,777

	2016	2015
	$	$
Note 5 Current assets		
Note 5A: Cash and cash equivalents		
Cash at bank	166,056	301,895
Cash on hand	2,462	380
Short term deposits	1,610,969	1,176,876
Other	-	-
Total cash and cash equivalents	1,779,487	1,479,151
Note 5B: Trade and other receivables		
Receivables from other reporting unit[s]		
Receivables from other reporting unit[s]	-	-
Total receivables from other reporting unit[s]	-	-
Less provision for doubtful debts		
Receivables from other reporting unit[s]	-	-
Total provision for doubtful debts	-	-
Receivable from other reporting unit[s] (net)	-	-
Receivables from member contributions		
Membership contributions in arrears	35,074	141,637
Total receivables member contributions	35,074	141,637
Less provision for doubtful debts		
Membership contributions in arrears	(14,153)	(130,257)
Total provision for doubtful debts	(14,153)	(130,257)
Receivables from member contributions	20,921	11,380
Other receivables:		
GST receivable from the Australian Taxation Office	-	-
Other trade receivables	2,521	1,476
Total other receivables	2,521	1,476
Total trade and other receivables (net)	23,442	12,856

	2016	2015
	$	$

Note 5 Current assets continued

Note 5C: Other current assets

	2016	2015
Prepayments	12,470	9,462
Deposit for purchase of building	-	-
Total other current assets	12,470	9,462

Note 6 Non-current assets

Note 6A: Land and buildings

	2016	2015
Land – at cost	465,000	465,000
Building:		
cost	598,332	598,332
accumulated depreciation	(23,207)	(11,225)
Total building	575,125	587,107
Total land and buildings	1,040,125	1,052,107

Reconciliation of the opening and closing balances of land and buildings	2016	2015
As at 1 April		
Gross book value	1,063,332	-
Accumulated depreciation and impairment	(11,225)	-
Net book value 1 April	1,052,107	-
Additions:		
By purchase	-	963,332
From acquisition of entities (including restructuring)	-	-
Revaluations	-	-
Impairments	-	-
Depreciation expense	(11,982)	(11,225)
Other movement – reclassified deposits from other assets	-	100,000
Disposals:		
From disposal of entities (including restructuring)	-	-
Net book value 31 March	1,040,125	1,052,107
Net book value as of 31 March represented by:		
Gross book value	1,063,332	1,063,332
Accumulated depreciation and impairment	(23,207)	(11,225)
Net book value 31 March	1,040,125	1,052,107

Land and buildings were measured using the cost model.

	2016	2015
	$	$
Note 6 Non-current assets continued		
Note 6B: Plant and Equipment		
Plant and equipment:		
Computer equipment		
at cost	43,186	43,186
accumulated depreciation	(42,517)	(41,500)
	669	1,686
Motor vehicles		
at cost	125,952	164,826
accumulated depreciation	(97,585)	(126,119)
	28,367	38,707
Furniture and fittings		
at cost	36,977	34,477
accumulated depreciation	(23,086)	(20,276)
	13,891	14,201
Total plant and equipment	42,927	54,594

Reconciliation of the opening and closing balances of plant and equipment

	2016	2015
As at 1 April		
Gross book value	242,489	281,167
Accumulated depreciation and impairment	(187,895)	(220,866)
Net book value 1 April	54,594	60,301
Additions:		
By purchase	2,500	16,341
From acquisition of entities (including restructuring)	-	-
Impairments	-	-
Depreciation expense	(12,535)	(15,387)
Other movement	-	-
Disposals:		
From disposal of entities (including restructuring)	-	-
Other	(1,632)	(6,661)
Net book value 31 March	42,927	54,594
Net book value as of 31 March represented by:		
Gross book value	206,115	242,489
Accumulated depreciation and impairment	(163,188)	(187,895)
Net book value 31 March	42,927	54,594

	2016 $	2015 $
Note 6C: Investment property		
Opening balance as at 1 April 2015	-	-
Additions	-	-
Net gain from fair value adjustment	-	-
Closing balance as at 31 March 2016	-	-

Note 6D: Intangibles

	2016 $	2015 $
Computer software at cost:		
internally developed	-	-
Purchased	-	-
accumulated amortisation	-	-
Total intangibles	-	-

Reconciliation of the opening and closing balances of intangibles

	2016 $	2015 $
As at 1 April		
Gross book value	-	-
Accumulated amortisation and impairment	-	-
Net book value 1 April	-	-
Additions:		
By purchase	-	-
From acquisition of entities (including restructuring)	-	-
Impairments	-	-
Amortisation	-	-
Other movements [give details below]	-	-
Disposals:		
From disposal of entities (including restructuring)	-	-
Other	-	-
Net book value 31 March	-	-
Net book value as of 31 March represented by:		
Gross book value	-	-
Accumulated amortisation and impairment	-	-
Net book value 31 March	-	-

	2016	2015
	$	$
Note 6E: Investments in associates		
Investments in associates:		
Investments in associates	-	-
Total equity accounted investments	-	-

Details of investments accounted for using the equity method

Parent		Ownership	
Name of entity	Principal activity	2016 %	2015 %
Associates:			
Associates	-	-	-

Summary financial information of associates

	2016	2015
Statement of financial position:		
Assets	-	-
Liabilities	-	-
Net assets	-	-
Statement of comprehensive income:		
Income	-	-
Expenses	-	-
Net surplus/(deficit)	-	-
Share of associates' net surplus/(deficit):		
Share of net surplus/(deficit) before tax	-	-
Income tax expense	-	-
Share of associates net surplus/(deficit) after tax	-	-

Dividends received from associates is nil (2015:nil)

Share of net profits from associates

	2016	2015
Share of net profits from associates	-	-
Total share of net profits from associates	-	-

Share of net loss from associates

	2016	2015
Share of net loss from associates	-	-
Total share of net loss from associates	-	-

	2016	2015
	$	$
Note 6F: Other investments		
Deposits		-
Other	1,000	1,000
Total other investments	1,000	1,000
Note 6G: Other non-current assets		
Prepayments	-	-
Other	-	-
Total other non-financial assets	-	-

Note 7 Current liabilities

	2016	2015
Note 7A: Trade payables		
Trade creditors and accruals	2,919	6,731
Operating lease rentals	-	-
Subtotal trade creditors	2,919	6,731
Payables to other reporting unit[s]		
CEPU Divisional Conference	3,096	28,961
CEPU T&S Vic Branch	-	128
Subtotal payables to other reporting unit[s]	3,096	29,089
Total trade payables	6,015	35,820
Settlement is usually made within 30 days.		
Note 7B: Other payables		
Wages and salaries	50	50
Superannuation	-	-
Consideration to employers for payroll deductions	-	-
Legal costs	-	-
Members contributions in advance	223,618	96,446
Prepayments received/unearned revenue	-	-
GST payable	24,477	19,596
Other	31,300	12,716
Total other payables	279,445	128,808
Total other payables are expected to be settled in:		
No more than 12 months	279,445	128,808
More than 12 months	-	-
Total other payables	279,445	128,808

	2016	2015
	$	$
Note 8 Provisions		
Note 8A: Employee provisions		
Office Holders:		
Annual leave	60,717	76,288
Long service leave	101,901	85,750
Separations and redundancies	-	-
Other	-	-
Subtotal employee provisions—office holders	162,618	162,038
Employees other than office holders:		
Annual leave	26,782	18,933
Long service leave	26,010	11,888
Separations and redundancies	-	-
Other	-	-
Subtotal employee provisions—employees other than office holders	52,792	30,821
Total employee provisions	215,410	192,859
Current	194,713	167,341
Non Current	20,697	25,518
Total employee provisions	215,410	192,859

Note 9 Non-current liabilities

Note 9A: Other non-current liabilities

	2016	2015
Other non-current liabilities	-	-
Total other non-current liabilities	-	-

Note 10 Equity

Note 10A: General funds

	2016	2015
Balance as at start of year	2,289,283	2,184,806
Profit/(loss) for the year	146,898	104,477
Transferred to reserve	-	-
Transferred out of reserve	-	-
Balance as at end of year	2,436,181	2,289,283

Note 11 Cash flow

Note 11A: Cash flow reconciliation

	2016 $	2015 $
Cash and cash equivalents as per:		
Cash flow statement	1,779,487	1,479,151
Balance sheet	1,779,487	1,479,151
Difference	-	-
Reconciliation of profit/(deficit) to net cash from operating activities:		
Profit/(deficit) for the year	146,898	104,280
Adjustments for non-cash items		
Depreciation/amortisation	24,517	26,612
(Gain)/loss on disposal of assets	1,132	6,661
Changes in assets/liabilities		
(Increase)/decrease in other receivables	(1,045)	2,349
(Increase) in inventory	-	275
(Increase)/decrease in prepayments	(3,008)	(2,705)
(Increase)/decrease in membership contributions in arrears	(9,541)	1,735
(Increase)/decrease in membership contributions in advance	127,172	(3,629)
Increase/(decrease) in supplier payables	(3,812)	(9,494)
Increase/(decrease) in other payables	23,465	1,765
Increase/(decrease) in employee provisions	22,551	6,941
Increase/(decrease) in amount owing to CEPU T&S Vic Branch	(128)	128
Increase/(decrease) in amount owing to CEPU Divisional Conference	(25,865)	(3,930)
Net cash from (used by) operating activities	302,336	130,988

Note 11B: Cash flow information

	2016 $	2015 $
Cash inflows		
CEPU Divisional Conference	-	946
CEPU T&S Vic Branch	-	-
Total cash inflows	-	946
Cash outflows		
CEPU Divisional Conference	460,551	435,686
CEPU T&S Vic Branch	8,667	7,093
Total cash outflows	469,218	442,779

Note 12 Contingent liabilities, assets and commitments

There were no contingent liabilities, assets or commitments for the year ended 31 March 2016.

Note 13 Related party disclosures

Note 13A: Related party transactions for the reporting period

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

	2016 $	2015 $
Revenue received from CEPU Divisional Conference includes the following:		
Reimbursement of recruitment fees	-	936
Reimbursement of photocopying expenses	-	-
Reimbursement of travel expense	-	-
Expenses paid to CEPU Divisional Conference includes the following:		
Capitation fees	348,976	356,838
Reimbursement of filing fees	35	-
Reimbursement of payroll tax expense	35,337	37,572
Reimbursement of printing expenses	-	428
National Council Funding	6,723	2,683
Amounts owed by CEPU Divisional Conference include the following:		
Amounts owed by CEPU Divisional Conference	-	-
Amounts owed to CEPU Divisional Conference include the following:		
Capitation fees	3,096	28,961
Loans from/to CEPU Divisional Conference includes the following:		
Loans from/to CEPU Divisional Conference	-	-
Assets transferred from/to CEPU Divisional Conference includes the following:		
Assets transferred from/to CEPU Divisional Conference	-	-

Note 13A: Related party transactions for the reporting period continued

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

	2016 $	2015 $
Revenue received from CEPU T&S Vic Branch includes the following:		
Reimbursement of printing expenses	-	-
Expenses paid to CEPU T&S Vic Branch includes the following:		
Reimbursement of insurance expenses	7,188	6,528
Reimbursement of printing expenses	595	36
Amounts owed by CEPU T&S Vic Branch include the following:		
Amounts owed by **CEPU T&S Vic Branch**	-	-
Amounts owed to CEPU T&S Vic Branch include the following:		
Printing expenses	-	128
Loans from/to CEPU T&S Vic Branch includes the following:		
Loans from/to CEPU T&S Vic Branch	-	-
Assets transferred from/to CEPU T&S Vic Branch includes the following:		
Assets transferred from/to CEPU T&S Vic Branch	-	-

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. For the year ended 31 March 2016, the reporting unit has not recorded any impairment of receivables relating to amounts owed by related parties and declared person or body (2015: $Nil). This assessment is undertaken each financial year through examining the financial position of the related party and the market in which the related party operates.

Note 13B: Key management personnel remuneration for the reporting period

2016	Joan Doyle	Tim Gaunt	Meredith San Jose	Ray Gorman	Val Butler	Brendan Henley	Leroy Lazaro	Cindy Shelley	Total
Short-term employee benefits									
Salary	75,469	57,195	1,555	200	65,415	74,504	73,249	74,606	422,193
Annual leave accrued	8,581	6,631	-	-	7,502	8,827	8,747	8,747	49,035
Performance bonus	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-
Total	84,050	63,826	1,555	200	72,917	83,331	81,996	83,353	471,228
Post-employment benefits:									
Superannuation	10,578	8,017	-	28	9,169	10,443	10,266	10,458	58,959
Total	10,578	8,017	-	28	9,169	10,443	10,266	10,458	58,959
Other long-term benefits:									
Long-service leave accrued	1,793	1,427	-	-	1,536	1,809	1,793	1,793	10,151
Total	1,793	1,427	-	-	1,536	1,809	1,793	1,793	10,151
Termination benefits	-	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-	-

Note 13B: Key management personnel remuneration for the reporting period continued

2015	Joan Doyle	Tim Gaunt	Meredith San Jose	Ray Gorman	Val Butler	Brendan Henley	Leroy Lazaro	Cindy Shelley	Total
Short-term employee benefits									
Salary	72,554	57,490	-	-	64,164	74,042	73,264	72,364	413,878
Annual leave accrued	11,745	7,792	-	-	8,394	13,436	9,787	9,787	60,941
Performance bonus	-	-	-	-	-	-	-	-	-
Other	-	-	1,548	-	-	-	-	-	1,548
Total	84,299	65,282	1,548		72,558	87,478	83,051	82,151	476,367
Post-employment benefits:									
Superannuation	10,145	8,039	-	-	8,973	10,353	10,244	10,119	57,873
Total	10,145	8,039	-	-	8,973	10,353	10,244	10,119	57,873
Other long-term benefits:									
Long-service accrued	1,751	927	-	-	5,346	106	1,614	2,586	12,330
Total	1,751	927	-	-	5,346	106	1,614	2,586	12,330
Termination benefits	-	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-	-

	2016	2015
	$	$

Note 13C: Transactions with key management personnel and their close family members

Loans to/from key management personnel		
Loans to/from key management personnel	-	-
Other transactions with key management personnel		
Other transactions with key management personnel	-	-

Note 14 Remuneration of auditors

Value of the services provided by MSI Ragg Weir		
Financial statement audit services	13,300	13,000
Other services	3,000	3,727
Total remuneration of auditors	16,300	16,727

No other services were provided by the auditors of the financial statements.

Note 15 Financial instruments

Note 15A: Categories of financial instruments

Financial assets		
Fair value through profit or loss	-	-
Held-to-maturity investments	-	-
Available-for-sale assets:		
- Unlisted investments as cost	1,000	1,000
Loans and receivables:		
- Trade and other receivables	23,442	12,856
Cash and cash equivalents	1,779,487	1,479,151
Carrying amount of financial assets	1,803,929	1,493,007
Financial liabilities		
Fair value through profit or loss	-	-
Other financial liabilities:		
- Trade payables	6,015	35,820
- Other payables	279,445	128,808
Carrying amount of financial liabilities	285,460	164,628

	2016	2015
	$	$
Note 15B: Net income and expense from financial assets		
Held-to-maturity		
Interest revenue	-	-
Exchange gains/(loss)	-	-
Impairment	-	-
Gain/loss on disposal	-	-
Net gain/(loss) held-to-maturity	-	-
Loans and receivables		
Interest revenue	-	-
Exchange gains/(loss)	-	-
Impairment	116,103	(9,277)
Gain/loss on disposal		-
Net gain/(loss) from loans and receivables	**116,103**	**(9,277)**
Cash and cash equivalents		
Interest revenue	45,525	45,173
Exchange gains/(loss)		-
Impairment		-
Gain/loss on disposal		-
Net gain/(loss) from cash and cash equivalents	**45,525**	**45,173**
Available for sale		
Interest revenue	-	-
Dividend revenue	-	-
Gain/loss recognised in equity	-	-
Amounts reversed from equity:		
Impairment	-	-
Fair value changes reversed on disposal	-	-
Gain/loss on disposal	-	-
Net gain/(loss) from available for sale	-	-
Fair value through profit and loss		
Held for trading:		
Change in fair value	-	-
Dividend revenue	-	-
Exchange gains/(loss)	-	-
Total held for trading	-	-
Designated as fair value through profit and loss:		
Change in fair value	-	-
Interest revenue	-	-
Dividend revenue	-	-
Exchange gains/(loss)	-	-
Total designated as fair value through profit and loss	-	-
Net gain/(loss) at fair value through profit and loss	-	-
Net gain/(loss) from financial assets	-	-

The net income/expense from financial assets not at fair value from profit and loss is $161,628 (2015: $35,896).

	2016 $	2015 $
Note 15C: Net income and expense from financial liabilities		
At amortised cost		
Interest expense	-	-
Exchange gains/(loss)	-	-
Gain/loss on disposal	-	-
Net gain/(loss) financial liabilities - at amortised cost	-	-
Fair value through profit and loss		
Held for trading:		
Change in fair value	-	-
Interest expense	-	-
Exchange gains/(loss)	-	-
Total held for trading	-	-
Designated as fair value through profit and loss:		
Change in fair value	-	-
Interest expense	-	-
Total designated as fair value through profit and loss	-	-
Net gain/(loss) at fair value through profit and loss	-	-
Net gain/(loss) from financial liabilities	-	-

The net income/expense from financial liabilities not at fair value from profit and loss is nil (2015: nil).

Note 15D: Credit risk

Exposure to credit risk relating to financial assets arises from the potential non-performance by counterparties of contract obligations that could lead to a financial loss to the entity.

Credit risk is managed through maintaining procedures (such as the utilisation of systems for the approval, granting and removal of credit limits, regular monitoring of exposure against such limits and monitoring of the financial stability of significant customers and counterparties) ensuring, to the extent possible, that members and counterparties to transactions are of sound credit worthiness.

Risk is also minimised through investing surplus funds in financial institutions that maintain a high credit rating or in entities that the committee has otherwise cleared as being financially sound.

Note 15D: Credit risk continued

Credit risk exposures

The maximum exposure to credit risk by class of recognised financial assets at the end of the reporting period is equivalent to the carrying value and classification of those financial assets (net of any provisions) as presented in the statement of financial position.

There is no collateral held by the entity securing trade and other receivables.

The entity has no significant concentrations of credit risk with any single counterparty or group of counterparties. Details with respect to credit risk of trade and other receivables are provided in Note 5B.

Trade and other receivables that are neither past due nor impaired are considered to be of high credit quality.

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

	2016	2015
	$	$
Financial assets		
Other investments	1,000	1,000
Trade and other receivables	23,442	12,856
Cash and cash equivalents	1,779,487	1,479,151
Total	1,803,929	1,493,007
Financial liabilities		
Trade payables	6,015	35,820
Other payables	279,445	128,808
Total	285,460	164,628

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

	Not past due nor impaired	Past due or impaired	Not past due nor impaired	Past due or impaired
	2016	2016	2015	2015
	$	$	$	$
Other investments	1,000	-	1,000	-
Trade and other receivables	23,442	14,153	12,856	130,257
Cash and cash equivalents	1,779,487	-	1,479,151	-
Total	1,803,929	14,153	1,493,007	130,257

Note 15D: Credit risk continued

Credit risk exposures continued

Ageing of financial assets that were past due but not impaired for 2016

	0 to 30 days	31 to 60 days	61 to 90 days	90+ days	Total
	$	$	$	$	$
Trade and other receivables	-	-	-	23,442	23,442
Total	-	-	-	23,442	23,442

Ageing of financial assets that were past due but not impaired for 2015

	0 to 30 days	31 to 60 days	61 to 90 days	90+ days	Total
	$	$	$	$	$
Trade and other receivables	1,662	1,015	744	9,435	12,856
Total	1,662	1,015	744	9,435	12,856

Note 15E: Liquidity risk

Liquidity risk arises from the possibility that the entity might encounter difficulty in settling its debts or otherwise meeting its obligations related to financial liabilities. The entity manages this risk through the following mechanisms:

- preparing forward-looking cash flow analyses in relation to its operational, investing and financing activities;
- monitoring undrawn credit facilities;
- obtaining funding from a variety of sources;
- maintaining a reputable credit profile;
- managing credit risk related to financial assets;
- only investing surplus cash with major financial institutions; and
- comparing the maturity profile of financial liabilities with the realisation profile of financial assets.

Cash flows realised from financial assets reflect management's expectation as to the timing of realisation. Actual timing may therefore differ from that disclosed. The timings of cash flows presented in the table to settle financial liabilities reflect the earliest contractual settlement dates and do not reflect management's expectations that banking facilities will be rolled forward.

Note 15E: Liquidity risk continued

Contractual maturities for financial liabilities 2016

	On Demand	< 1 year $	1– 2 years $	2– 5 years $	>5 years $	Total $
Trade payables	-	6,015	-	-	-	6,015
Other payables	-	279,445	-	-	-	279,445
Total	-	285,460	-	-	-	285,460

2015

	On Demand	< 1 year $	1– 2 years $	2– 5 years $	>5 years $	Total $
Trade payables	-	35,820	-	-	-	35,820
Other payables	-	128,808	-	-	-	128,808
Total	-	164,628	-	-	-	164,628

Note 15F: Market risk

(i) Interest rate risk
Exposure to interest rate risk arises on financial assets and financial liabilities recognised at the end of the reporting period whereby a future change in interest rates will affect future cash flows.

Sensitivity analysis of the risk that the entity is exposed to for 2016

	Risk variable	Change in risk variable %	Effect on Profit and loss $	Effect on Equity $
Interest rate risk	1,779,487	+2%	35,590	-
Interest rate risk	1,779,487	-2%	(35,590)	-

Sensitivity analysis of the risk that the entity is exposed to for 2015

	Risk variable	Change in risk variable %	Effect on Profit and loss $	Effect on Equity $
Interest rate risk	1,479,151	+2%	29,583	-
Interest rate risk	1,479,151	-2%	(29,583)	-

Price risk
Price risk relates to the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices of securities held.

Note 15G: Asset pledged/or held as collateral

There were no assets pledged or held as collateral as at 31 March 2016 (2015: $Nil).

Note 16 Fair value measurement

Note 16A: Financial assets and liabilities

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

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

- Fair values of the reporting unit's interest-bearing borrowings and loans are determined by using a discounted cash flow method. The discount rate used reflects the issuer's borrowing rate as at the end of the reporting period. The performance risk as at 31 March 2016 was assessed to be insignificant.

- Fair value of available-for-sale financial assets is derived from quoted market prices in active markets.

- Long-term fixed-rate and variable-rate receivables/borrowings are evaluated by the 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 31 March 2016, the carrying amounts of such receivables, net of allowances, were not materially different from their calculated fair values.

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

	Carrying amount 2016 $	Fair value 2016 $	Carrying amount 2015 $	Fair value 2015 $
Financial Assets				
Other investments	**1,000**	**1,000**	1,000	1,000
Trade and other receivables	**23,442**	**23,442**	12,856	12,856
Cash and cash equivalents	**1,779,487**	**1,779,487**	1,479,151	1,479,151
Total	**1,803,929**	**1,803,929**	1,493,007	1,493,007
Financial Liabilities				
Trade payables	**6,015**	**6,015**	35,820	35,820
Other payables	**279,445**	**279,445**	128,808	128,808
Total	**285,460**	**285,460**	164,628	164,628

Note 16B: Fair value hierarchy

The reporting entity did not have any financial assets classified as fair value through profit or loss.

Note 17: Business combinations
Subsidiaries acquired

Name of entity	Principal activity	Date of acquisition	Proportion of shares acquired %	Consideration transferred
2016:				
None	-	-	-	-
2015:				
None	-	-	-	-

Note 18 Administration of financial affairs by a third party[1]

Name of entity providing service: None
Terms and conditions: None
Nature of expenses/consultancy service: None

Detailed breakdown of revenues collected and/or expenses incurred

	2016 $	2015 $
Revenue		
Membership subscription	-	-
Capitation fees	-	-
Levies	-	-
Interest	-	-
Rental revenue	-	-
Other revenue	-	-
Grants and/or donations	-	-
Total revenue	-	-
Expenses		
Employee expense	-	-
Capitation fees	-	-
Affiliation fees	-	-
Consideration to employers for payroll deductions	-	-
Compulsory levies	-	-
Fees/allowances - meeting and conferences	-	-
Conference and meeting expenses	-	-
Administration expenses	-	-
Grants or donations	-	-
Finance costs	-	-
Legal costs	-	-
Audit fees	-	-
Penalties - via RO Act or RO Regulations	-	-
Other expenses	-	-
Total expenses	-	-

Note 19 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 General Manager:

(1) A member of a reporting unit, or the General Manager, 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).

msi RAGG WEIR
Chartered Accountants

Level 2
108 Power Street
Hawthorn Victoria
Australia

T +613 9819 4011
F +613 9819 6780
W raggweir.com.au
E info@raggweir.com.au

Postal Address: PO Box 325 Hawthorn Victoria 3122

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA, COMMUNICATIONS DIVISION, POSTAL AND TELECOMMUNICATIONS BRANCH (VICTORIA)

Report on the Financial Report

We have audited the accompanying financial report of The Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing And Allied Services Union Of Australia, Communications Division, Postal And Telecommunications Branch (Victoria), which comprises the statement of financial position as at 31 March 2016, the statement of profit or loss and other comprehensive income, the statement of changes in equity and the statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory notes and the committee of management's statement of the reporting entity for the financial year.

Committee of Management's Responsibility for the Financial Report

The reporting entity's committee of management is responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards and the Fair Work (Registered Organisations) Act 2009 and for such internal control as the committee of management determine is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error. In Note 1, the committee of management also state, in accordance with Accounting Standard AASB 101: Presentation of Financial Statements that the financial statements comply with International Financial Reporting Standards (IFRS).

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. Those 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 judgment, 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 reporting entity's preparation 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 reporting entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee of management, 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.

Independence

In conducting our audit, we have complied with the independence requirements of the Australian professional ethical pronouncements.

msi RAGG WEIR
Chartered Accountants

Level 2
108 Power Street
Hawthorn Victoria
Australia

T +613 9819 4011
F +613 9819 6780
W raggweir.com.au
E info@raggweir.com.au

Postal Address: PO Box 325 Hawthorn Victoria 3122

INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF
THE COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA, COMMUNICATIONS DIVISION, POSTAL AND TELECOMMUNICATIONS BRANCH (VICTORIA) continued

Auditor's Opinion
In our opinion the general purpose financial report of the entity:

a. (i) presented fairly the entity's financial report for the year ended 31 March 2016 in accordance with the provisions of the Fair Work (Registered Organisations) Act 2009, other requirements imposed by these Reporting Guidelines or Part 3 of Chapter 8 of the Act; and
(ii) complied with the Australian Accounting Standards (including Australian Accounting Interpretations) and the International Financial Reporting Standards as disclosed in Note 1.
(iii) indicates that management's use of the going concern basis of accounting in preparation of the financial statements is appropriate.

b. properly and fairly report all information in relation to recovery of wages activity required by the reporting guidelines of the General Manager of the Fair Work Commission including;
(i) any fees charged to or reimbursements of expenses claimed from, members and others for recovery of wages activity; and
(ii) any donations or other contributions deducted from recovered money

MSI Ragg Weir

MSI RAGG WEIR
Chartered Accountants

L.S. WONG
Partner
Approved Auditor and Member of the Institute of Chartered Accountants in Australia and New Zealand and current holder of a current public practice certificate
Melbourne:

27 July 2016

msi RAGG WEIR
Chartered Accountants

Level 2
108 Power Street
Hawthorn Victoria
Australia

T +613 9819 4011
F +613 9819 6780
W raggweir.com.au
E info@raggweir.com.au

Postal Address: PO Box 325 Hawthorn Victoria 3122

COMPILATION REPORT
TO THE COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA, COMMUNICATIONS DIVISION, POSTAL AND TELECOMMUNICATIONS BRANCH (VICTORIA)

We have compiled the accompanying special purpose Detailed Income and Expenditure Statement for the year ended 31 March 2016 of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia, Communications Division, Postal and Telecommunications Branch (Victoria). The specific purpose for which the special purpose Detailed Income and Expenditure Statement has been prepared is to provide detailed additional information relating to the performance of the entity that satisfies the information needs of the committee of management.

The Responsibility of the Committee of Management

The committee of management is solely responsible for the information contained in the special purpose Detailed Income and Expenditure Statement, the reliability, accuracy and completeness of the information and for the determination that the basis used is appropriate to meet their needs and for the purpose that the special purpose Detailed Income and Expenditure Statement was prepared.

Our Responsibility

On the basis of the information provided by the committee of management we have compiled the accompanying special purpose Detailed Income and Expenditure Statement in accordance with APES 315: Compilation of Financial Information.

We have applied our expertise in accounting and financial reporting to compile the special purpose Detailed Income and Expenditure Statement in accordance with the requirements of the committee of management.

Assurance Disclaimer

Since a compilation engagement is not an assurance engagement, we are not required to verify the reliability, accuracy or completeness of the information provided to us by the committee of management to compile the special purpose Detailed Income and Expenditure Statement. Accordingly, we do not express an audit opinion or a review conclusion on the special purpose Detailed Income and Expenditure Statement.

The special purpose Detailed Income and Expenditure Statement was compiled exclusively for the benefit of the committee of management, who are responsible for the reliability, accuracy and completeness of the information used to compile them. We do not accept responsibility for the contents of the special purpose Detailed Income and Expenditure Statement.

MSI Ragg Weir

MSI RAGG WEIR
Chartered Accountants

Melbourne: 27 July 2016

Member of msi Global Alliance Independent Professional Firms

COMMUNICATIONS, ELECTRICAL, ELECTRONIC, ENERGY, INFORMATION, POSTAL, PLUMBING AND ALLIED SERVICES UNION OF AUSTRALIA, COMMUNICATIONS DIVISION, POSTAL AND TELECOMMUNICATIONS BRANCH (VICTORIA)

ABN 30 490 675 447

DETAILED INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED 31 MARCH 2016

	2016	2015
	$	$
REVENUE		
Members' contributions	1,461,533	1,597,452
Interest received	45,525	45,173
Sundry income	100	907
Reimbursement of motor vehicle expenses	11,750	12,160
Reimbursement of Work cover	-	-
Welfare fund donations	-	-
TOTAL REVENUE	1,518,908	1,655,692
EXPENDITURE		
Employee benefits expense:		
Salaries and allowances		
- office holders	422,193	415,426
- employees	215,059	242,707
- other temporary staff	-	-
- compensation wages	-	-
Superannuation contributions		
- office holders	58,959	57,873
- employees	27,196	31,962
Provision for annual leave		
- office holders	(15,571)	408
- employees	7,849	512
Provision for long service leave		
- office holders	16,151	12,330
- employees	14,122	(6,295)
Provision for sick leave		
- employees	-	(14)
Other		
- Fringe benefit tax	6,012	6,014
- Workcover levy	7,188	6,412
- Payroll tax	35,337	37,572
- Separation and redundancies	-	6,894
- Superannuation insurance	-	-
	794,496	811,801
Capitation fees		
Capitation fees:		
-CEPU Divisional Conference	348,976	356,838

This statement should be read in conjunction with the attached compilation report on page 56

DETAILED INCOME AND EXPENDITURE STATEMENT CONTINUED FOR THE YEAR ENDED 31 MARCH 2016

	2016 $	2015 $
Affiliation fees		
Affiliation fees:		
-Australian Labour Party	22,624	24,242
Trades and Labour Councils:		
-Ballarat	1,031	750
-Bendigo	405	540
-Geelong	2,541	2,471
-North East and Border	440	440
-South West	-	150
-Goulburn AV	458	417
-Victorian Trades Hall	2,409	2,360
-Union Shopper	-	-
-National Council Funding – CEPU Divisional Conference	6,723	2,683
	36,631	34,053
Administration expense		
Bank Charges	8,962	9,083
Commission on contributions received	-	-
Computer maintenance	4,715	8,267
Conference and meetings:		
- fees and allowances	2,344	1,625
- conference and meeting expense	730	963
Electricity and gas	4,195	2,675
Insurance	7,901	7,540
Land and water rates	4,461	4,826
Loss of wages	3,115	1,577
Motor Vehicle expenses:		
- parking expenses	2,331	2,391
- running expenses	36,777	38,593
Office expenses	13,389	36,922
Other expenses	4,515	3,032
Other allowances	1,249	1,165
Other fees and charges	2,226	12,257
Postage	35,804	27,281
Printing, stationary & publications	31,003	33,627
Shop stewards expenses	6,609	8,699
Staff amenities	1,075	1,309
Stamp duty	2,991	3,091
Telephone	21,973	22,856
Training expenses	86	341
Travel expenses	5,068	1,537
	201,519	229,657

This statement should be read in conjunction with the attached compilation report on page 56

DETAILED INCOME AND EXPENDITURE STATEMENT CONTINUED
FOR THE YEAR ENDED 31 MARCH 2016

	2016 $	2015 $
Depreciation expense	24,517	26,612
Legal expenses		
Litigations	14,092	11,220
Other legal matters	-	-
Total legal expenses	14,092	11,220
Audit fees		
- audit of the financial statements	13,300	13,000
- other	3,000	3,727
Total audit fees	16,300	16,727
Net losses from sale or write off of assets	1,132	6,661
Other expenses		
Doubtful debts	(116,103)	9,277
Medical expenses	15,088	10,038
Refund of dues	6,720	4,154
Sundry expense	4,993	4,597
	(89,302)	28,066
Journey cover expense	23,649	29,777
Total operating expenditure	1,372,010	1,551,412
NET PROFIT/(LOSS) FOR THE YEAR	146,898	104,280

This statement should be read in conjunction with the attached compilation report on page 56

FairWork Commission

13 April 2016

Mr Leroy Lazaro
Branch Secretary
Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia-Communications Division - Victorian Postal and Telecommunications Branch
Sent via email: office@cwuvic.asn.au

Dear Mr Lazaro,

Re: Lodgement of Financial Report - [FR2016/69]
Fair Work (Registered Organisations) Act 2009 (the RO Act)

The financial year of the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia-Communications Division - Victorian Postal and Telecommunications Branch (the reporting unit) ended on 31 March 2016.

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 under s.268 of the RO Act, that being within 14 days after the meeting referred to in s.266 of the RO Act. The latest possible date for lodgement available to your reporting unit is 15 October 2016 subject to compliance with the requirements of ss. 266 and 268.

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. This includes a model set of financial statements which have been developed by the FWC. It is not obligatory to use this model but it is a useful resource to ensure compliance with the RO Act, the Reporting Guidelines and the Australian Accounting Standards. The model statement, Reporting Guidelines and other resources can be accessed through our website under Financial Reporting in the Compliance and Governance section.

Also you are reminded of the obligation to prepare and lodge a statement showing the relevant particulars in relation to each loan, grant or donation of an amount exceeding $1,000 for the reporting unit during its financial year. Section 237 requires this statement to be lodged with the FWC within 90 days of the end of the reporting unit's financial year, that is on or before 29 June 2016. A sample statement of loans, grants or donations is available at sample documents.

It is requested that the financial report and any Statement of Loans, Grant or Donations be lodged electronically by emailing orgs@fwc.gov.au.

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 $54,000 for a body corporate and $10,800 for an individual per contravention) being imposed upon your organisation and/or an officer whose conduct led to the contravention.

Should you wish to seek any clarification in relation to the above, please contact me on (03) 8656 4699 or via email at Sam.Gallichio@fwc.gov.au.

Yours sincerely,

Sam Gallichio
Adviser
Regulatory Compliance Branch

11 Exhibition Street
Melbourne VIC 3000
GPO Box 1994
Melbourne VIC 3001

Telephone : (03) 8661 7777
Email : orgs@fwc.gov.au
Internet : www.fwc.gov.au

Financial reporting timelines

Financial reports are to be lodged with the Fair Work Commission (the Commission) within 14 days of the meeting at which the financial reports have been presented, by completing the steps as outlined below.

See Fact sheet—Financial reporting for an explanation of each of these steps.

Reporting unit must keep proper financial records

STEP 1: Reporting unit to prepare:

General Purpose Financial Report,
Committee of Management Statement, and
Operating Report

STEP 2: Auditor's Report

Auditor to prepare and provide to Reporting unit

Subject to rules of organisation

STEP 3: provide to members at least 21 days before General Meeting

STEP 3: provide to members within 5 months of end of financial year

STEP 4: Present to a General Meeting of Members

STEP 4: Present to Committee of Management Meeting

STEP 5: Lodge with the Fair Work Commission

Lodge all Reports and Designated Officers Certificate with the Commission within 14 days of the meeting at which financial reports are presented