

30 March 2016

Mr John Welch
Secretary, Western Australian Prison Officers' Union Branch
CPSU, the Community and Public Sector Union - SPSF Group

Sent via email: johnwelch@wapou.asn.au

Dear Mr Welch

Re: Lodgement of Financial Statements and Accounts - Community and Public Sector Union (SPSF Group), Western Australian Prison Officers' Union Branch - for year ended 30 June 2015 (FR2015/296)

I acknowledge receipt of the financial report of the Community and Public Sector Union (SPSF Group), Western Australian Prison Officers' Branch. The report was lodged with the Fair Work Commission on 16 November 2015.

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

On 24 November 2015 I wrote to Ms Rebeka Marton seeking advice in relation to various issues of disclosure and I received that advice today, following discussion with Mr John Walker. You do not have to take any further action in respect of the report lodged but please note that the financial report for the year ending 30 June 2016 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 will assist 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](#).

Should you wish to discuss this letter, or 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
Senior Adviser, Regulatory Compliance Branch



From: John Walker [mailto:JohnWalker@wapou.asn.au]
Sent: Wednesday, 30 March 2016 3:44 PM
To: KELLETT, Stephen
Cc: John Welch; Karen Batt (kbatt@cpsuVIC.org); 'mark@spsf.asn.au'
Subject: Financial reporting - WA Prison Officers Union, WA Branch

Dear Stephen, further to our telephone conversation today I confirm the following matters have been discussed and will assist the Union in ensuring accurate and appropriate disclosure in the future.

Item 1

We concur that it would be more accurate to state that the WA Branch employed "Nil" staff and delete reference to "jointly employed" staff.

Item 2

We accept your comment, that the WA Branch is one of many CPSU reporting units. Therefore the Committee of Management statement at 5(d) should have stated that the WA Branch "is one of several reporting units".

Item 3

We concur with your comments regarding the Note 10A of the WA Branch Financial Statements. That although there were no other related party transactions there are of course administrative matters conducted by the State Organisation (WAPOU). As discussed we are happy in future to include a description of this administrative relationship such as common office bearers and membership through the arrangement we have under the WA Industrial Relations legislation.

Item 4&5

We accept the wording included in Note 4E could be improved by just having two line items of Grants and a second one for Donations by deleting "Contributions-other (donations)". We confirm that unless the Federal Branch makes a grant or donation of more than \$1000 there is no requirement to submit a section 237 of the FW(RO) Act Statement of Loans, Grants and Donations. Also we acknowledge that the disclosure statement submitted by the state organisation for funeral benefits and donations etc. was not required as they were not made by the federal branch.

Item 6&7

We can confirm that Rule 51 (h) of the SPSF Chapter C Group Western Australian Prison Officer's Union (WAPOU) Branch provides for the State organisation to collect subscriptions payable by members of the federal Branch. By agreement the State Organisation administers the financial affairs for the benefit of members of the federal branch. As discussed, the Union is currently considering the type and scope of these agreements and what the appropriate disclosures are required for each reporting unit.

We trust that we have a mutual understanding of the matters raised in your original email and with the above information provided here that the WAPOU Branch financial Report for the period ending 30 June 2015 can be accepted and finalised.

John Walker
Industrial Officer
W A Prison Officers' Union

Phone : 9272 3222

Fax : 9271 2666

Mob : 0407 984 640

johnwalker@wapou.asn.au

From: Rebeka Marton [mailto:RebekaMarton@wapou.asn.au]
Sent: Thursday, 26 November 2015 12:04 PM
To: KELLETT, Stephen
Subject: RE: Financial reporting - WA Prison Officers Union, WA Branch - clarifications sought

Greetings Mr Kellett,

Thank you for your email. I am in the process of seeking further clarification in relation to the questions below and will respond as soon as possible.

Sincerely,

Rebeka Marton
Industrial Officer
WAPOU/CPSUSPSF WAPOU Branch
M:0403 428 935 T: 08 9272 3222 F: 9271 2666



From: KELLETT, Stephen
Sent: Tuesday, 24 November 2015 4:45 PM
To: 'RebekaMarton@wapou.asn.au'
Subject: Financial reporting - WA Prison Officers Union, WA Branch - clarifications sought

Dear Ms Marton,

I am examining the financial statements of the WA Branch which were lodged with the Fair Work Commission on 16 November. The documents were accompanied by a copy of the financial statements of the state union counterpart. I would like to discuss with you a few questions/issues of disclosure I have identified that arise due to the inter-relationship between the federal branch and state union. Briefly, ahead of our conversation, I set these out as follows:

- (1) The Operating Report contains a statement that the Branch has "*jointly employed NIL staff with the state union*". Would you agree that, given that the state union employs staff, it would be more accurate to state, in future, simply that the Branch "employed NIL staff"?
- (2) The Committee of Management Statement includes a declaration at 5(d) that the Branch "*is a sole reporting unit.....etc.*" Do you agree that, whilst this declaration would be true of the state counterpart union, given that the federal Branch is not a sole reporting unit but one of several Branches ("reporting units") forming part of the organisation (i.e. the federally registered CPSU, the Community and Public Sector Union), the declaration should in future state that as far as practicable the financial records are kept in a consistent manner to the other reporting units within the organisation?
- (3) Note 9B discloses transfers from WAPOU (the state counterpart union) but Note 10A includes a statement that there were no related party transactions. Would you agree that, given the officers of the federal Branch are also officers of WAPOU, the state union is a related party within the meaning of AASB 124 and that it would be more accurate, in the future, to state, at Note 10A, that there were no other related party transactions with the exception of those entered into with WAPOU, and that the description of the relationship (e.g. common officers and members, legislative effects of WA registration) should be stated?
- (4) Note 4E discloses nil balances for "*Contributions – other (donations)*" and for "*Donations*". Would I be correct in surmising that, given that the Statement of Comprehensive Income shows a nil balance for an item described as "*Grants or Donations*", the item "*Contributions – other (donations)*" at Note 4E is an inadvertent mis-description for "*Grants*"?
- (5) Given that it was not the federal Branch but the state union which paid grants (in the form of funeral and death benefits) and donations, do you agree that the Statement of Loans, Grants and Donations lodged in accordance with section 237 of the FW(RO) Act on 30 September, though purporting to be a statement of the federal Branch, was in fact a statement of the state union, and accordingly was not necessary under the Commonwealth Act?
- (6) Given that the two reports show that it is the state union that collects membership subscriptions, apparently in accordance with SPSF sub-rule 30.2(h), and, with the exception of transfers which are principally in relation to capitation consistent with SPSF sub-rule 31.6 otherwise manages and administers the financial affairs for the benefit of the members as members of the federal branch, would you agree that it appears appropriate that the federal Branch's report make disclosures required by Reporting Guideline 31 which states:

31. Where a reporting unit's financial affairs are administered by another entity (the other entity), the reporting unit must disclose in a separate note in the GPFR a detailed breakdown of all services provided and/or expenses incurred. This will also include:

- a) the name of the other entity;*
- b) the terms and conditions of the arrangement;*
- c) a narrative description as to the nature of the expenses and/or consultancy services provided.*

Where applicable, such disclosure shall be in accordance with the disclosure requirements of the Australian Accounting Standards, the RO Act and these reporting guidelines.

(7) A propos of the above, would I be correct in surmising that the relationship between the federal branch and the state union is covered by the attached agreement or a version of it, similar to other SPSF Branch/state arrangements?

I am keen to ensure that the federal Branch's report will in future accurately and appropriately disclose/reflect those effects ensuing from its relationship with the state union and would appreciate the opportunity to discuss the above and clarify any questions. Please feel welcome to telephone me on the number below, at any time (including WA time).



CSA CPSU deed.pdf

Yours sincerely

STEPHEN KELLETT
Regulatory Compliance Branch
FAIR WORK COMMISSION

80 William Street
EAST SYDNEY NSW 2011

(ph) (02) [REDACTED]

(email) stephen.kellett@fwc.gov.au

From: Rebeka Marton [mailto:RebekaMarton@wapou.asn.au]

Sent: Monday, 16 November 2015 5:50 PM

To: Orgs

Subject: ON CMS FR2015/296 FW: General Purpose Financial Report - June 2015 - CPSU SPSF Western Australian Prison Officers Branch (email 1)

To whom it may concern:

I have attempted to lodge the above documents on behalf of the CPSU SPSF Western Australian Prison Officers Branch with the message below. However I have repeatedly had the email below returned some time later. I will attempt to send the documents in a series of emails.

For the attention of the General Manager:

Please see the attached General Purpose Financial reports, Operation Reports, Committee of management statements and accounts for the CPSU SPSF WA Prison Officers Union of Workers branch and the Western Australian Prison Officers Union of Workers' (state union) for the financial year ending June 2015.

On the 23rd of September 2015, the branch council called for an Annual General Meeting to be held on the 28th of October 2015 for the purpose of presenting the General Purpose Financial Report, Committee of Management Statement and the Operating Report and accounts prepared by our accountants Anderson Wylie and Munroe . Accounts prepared to be presented were for both the Western Australian Prison Officers Union of Workers (State branch) and the Community and Public Sector Union State Public Sector Federated Western Australian Prison Officers Union of Workers Branch (Federal Branch)

In accordance with our union rules, notification of the Annual General Meeting was provided to members via advertisement in the West Australian newspaper and via circular to members, which is distributed to branch delegates to pass on to members. Copies of both notifications are attached to this email.

In accordance with the requirements of s265 of the Fair Work (Registered Organizations) Act 2009, On the 2nd of October 2015 members were advised that an annual general meeting had been called and attempts were made to provide the reports to members individually via email. Unfortunately as the file was too big, a subsequent email was sent to members to advise of the availability of said reports on the Union's website www.wapou.asn.au in the members section. Notification of the availability of the reports on the website was via email to both their work and home email addresses registered on the union membership system.

A copy of the emails sent are attached. Please note that our membership system sends emails in lots of 10 to all members and the email addresses in the copy of the notice sent are not indicative of all the membership emails registered with the union.

On the 28th of October 2015 and in accordance with the requirement of our union rules, the Annual General Meeting was held at 63 Railway Parade Mount Lawley at 1700 hrs. The General purpose financial report, Operating reports and accounts were passed by our Annual General Meeting.

Attached is a signed certificate by a prescribed designated officer in accordance with s268 of the Fair Work (Registered Organizations) Act 2009.



General Purpose
Financial Report 30th

Please do not hesitate to contact me if you require any further information.

Rebeka Marton
Industrial Officer
WAPOU/CPSUSPSF WAPOU Branch
M:0403 428 935 T: 08 9272 3222 F: 9271 2666

WAPOU
WA Prison Officers' Union



From: Rebeka Marton [mailto:RebekaMarton@wapou.asn.au]

Sent: Monday, 16 November 2015 5:55 PM

To: Orgs

Subject: ON CMS FR2015/296 General Purpose Financial Report - June 2015 - CPSU SPSF Western Australian Prison Officers Branch (email 2 of 2)

As per my previous email, please see the attached documents as a part of the lodgement for the General Purpose Financial reports on behalf of the CPSU SPSF Western Australian Prison Officers Branch.



Minutes of the AGM
28 October 2015.doc



West Australian



General Purpose



General Purpose
Financial Reports - Ju



Circular No 22-2015
Financial Report 2015 - AGM 2015.pdf



Certificate by
prescribed designatec

Rebeka Marton

Industrial Officer

WAPOU/CPSUSPSF WAPOU Branch

M:0403 428 935 T: 08 9272 3222 F: 9271 2666

WAPOU
WA Prison Officers' Union



[CPSU SPSF WA Prison Officers Union Branch]

s.268 Fair Work (Registered Organisations) Act 2009

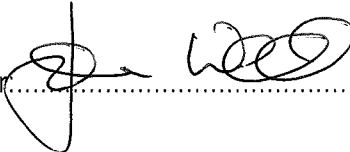
CERTIFICATE BY PRESCRIBED DESIGNATED OFFICER²

Certificate for the period ended June 2015

I John Edward Patrick Welch being the *Secretary* of the CPSU SPSF WA PRISON OFFICERS BRANCH certify:

- that the documents lodged herewith are copies of the full report for the CPSU SPSF WA PRISON OFFICERS BRANCH for the period ended June 2015 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 2nd October 2015; and
- that the full report was presented to a general meeting of members of the reporting unit on 28th October 2015 accordance with s.266 of the *Fair Work (Registered Organisations) Act 2009*.

Signature of prescribed designated officer.....



Name of prescribed designated officer: John Edward Patrick Welch

Title of prescribed designated officer: Branch Secretary

Dated:

16th Nov 2016

² Regulation 162 of the Fair Work (Registered Organisations) Regulations 2009 defines a 'prescribed designated officer' of a reporting unit for the purposes of s.268(c) as:
(a) the secretary; or
(b) an officer of the organisation other than the secretary who is authorised by the organisation or by the rules of the organisation to sign the certificate mentioned in that paragraph.

**WESTERN AUSTRALIAN PRISON
OFFICERS' UNION BRANCH OF WORKERS**

ABN 98 473 603 480

**GENERAL PURPOSE FINANCIAL REPORT
FOR THE PERIOD ENDED 30 JUNE 2015**



Anderson Munro & Wyllie

CHARTERED ACCOUNTANTS

Street Address:

Unit 8
210 Winton Road
JONNDALUP WA 6027

Postal Address:

PO Box 229
JONNDALUP DC WA 6919

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CONTENTS

Operating Report	1
Committee of Management Statement	5
Auditor Independence Declaration	6
Statement of Comprehensive Income	7
Statement of Financial Position	8
Statement of Changes of Equity	9
Statement of Cash Flows	10
Recovery of Wages Activity	11
Notes to the Financial Statements	12
Independent Auditor's Report to the Members	31

**WESTERN AUSTRALIAN PRISON
OFFICERS' BRANCH OF WORKERS**

ABN 98473603480

OPERATING REPORT

In accordance with section 254 of the *Fair Work (Registered Organisations) Act 2009* ("Act") the Branch Committee of Management ("the Committee") present their operating report on the Western Australian Prison Officers' Union of Workers ("the Branch") for the year ended 30 June 2015.

Members of the Committee of Management

The State Executive members who held office during the period were:

K. Brown	Union President	
J. Welch	Union Secretary	
M. Cromb	Union Treasurer	
Andrew Smith	Union Assistant Secretary	
U. Thiel	Union Vice President	
T. Kennedy	Union Committee Member	
Paul Barry	Union Committee Member	
D. Mcateer	Union Committee Member	(elected 21/4/15)

Members of the State Executive Committee were in office for the period covering the report until the date of this report unless otherwise stated.

The State Council members who held office during the period were:

C. Austin, Acacia	
K. Fallens, Acacia	(resigned 21/4/15)
R. Byron, Academy	(elected 21/4/15)
B. Panting, Academy	(resigned 21/4/15)
J. Pennicott, Albany	
J. Demeza, Albany	
J. Hampton-Meagher, Bandyup	
B. Deimel, Bandyup	
B. Harris, Boronia	(resigned 21/4/15)
C. King, Boronia	(elected 21/4/15)
D. Anderson, Broome	
I. Ralph, Bunbury	
M. Palmer, Bunbury	

**WESTERN AUSTRALIAN PRISON
OFFICERS' BRANCH OF WORKERS
ABN 98473603480**

OPERATING REPORT (CONTINUED)

The State Council members who held office during the period were (Continued):

G. Longman, Casuarina	
R. Sheehan, Casuarina	
G. Simes, Casuarina	
S. Szumskyj, Casuarina	
M. Sheehan, DDU	
S. Parker, EGRP	
M. O'Siochain	(elected 21/4/15)
C. Pizzey, Greenough	
N. Cassidy, Greenough	(resigned 21/4/15)
N. Barton, Greenough	(elected 21/4/15)
A. Louw, Hakea	
A. Smith, Hakea	(elected 21/4/15)
M. Darbyshire, Hakea	(resigned 21/4/15)
P. Vose, Hakea	
P. Nield, Hakea	(resigned 21/4/15)
G. Ansell, Hakea	(elected 21/4/15)
R. O'Mara, Karnet	(resigned 21/4/15)
P. Cowie, Karnet	
A. Warnock, Work Camps	(resigned 21/4/15)
B. Stone, Pardelup	
G. Kenna, Roebourne	
C. Sharratt, Wandoo	(resigned 21/4/15)
J. Andrews, Wandoo	(elected 21/4/15)
A. Ryan, WKRP	(resigned 21/4/15)
G. Rossitor, Wooroloo	
T. Gardiner, Wooroloo	
P. Campell, WKRP	(elected 21/4/15)

Members have been in office for the period covering the report until the date of this report unless otherwise stated.

**WESTERN AUSTRALIAN PRISON
OFFICERS' BRANCH OF WORKERS
ABN 98473603480**

OPERATING REPORT (CONTINUED)

Principal Activity-

The principle activities of the Branch during the year ending 30 June 2015 were as follows:

- representing individual members in grievance disputes with employers resulting in members being treated fairly and their rights respected.
- representing all members at various workplaces regarding disputes with employers resulting in a fair outcome.
- negotiating Enterprise Bargaining Agreements resulting in increased wages and conditions for members covered by those Agreements.
- negotiating Industrial Agreements at a number of worksites resulting in the settlement of disputes or the resulting in flexibility working arrangements.
- providing Branch Delegates and Worksite Committee members with training and education to enable them to better represent members in the workplace.

Operating Results

The Branch's loss for the year amounted to \$137 (2014: \$593 profit).

Review of Operations

A review of the operations of the Branch during the financial period found that there were no significant changes in nature to these principal activities during the financial period.

Significant Changes in the State of Affairs

No matters or circumstances arose during the reporting period which significantly affected the financial affairs of the Branch.

After Balance Date Events

There are no significant events after balance date to be reported.

Member's Right to Resign

Members may resign from the Branch by giving written notice to the Branch in accordance with the rules of the Branch.

Officers & employees who are superannuation fund trustee or director of a company that is a superannuation fund trustee

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

Membership of the Branch

Number of members as at 30 June 2015: 2,203 (30 June 2014: 2,217)

Employees of the Branch

At the end of the financial period the Branch jointly employed NIL staff with the State Union WAPOU.

**WESTERN AUSTRALIAN PRISON
OFFICERS' BRANCH OF WORKERS
ABN 98473603480**

OPERATING REPORT (CONTINUED)

Indemnification of Officer or Auditor

No indemnities have been given or insurance premiums paid, during or since the end of the financial period, for any person who is or has been an officer or auditor of the Branch.

Proceedings on Behalf of the Branch

No person has applied for leave of Court to bring proceedings on behalf of the Branch or intervene in any proceedings to which the Branch is a party for the purpose of taking responsibility on behalf of the Branch for all or any part of those proceedings. The Branch was not a party to any such proceedings during the period.

Wages Recovery Activity

The Branch has not undertaken any recovery of wages activity for the financial period ended 30 June 2015.

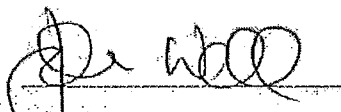
Other Information

There is no other information that the Branch considers relevant.

Auditor's Independent Declaration

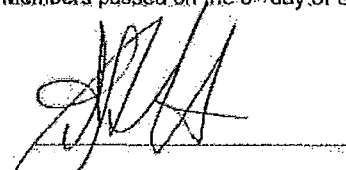
A copy of the auditor's independence declaration is set out on page 6.

Signed in accordance with a resolution of the Committee of Members passed on the 8th day of September 2015



John Welch
Secretary

Dated: 8th September 2015



Andrew Smith
Assistant Secretary

Dated: 8th September 2015

**WESTERN AUSTRALIAN PRISON
OFFICERS' BRANCH OF WORKERS
ABN 98473603480**

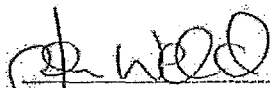
COMMITTEE OF MANAGEMENT STATEMENT

On the 8th day of September 2015 the Committee of Management of Western Australian Prison Officers' Union of Workers ("the Branch") passed the following resolution in relation to the general purpose financial report (GPFR) for the financial year ended 30 June 2015:

The Branch Committee of Management of the Western Australian Prison Officers' Union of Workers declares that in its opinion:

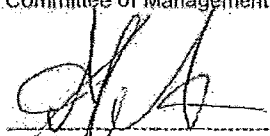
1. the financial statements and notes comply with the Australian Accounting Standards and other mandatory professional reporting requirements;
2. the financial statements and notes comply with the reporting guidelines of the General Manager of Fair Work Commission ("General Manager");
3. the financial statements and notes give a true and fair view of the Branch's financial performance, financial position and cash flows, and the changes in equity for the period then ended;
4. there are reasonable grounds to believe that the Branch will be able to pay its debts as and when they become due and payable; and
5. during the financial period to which the GPFR relates and since the end of that period:
 - (a) meetings of the Committee of Management were held in accordance with the rules of the Branch;
 - (b) the financial affairs of the Branch have been managed in accordance with the rules of the Branch;
 - (c) the financial records of the Branch have been kept and maintained in accordance with the *Fair Work (Registered Organisations) Act 2009 ("Act")* and *Fair Work (Registered Organisations) Regulations 2009 ("Regulations")*, *Industrial Relations Act 1979 (WA) ("IR Act")* and *Industrial Relations Commission Regulations 2005 (WA) ("IRC Regulations")*;
 - (d) the Branch is a sole reporting unit, therefore the financial records of the Branch have been kept in a consistent manner specifically relating to the Branch;
 - (e) no information was sought by any member of the Branch or the General Manager of Fair Work Commission duly made under section 272 of the Act; and
 - (f) no orders have been made by the Commissioner under section 273 of the Act during the year ending 30 June 2015.
6. further the Branch Committee of Management of the Branch declares that the Branch has not undertaken any recovery of wages activity during the year ending 30 June 2015.

This declaration is made in accordance with a resolution of the Committee of Management.



John Welch
Secretary

Dated: 8th September 2015



Andrew Smith
Assistant Secretary

Dated: 8th September 2015



Anderson Munro & Wyllie

CHARTERED ACCOUNTANTS

Street Address:

Unit 9
210 Winton Road
JOONDALUP WA 6027

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JOONDALUP DC WA 6919

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AUDITOR'S INDEPENDENCE DECLARATION TO THE MEMBERS OF WESTERN AUSTRALIAN PRISON OFFICERS' UNION BRANCH OF WORKERS

As auditor for the audit of Western Australian Prison Officers' Union Branch of Workers for the year ended 30 June 2015, I declare that, to the best of my knowledge and belief, during the year ended 30 June 2015 there has been:

No contraventions of any applicable code of professional conduct in relation to the audit.

Anderson Munro & Wyllie

ANDERSON MUNRO & WYLLIE

Chartered Accountants

Martin Shone

Martin Shone

Principal

Dated at Perth, Western Australia this 8th day of September 2015

**WESTERN AUSTRALIAN PRISON
OFFICERS' BRANCH OF WORKERS
ABN 98473603480**

**STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2015**

	Note	2015 \$	2014 \$
Revenue			
Membership Subscription	3A	-	-
Capitation Fees	3B	-	-
Levies	3C	-	-
Grants or Donations	3D	-	-
Interest Received	3E	5	-
Transfers		34,431	6,200
Total income		<u>34,436</u>	<u>6,200</u>
Expenses			
Employee Expenses	4A	-	-
Capitation Fees	4B	(34,414)	(5,607)
Affiliation Fees	4C	-	-
Administration Expenses	4D	(161)	-
Grants or Donations	4E	-	-
Legal Costs	4F	-	-
Other Expenses	4G	-	-
		<u>(34,575)</u>	<u>(5,607)</u>
Net (Loss)/Profit Attributable to Members of the Branch		<u>(137)</u>	<u>593</u>
Other Comprehensive Income		-	-
Total Comprehensive (Loss)/Income for the period attributable to Members of the Branch		<u>(137)</u>	<u>593</u>

The accompanying notes form part of these financial statements.

**WESTERN AUSTRALIAN PRISON
OFFICERS' BRANCH OF WORKERS**

ABN 98473603480

**STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2015**

	Note	2015 \$	2014 \$
ASSETS			
CURRENT ASSETS			
Cash and Cash Equivalents	5A	160	28
Trade and Other Receivables	5B	3,494	3,661
TOTAL CURRENT ASSETS		3,654	3,689
NON-CURRENT ASSETS			
TOTAL NON-CURRENT ASSETS			
TOTAL ASSETS		3,654	3,689
LIABILITIES			
CURRENT LIABILITIES			
Trade and Other Payables	6A	3,199	3,096
Employee Provisions	7A	-	-
TOTAL CURRENT LIABILITIES		3,199	3,096
NON-CURRENT LIABILITIES			
Employee Provisions	7A	-	-
TOTAL NON-CURRENT LIABILITIES			
TOTAL LIABILITIES		3,199	3,096
NET ASSETS		455	593
EQUITY			
Retained Earnings		455	593
TOTAL EQUITY		455	593

The accompanying notes form part of these financial statements.

**WESTERN AUSTRALIAN PRISON
OFFICERS' BRANCH OF WORKERS
ABN 98473603480**

**STATEMENT OF CHANGES OF EQUITY
FOR THE YEAR ENDED 30 JUNE 2015**

	Retained Earnings	Total
	\$	\$
Balance at 1 July 2013	<u> </u>	<u> </u>
Profit for the Year	593	593
Balance at 30 June 2014	<u>593</u>	<u>593</u>
Loss for the Year	(137)	(137)
Balance at 30 June 2015	<u>455</u>	<u>455</u>

The accompanying notes form part of these financial statements.

**WESTERN AUSTRALIAN PRISON
OFFICERS' BRANCH OF WORKERS
ABN 98473603480**

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2015**

	Note	2015 \$	2014 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Transfers from WAPOU	9B	34,332	3,100
Refund of GST from ATO		267	-
Payment to National Office	9B	(34,311)	(3,072)
Payment to Suppliers		(161)	-
Interest		5	-
Cash Generated by Operating Activities	9A	<u>132</u>	<u>28</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Cash Used in Investing Activities		<u>-</u>	<u>-</u>
CASH FLOWS FROM FINANCING ACTIVITIES			
Cash Used in Financing Activities		<u>-</u>	<u>-</u>
Increase in Cash and Cash Equivalents During the Year		132	28
Cash and Cash Equivalents at the Beginning of the Year		28	-
Cash and Cash Equivalents at the End of the Year		<u>160</u>	<u>28</u>

The accompanying notes form part of these financial statements

**WESTERN AUSTRALIAN PRISON
OFFICERS' BRANCH OF WORKERS
ABN 98473603480**

**RECOVERY OF WAGES ACTIVITY
FOR THE YEAR ENDED 30 JUNE 2015**

No recovery of wages activities occurred in the reporting period.

The accompanying notes form part of these financial statements

**WESTERN AUSTRALIAN PRISON
OFFICERS' BRANCH OF WORKERS
ABN 98 518 622 745**

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2015

Note 1: Branch Information

The financial report of Western Australian Prison Officers' Branch of Workers ("the Branch") for the year ended 30 June 2015 was authorised for issue in accordance with a resolution of the Committee of Management.

The financial statements cover the Branch as an individual entity. The Branch is registered and domiciled in Western Australia.

The Branch is a trade Branch which represents the industrial interests of the career public sector and private industry Prison Officers employed within the state of Western Australia.

Number of members at 30 June 2015: 2,203 (30 June 2014: 2,217).

The financial statements were authorised for issue on 8th September 2015 by the members of the committee.

Note 2: Summary of Significant Accounting Policies

BASIS OF PREPARATION

The financial statements are general purpose financial statements and have been prepared in accordance with Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period and the *Fair Work (Registered Organisation) Act 2009*. For the purpose of preparing the general purpose financial statements, the Branch is a not-for-profit entity.

Australian Accounting Standards set out accounting policies that the AASB has concluded would result in financial statements containing relevant and reliable information about transactions, events and conditions. Material accounting policies adopted in the preparation of these financial statements are presented below and have been consistently applied unless stated otherwise.

The financial statements, except for the cash flow information, have been prepared on an accruals basis and are based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities. The amounts presented in the financial statements have been rounded to the nearest dollar.

Accounting Policies

(a) Revenue

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

Revenue from membership contributions is accounted for on an accrual basis and is recorded as revenue in the period 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.

WESTERN AUSTRALIAN PRISON
OFFICERS' BRANCH OF WORKERS
ABN 98 518 622 745

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2015

Note 2: Summary of Significant Accounting Policies (Continued)

(b) Gains

Sale of Assets

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

(c) Capitation Fees and Levies

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

(d) Employee Benefits

A liability is recognised for benefits accruing to employees in respect of wages and salaries, annual leave, long service leave and termination benefits when it is probable that settlement will be required and they are capable of being measured reliably.

Liabilities for short-term employee benefits (as defined in AASB 119 *Employee Benefits*) and termination benefits due within twelve months of the end of reporting period are measured at their nominal amounts. The nominal amount is calculated with regard to the rates expected to be paid on settlement of the liability.

Other long-term employee benefits are measured as the present value of the estimated future cash outflows to be made by the Branch in respect of services provided by employees up to reporting date.

Payments to defined contribution retirement benefit plans are recognised as an expense when employees have rendered service entitling them to the contributions.

The Branch recognises an obligation to provision for termination when it has developed a detailed formal plan for the terminations and has informed those employees affected that it will carry out the terminations as per the requirements of the relevant industrial conditions or obligations set out by Fair Work Commission.

(e) Leases

Leases are classified as finance leases whenever the terms of the lease transfer substantially all the risks and rewards of ownership to the lessee. All other leases are classified as operating leases.

Where an asset is acquired by means of a finance lease, the asset is capitalised at either the fair value of the lease property or, if lower, the present value of minimum lease payments at the inception of the contract and a liability is recognised at the same time and for the same amount.

The discount rate used is the interest rate implicit in the lease. Leased assets are amortised over the period of the lease. Lease payments are allocated between the principal component and the interest expense.

Operating lease payments are expensed on a straight-line basis which is representative of the pattern of benefits derived from the leased assets.

Rental revenue from operating leases is recognised on a straight-line basis over the term of the relevant lease. Initial direct costs incurred in negotiating and arranging an operating lease are added to the carrying amount of the leased asset and recognised on a straight-line basis over the lease term.

(f) Borrowing Costs

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

WESTERN AUSTRALIAN PRISON
OFFICERS' BRANCH OF WORKERS
ABN 98 518 622 745

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2015

Note 2: Summary of Significant Accounting Policies (Continued)

(g) Cash

Cash is recognised at its nominal amount. Cash and cash equivalents includes cash on hand, deposits held at call with bank, other short-term highly liquid investments with original maturity of 3 months or less that are readily convertible to known amounts of cash and subject to insignificant risk of changes in value and bank overdrafts. Bank overdrafts are shown within short-term borrowings in current liabilities on the consolidated statement of financial position.

(h) Financial Instruments

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

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

(i) Financial Assets

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

(i) *Fair value through profit or loss*

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

A financial asset is classified as held for trading if:

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

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

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

WESTERN AUSTRALIAN PRISON
OFFICERS' BRANCH OF WORKERS
ABN 98 518 622 745

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2015

Note 2: Summary of Significant Accounting Policies (Continued)

(i) Financial Assets (Continued)

(i) *Fair value through profit or loss (Continued)*

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

(ii) *Held-to-maturity investments*

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

(iii) *Available-for-sale*

The Branch is aware of the accounting policies and standards that are required in the circumstances where listed shares and listed redeemable notes are held as investments by the Branch but no such shares or notes are held by the Branch.

(iv) *Loan and receivables*

Trade receivables, loans and other receivables that have fixed or determinable payments that are not quoted in an active market are classified as 'loans and receivables'. Loans and receivables are measured at amortised cost using the effective interest method less impairment. Interest is recognised by applying the effective interest rate, except for short-term receivables when the recognition of interest would be immaterial.

(v) *Effective interest method*

The effective interest method is a method of calculating the amortised cost of a debt instrument and of allocating interest income over the relevant period. The effective interest rate is the rate that exactly discounts estimated future cash receipts through the expected life of the financial asset, or, when appropriate, a shorter period, to the net carrying amount on initial recognition.

Income is recognised on an effective interest rate basis except for debt instruments other than those financial assets that are recognised at fair value through profit or loss.

(vi) *Impairment of financial assets*

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

For certain categories of financial asset, such as trade receivables, assets that are assessed not to be impaired individually are, in addition, assessed for impairment on a collective basis. Objective evidence of impairment for a portfolio of receivables could include the Branch past experience of collecting payments, an increase in the number of delayed payments in the portfolio past the average credit period of 60 days, as well as observable changes in national or local economic conditions that correlate with default on receivables.

For financial assets carried at amortised cost, the amount of the impairment loss recognised is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted at the financial asset's original effective interest rate.

WESTERN AUSTRALIAN PRISON
OFFICERS' BRANCH OF WORKERS
ABN 98 518 622 745

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2015

Note 2: Summary of Significant Accounting Policies (Continued)

(i) Financial Assets (Continued)

(vi) *Impairment of financial assets (Continued)*

For financial assets carried at cost, the amount of the impairment loss is measured as the difference between the asset's carrying amount and the present value of the estimated future cash flows discounted at the current market rate of return for a similar financial asset. Such impairment loss will not be reversed in subsequent periods.

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

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

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

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

(vii) *Derecognition of financial assets*

The Branch derecognises a financial asset only when the contractual rights to the cash flows from the asset expire, or when it transfers the financial asset and substantially all the risks and rewards of ownership of the asset to another entity. The difference between the 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.

(j) Financial Liabilities

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

(i) *Fair value through profit or loss*

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

WESTERN AUSTRALIAN PRISON
OFFICERS' BRANCH OF WORKERS
ABN 98 518 622 745

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2015

Note 2: Summary of Significant Accounting Policies (Continued)

(j) Financial Liabilities (Continued)

(i) Fair value through profit or loss (Continued)

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.

(ii) Other financial liabilities

Other financial liabilities, including borrowings and trade and other payables, are initially measured at fair value, net of transaction costs.

Other financial liabilities are subsequently measured at amortised cost using the effective interest method, with interest expense recognised on an effective yield basis.

(iii) Derecognition of financial liabilities

The Branch derecognises financial liabilities when, and only when, the reporting units obligations are discharged, cancelled or they expire. The difference between the carrying amounts of the financial liability derecognised and the consideration paid and payable is recognised in profit or loss.

(k) Contingent Liabilities and Contingent Assets

Contingent liabilities and contingent assets are not recognised in the Statement of Financial Position but are reported in the relevant notes. They may arise from uncertainty as to the existence of a liability or asset or represent an existing liability or asset in respect of which the amount cannot be reliably measured. Contingent assets are disclosed when settlement is probable but not virtually certain, and contingent liabilities are disclosed when settlement is greater than remote.

**WESTERN AUSTRALIAN PRISON
OFFICERS' BRANCH OF WORKERS
ABN 98 518 622 745**

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2015

Note 2: Summary of Significant Accounting Policies (Continued)

(l) Land, Buildings, Plant and Equipment

Asset Recognition Threshold

Purchases of land, buildings, plant and equipment are recognised at cost less accumulated depreciation 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.

The depreciation rates used for each class of depreciable assets are:

Class of Fixed Asset	Depreciation Rate
Furniture and equipment	5% - 40%
Motor vehicles	25%
Buildings and improvements	2.5% to 25%

Derecognition

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

(m) 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 at its cost, including transaction costs, less accumulated depreciation.

Depreciation

Depreciable investment property 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.

The depreciation rates used for each class of depreciable assets are:

Class of Fixed Asset	Depreciation Rate
Furniture and equipment	5% - 40%
Buildings and improvements	2.5% to 25%

Derecognition

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 investment 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.

**WESTERN AUSTRALIAN PRISON
OFFICERS' BRANCH OF WORKERS**

ABN 98 518 622 745

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2015

Note 2: Summary of Significant Accounting Policies (Continued)

(n) Impairment for Non-Financial Assets

All assets are assessed for impairment at the end of each reporting period to the extent that there is an impairment trigger. Where indications of impairment exist, the asset's recoverable amount is estimated and an impairment adjustment made if the asset's recoverable amount is less than its carrying amount.

The recoverable amount of an asset is the higher of its fair value less costs to sell and its value in use. Value in use is the present value of the future cash flows expected to be derived from the asset. Where the future economic benefit of an asset is not primarily dependent on the asset's ability to generate future cash flows, and the asset would be replaced if the Branch was deprived of the asset, its value in use is taken to be its depreciated replacement cost.

(o) Taxation

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

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

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

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

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

(p) Comparative Figures

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

When an entity applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements, a statement of financial position as at the beginning of the earliest comparative period must be disclosed.

(q) Accounts Payable and Other Payables

Accounts payable and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the company during the reporting period which remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

(r) Significant Accounting Judgements and Estimates

The directors 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 Branch.

Nil

Key estimates

Impairment

Key judgments

Available-for-sale investments

Nil

**WESTERN AUSTRALIAN PRISON
OFFICERS' BRANCH OF WORKERS**

ABN 98 518 622 745

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2015

Note 2: Summary of Significant Accounting Policies (Continued)

(s) New Australian Accounting Standards

Adoption of New Australian Accounting Standard Requirements

No accounting standard has been adopted earlier than the application date stated in the standard.

The accounting policies adopted are consistent with those of the previous financial year.

Future Australian Accounting Standards Requirements

The Branch has assessed the new and amended pronouncements applicable to future reporting periods and has determined that their effect on the Branch is NIL.

(sa) Going Concern

The Branch is not reliant on financial support of another reporting unit to continue on a going concern basis.

The Branch provides no financial support to ensure another reporting unit can continue on a going concern basis.

**WESTERN AUSTRALIAN PRISON
OFFICERS' BRANCH OF WORKERS
ABN 98 518 622 745**

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2015

Note 3: Income

No income was received during the reporting period for Capitation Fees, Levies, Grants or Donations or support from another reporting unit of the organisation.

	2015	2014
	\$	\$
Note 3A: Membership Subscription	<u> </u>	<u> </u>
Note 3B: Capitation Fees	<u> </u>	<u> </u>
Note 3C: Levies	<u> </u>	<u> </u>
Note 3D: Grants or Donations	<u> </u>	<u> </u>
Note 3E: Interest Received	<u> 5</u>	<u> </u>

Note 4: Expenses

During the reporting year no expenses were incurred as consideration for employers making payroll deductions of membership subscriptions, compulsory levies imposed, legal costs or penalties imposed on the Branch under the RO Act with respect to its conduct.

Note 4A: Employee Expenses

Holders of office:

– Wages and salaries	–	–
– Superannuation	–	–
– Leave and other entitlements	–	–
– Other employee expenses	–	–
Subtotal employee expenses holders of office	<u> </u>	<u> </u>

Employees other than office holders:

– Wages and salaries	–	–
– Superannuation	–	–
– Leave and other entitlements	–	–
– Other employee expenses	–	–
Subtotal employee expenses employees other than office holders	<u> </u>	<u> </u>
Total employee expenses	<u> </u>	<u> </u>

**WESTERN AUSTRALIAN PRISON
OFFICERS' BRANCH OF WORKERS
ABN 98 518 622 745**

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2015

	2015	2014
Note 4: Expenses (continued)	\$	\$
Note 4B: Capitation Fees		
National Office Membership	(34,414)	(5,607)
	<u>(34,414)</u>	<u>(5,607)</u>
Note 4C: Affiliation Fees	<u>-</u>	<u>-</u>
Note 4D: Administration Expenses		
Audit fees	-	-
Bank charges	(161)	-
Consideration to employers for payroll deductions	-	-
Compulsory levies	-	-
Fees/allowance – meeting & conferences	-	-
Meetings of members, committees etc. & conferences & travel	-	-
	<u>(161)</u>	<u>-</u>
Note 4E: Grants or Donations	<u>-</u>	<u>-</u>
Contributions – other (donations)	-	-
Donations	<u>-</u>	<u>-</u>
Note 4F: Legal Costs	<u>-</u>	<u>-</u>
Other Legal Matters	<u>-</u>	<u>-</u>
Note 4G: Other Expenses		
Penalties - via RO Act or RO Regulations	<u>-</u>	<u>-</u>
Note 5: Current Assets		
The Branch has no fund or account operated in respect of compulsory levies or voluntary contributions, and therefore has no such monies invested in any assets. The Branch has no fund or account (other than the general fund) the operation of which is required by its rules or by the rules of the organisation, and therefore no transfers and/or withdrawal(s) from such an account.		
Note 5A: Cash and Cash Equivalents		
Cash at bank	160	28
Total cash and cash equivalents	<u>160</u>	<u>28</u>

**WESTERN AUSTRALIAN PRISON
OFFICERS' BRANCH OF WORKERS
ABN 98 518 622 745**

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2015

Note 5: Current Assets (Continued)	2015	2014
	\$	\$
Note 5B: Trade and Other Receivables		
Receivables from other reporting unit	-	-
Less provision for doubtful debts	-	-
Total receivables - net	<u>-</u>	<u>-</u>
Other receivables:		
Receivable from WAPOU	3,199	3,100
ATO Refunds	295	561
Total trade and other receivables	<u>3,494</u>	<u>3,661</u>

Note 6: Current Liabilities

The Branch has no payables or other financial liability to any other reporting unit of the organisation.

The Branch has no payables to employers as consideration for the employer making payroll deductions for membership subscriptions, or in respect of legal costs and other expenses related to litigation or other legal matters.

Note 6A: Trade and Other Payables

Trade payables	3,199	3,096
Consideration to employers for payroll deductions	-	-
Total trade and other payables	<u>3,199</u>	<u>3,096</u>

Note 7: Provisions

Note 7A: Employee Provisions

Office holders:

- Annual leave	-	-
- Long service leave	-	-
Subtotal employee provisions – office holders	<u>-</u>	<u>-</u>

Employees other than office holders:

- Annual leave	-	-
- Long service leave	-	-
Subtotal employee provisions – employees other than office holders	<u>-</u>	<u>-</u>
Total employee provisions	<u>-</u>	<u>-</u>

Current

Non current

Total employee provisions	<u>-</u>	<u>-</u>
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**WESTERN AUSTRALIAN PRISON
OFFICERS' BRANCH OF WORKERS
ABN 98 518 622 745**

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2015

Note 8: Segment Information

The Branch operates in one business and one geographic segment. Hence no separate segment information has been provided.

Note 9: Cash Flow

Note 9A: Cash Flow Reconciliation

	2015	2014
	\$	\$
Reconciliation of profit to net cash from operating activities:		
(Loss)/Profit for the year	(138)	593
<i>Changes in assets/liabilities:</i>		
(Decrease)/Increase in accounts receivable	167	(3,661)
Increase in payables	103	3,096
Net cash generated from operating activities	132	28

Note 9B: Cash Flow Information

Cash inflows

Transfer from WAPOU to cover capitation fees payment	34,332	3,100
Total cash inflows	34,332	3,100

Cash outflows

National Office Membership	34,311	3,072
Total cash outflows	34,311	3,072

Note 10: Related Party Disclosures

Note 10A: Related Party Transactions for the Reporting Period

There have been no transactions entered into with related parties during the year.

Note 10B: Key Management Personnel Remuneration for the Reporting Period

	2015	2014
	\$	\$
Short-term employee benefits:		
– Salary (including annual leave taken)	-	-
– Annual leave accrued	-	-
– Remuneration for attending meeting & conferences & travel allowance	-	-
– Committee honorariums	-	-
– Meeting expenses	-	-
Total short-term employee benefits	-	-

**WESTERN AUSTRALIAN PRISON
OFFICERS' BRANCH OF WORKERS
ABN 98 518 622 745**

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2015

Note 10B: Key Management Personnel Remuneration for the Reporting Period (Continued)

	2015	2014
	\$	\$
Post-employment benefits:		
– Superannuation	-	-
Total post-employment benefits	-	-
Other long-term benefits:		
– Long service leave	-	-
Total long-term benefits	-	-

Note 10C: Remuneration Paid to the Employee (Other than Office Holders)

Short-term employee benefits:		
– Salary (including annual leave taken)		-
– Annual leave accrued	-	-
Total short-term employee benefits	-	-
Post-employment benefits:		
– Superannuation	-	-
Total post-employment benefits	-	-
Other long-term benefits:		
– Long service leave	-	-
Total long-term benefits	-	-

Note 11: Remuneration of Auditors

Value of the services provided		
– Financial statement audit services		-
– Other services & membership audit	-	-
Total remuneration of auditors	-	-

Note 12: Events after the reporting period

There were no events that occurred after 30 June 2015, or prior to the signing of the financial statements, that would affect the ongoing structure and financial activities of the Branch.

**WESTERN AUSTRALIAN PRISON
OFFICERS' BRANCH OF WORKERS**

ABN 98 518 622 745

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2015

Note 13: Financial Risk Management

The Branch's financial instruments consist mainly of deposits with banks, short-term investments, accounts receivable and payable, bank loans and overdrafts.

The totals for each category of financial instruments, measured in accordance with AASB 139 as detailed in the accounting policies to these financial statements, are as follows:

	Note	2015	2014
		\$	\$
Financial assets			
Cash and cash equivalents	5A	160	28
Trade and other receivables	5B	3,494	3,661
Total financial assets		3,654	3,689
Financial liabilities			
Trade and other payables	6A	3,199	3,096
Interest bearing liabilities		-	-
Total financial liabilities		3,199	3,096

The Committee's overall risk management strategy seeks to assist the Branch in meeting its financial targets, whilst minimising potential adverse effects on financial performance. Risk management policies are approved and reviewed by the Committee on a regular basis. These include the credit risk policies and future cash flow requirements.

The main purpose of non-derivative financial instruments is to raise finance for the operations. The Branch does not have any derivative instruments at 30 June 2015.

Specific Financial Risk Exposures and Management

The main risks the company is exposed to through its financial instruments are credit risk, liquidity risk and market risk relating to interest rate risk and other price risk.

There have been no substantive changes in the types of risks the Branch is exposed to, how these risks arise, or the Committee's objectives, policies and processes for managing or measuring the risks from the previous period.

(i) Credit risk

The Branch is exposed to credit risk on account of (a) default by individual members to pay their maximum membership contributions; and (b) default by tenants to pay for the rent charges.

The Branch's maximum exposure to credit risk is the carrying amount of trade and other receivable at reporting date.

The credit risk is managed by ensuring that (a) membership dues are deducted by the employers as part of the payroll processing; and (b) rental dues are invoiced in advance prior to occupancy.

The Branch does not monitor the credit risks in relation to cash and cash equivalent, which are transacted through creditworthy financial institutions. The management believes that these institutions are being subject to strict prudential norms imposed by Legislation, Reserve Bank and other regulatory authorities.

**WESTERN AUSTRALIAN PRISON
OFFICERS' BRANCH OF WORKERS**

ABN 98 518 622 745

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2015

Note 13: Financial Risk Management (Continued)

Specific Financial Risk Exposures and Management (Continued)

(ii) Liquidity risk

Liquidity risk is the risk that the Branch will encounter difficulties in meeting the contractual obligations of its financial liabilities (principally due to shortage of funds).

Liquidity risk is kept continually under review and managed to ensure that cleared funds are held to meet the obligations on the respective due dates.

Liquidity risk is managed through:

- (a) Monitoring short term forecasted in-flows and the committed cash outflows of financial liabilities;
- (b) Monitoring the unused withdrawal facilities with banks.

The tables below reflect an undiscounted contractual maturity analysis for non-derivative financial liabilities. The Branch does not hold directly any derivative financial liabilities.

Cash flows realised from financial assets reflect management's expectation as to the timing of realisation. Actual timing may therefore differ from that disclosed. The timing of cash flows presented in the table to settle financial liabilities reflects the earliest contractual settlement dates.

Financial liability and financial asset maturity analysis:

	Within 1 Year	1 to 5 Years	Over 5 Years	Total
	2015	2015	2015	2015
	\$	\$	\$	\$
Financial liabilities due for payment				
Trade and other payables	3,199	-	-	3,199
Total expected outflows	<u>3,199</u>	<u>-</u>	<u>-</u>	<u>3,199</u>
Financial Assets — cash flows realisable				
Cash and cash equivalents	160	-	-	160
Trade and other receivables	3,494	-	-	3,494
	<u>3,654</u>	<u>-</u>	<u>-</u>	<u>3,654</u>
Net inflow on financial instruments	<u>455</u>	<u>-</u>	<u>-</u>	<u>455</u>

**WESTERN AUSTRALIAN PRISON
OFFICERS' BRANCH OF WORKERS
ABN 98 518 622 745**

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2015

Note 13: Financial Risk Management (Continued)

Specific Financial Risk Exposures and Management (Continued)

Financial liability and financial asset maturity analysis (Continued):

	Within 1 Year	1 to 5 Years	Over 5 Years	Total
	2014	2014	2014	2014
	\$	\$	\$	\$
Financial liabilities due for payment				
Trade and other payables	3,096	-	-	3,096
Total expected outflows	<u>3,096</u>	<u>-</u>	<u>-</u>	<u>3,096</u>
Financial Assets — cash flows realisable				
Cash and cash equivalents	28	-	-	28
Trade and other receivables	3,661	-	-	3,661
Total anticipated inflows	<u>3,689</u>	<u>-</u>	<u>-</u>	<u>3,689</u>
Net inflow on financial instruments	<u>593</u>	<u>-</u>	<u>-</u>	<u>593</u>

(iii) **Market risk**

(a) **Interest rate risk**

Interest rate risk is the risk that the fair values and cash-flows of Branch's financial instruments will be affected by changes in the market interest rates.

The management of the Branch believes that the risk of interest rate movement would not have material impact on Branch's operations.

(b) **Other price risk**

Other price risk relates to the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or currency risk) of securities held.

Sensitivity analysis

The following table illustrates sensitivities to the Branch's exposures to changes in interest rates and equity prices. The table indicates the impact on how profit and equity values reported at the end of the reporting period would have been affected by changes in the relevant risk variable that management considers to be reasonably possible.

These sensitivities assume that the movement in a particular variable is independent of other variables

	Profit	Equity
	\$	\$
Year ended 30 June 2015		
+/-1% in interest rates	-	-
Year ended 30 June 2014		
+/-1% in interest rates	-	-

**WESTERN AUSTRALIAN PRISON
OFFICERS' BRANCH OF WORKERS
ABN 98 518 622 745**

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2015

Note 13: Financial Risk Management (Continued)

Fair Value Measurement – Financial Assets and Financial Liabilities

The fair values of financial assets and financial liabilities are presented in the following table and can be compared to their carrying values as presented in the statement of financial position. Fair value is the amount at which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties in an arm's length transaction.

Fair value may be based on information that is estimated or subject to judgement, where changes in assumptions may have a material impact on the amounts estimated. Areas of judgement and the assumptions have been detailed below. Where possible, valuation information used to calculate fair values is extracted from the market, with more reliable information available from markets that are actively traded. In this regard, fair values for listed securities are obtained from quoted market bid prices. Where securities are unlisted and no market quotes are available, fair value is obtained using discounted cash flow analysis and other valuation techniques commonly used by market participants.

Differences between fair values and carrying amounts of financial instruments with fixed interest rates are due to the change in discount rates being applied by the market since their initial recognition by the Branch. Most of these instruments, which are carried at amortised cost (ie accounts receivables, loan liabilities), are to be held until maturity and therefore the fair value figures calculated bear little relevance to the Branch.

		2015		2014	
	Note	Carrying Value	Fair Value	Carrying Value	Fair Value
		\$	\$	\$	\$
Financial assets					
Cash and cash equivalents	(i)	160	160	28	28
Trade and other receivables	(i)	3,494	3,494	3,661	3,661
Total financial assets		3,654	3,654	3,689	3,689
Financial liabilities					
Trade and other payables	(i)	3,199	3,199	3,096	3,096
Interest bearing liabilities	(i)	-	-	-	-
Total financial liabilities		3,199	3,199	3,096	3,096

The fair values disclosed in the above table have been determined based on the following methodologies:

- (i) Cash and cash equivalents, accounts receivable and other debtors and accounts payable and other payables are short-term instruments in nature whose carrying value is equivalent to fair value. Trade and other payables excludes amounts provided for annual leave, which is outside the scope of AASB 139.

Note 14: Administration of financial affairs by a third party

The financial affairs of the Branch were not administered by another entity.

WESTERN AUSTRALIAN PRISON
OFFICERS' BRANCH OF WORKERS
ABN 98 518 622 745

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2015

Note 15: Section 272 Fair Work (Registered Organisations) Act 2009

In accordance with the requirements of the *Fair Work (Registered Organisations) Act 2009*, the attention of members is drawn to the provisions of subsections (1) to (3) of section 272, which reads as follows:

Information to be provided to members or the General Manager of Fair Work Commission:

- (1) A member of a reporting unit, or the General Manager of Fair Work Commission, 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).



Anderson Munro & Wyllie

CHARTERED ACCOUNTANTS

Street Address:

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210 Winton Road
JOONDALUP WA 6027

Postal Address:

PO Box 229
JOONDALUP DC WA 6919

By Appointment:

Level 28, AMP Tower
140 St Georges Terrace
PERTH WA 6000

T: (08) 9300 0400 E: reception@amwaudit.com.au

W: www.amwaudit.com.au ABN 59 125 425 274

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INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF WESTERN AUSTRALIAN PRISON OFFICERS' BRANCH OF WORKERS

Report on the Financial Report

We have audited the accompanying financial report of Western Australian Prison Officers' Branch of Workers ("the Branch") which comprises the statement of financial position as at 30 June 2015 and the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year ended on that date, a summary of significant accounting policies, other explanatory notes and the statement by members of the committee.

Committee's Responsibility for the Financial Report

The committee of the Branch is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including Australian Accounting Interpretations), *Industrial Relations Act 1979 (WA)* and *Fair Work Act 2009 (Commonwealth)*. This responsibility includes designing, implementing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances. In Note 2(b), the Committee of Management also state, in accordance with Accounting Standard AASB 101 Presentation of Financial Statements, that compliance with Australian Accounting Standards ensures that the financial report, comprising the financial statements and notes, complies with International Financial Reporting Standards.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance 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 entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, 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 Australian professional ethical pronouncements.



Auditor's Opinion

In my opinion:

- (1) The general purpose financial report of the Western Australian Prison Officers' Branch of Workers is in accordance with:
 - a. the *Fair Work (Registered Organisations) Act 2009 (Commonwealth)*, including:
 - (i) presenting fairly of the Branch's financial position as at 30 June 2015 and of its performance for the year ended on that date; and
 - (ii) complying with applicable Australian Accounting Standards (including Australian Accounting Interpretations); and
 - b. the financial statements also complies with International Financial Reporting Standards as disclosed in Note 2.
- (2) The Branch has kept satisfactory accounting records for the financial period including records of:
 - a. the sources and nature of the Branch's income, including membership subscriptions and other income from members; and
 - b. the nature of and reasons for the Branch's expenditure.
- (3) No person has contravened or failed to comply with s74 - *Duties of officers of organisations of the Industrial Relations Act 1979 (WA)*.
- (4) All the information and explanations that officers or employees of the Branch were required to provide have been provided;
- (5) There was no deficiency, failure or shortcoming in any matter referred to in (1) to (4) above; and
- (6) Management's use of the going concern basis of accounting in the preparation of the Branch's financial statements is appropriate.

Anderson Munro & Wylie

ANDERSON MUNRO & WYLLIE

Chartered Accountants

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

Martin Shone

MARTIN SHONE

Principal & Registered Company Auditor

Member of the Institute of Chartered Accountants in Australia

Dated at Perth, Western Australia this 8th day of September 2015

WESTERN AUSTRALIAN PRISON OFFICERS UNION OF WORKERS

Minutes of the AGM held at the Union Office, 63 Railway Parade, Mount Lawley on 28 October 2015 commencing at 17:00hrs

PRESIDING: Ken Brown
ATTENDANCE: As per the Attendance Register

1. **APOLOGIES**

U Thiel, R Sheehan, G Ansell, P Vose, G Mentiplay.

2. **MINUTES OF PREVIOUS MEETING**

2.1 The AGM was held on 22 October 2014 at 17:00hrs.

Motion– It was proposed to accept the minutes as a true and accurate record.

Proposed – M Palmer

Seconded – S Szumskyj

Carried

3. **PRESIDENT'S REPORT**

3.1 As provide in writing.

4. **SECRETARY'S REPORT**

4.1 As provided in writing.

5. **TREASURER'S REPORT**

Motion– It was proposed to adopt the accounts for WAPOU as presented.

Proposed – M Cromb

Seconded – S Parker

Carried

Motion – It was proposed to adopt the accounts for CPSU, SPSF and WAPOU.

Proposed – M Cromb

Seconded –

Carried

Auditors

Motion– It was proposed to re appoint Anderson, Muro and Wyllie.

Proposed – M Cromb

Seconded –M Palmer

Carried

The meeting closed at 18:00hrs

JOHN WELCH
STATE SECRETARY

KEN BROWN
STATE PRESIDENT

From: Rebeka Marton [mailto:RebekaMarton@wapou.asn.au]
Sent: Friday, 2 October 2015 3:17 PM
To: Rebeka Marton
Subject: General Purpose Financial Report 2015 - Available on the WAPOU website

Dear Members,

You may have received an email from WAPOU in relation to the General Purpose Financial Reports for 2015. Unfortunately as the file is too big the Department's email system has automatically blocked the email's contents. Below is what was sent yesterday.

A copy of the financial reports is available on the WAPOU site in the members section area. If you are having trouble accessing the site or would like the document sent direct to you, please contact the union office.

As per the requirements of s265 (5) (b) of the Fair Work (Registered Organisations) Act 2009 and in accordance with Fair Work (Registered Organisations) Regulations 2009, the General Purpose Financial Report for the 30th June 2015, Committee of Management Statements and Operating Reports for the Western Australian Prison Officers Union of Workers and the CPSU SPSF Western Australian Prison Officers Union Branch.

In accordance with our union rules, a Annual General Meeting has been called by the state executive to authorize the account. The Annual general meeting shall be held at union office - 63 Railway Parade mount Lawley on Wednesday the 28th of October 2015 at 5:00pm.

The reports will be made available on the WAPOU website.

If you have any issues opening the document, please contact our union office and one will be provided to you immediately.

Sincerely,

John Welch

President: K BROWN
Secretary: J WELCH
Ref: CIRCULAR NO: 22/2015

WAPOU
WA Prison Officers' Union

CIRCULAR

9 October 2015

TO ALL BRANCH REPRESENTATIVES, STATE COUNCILLORS, STATE EXECUTIVE AND MEMBERS OF WAPOU:

Branch Representatives are requested to bring the following advice to the attention of all Members:

ANNUAL GENERAL MEETING

Our Annual General Meeting will be held on:

Date: Wednesday 28th October 2015

Time: 17:00 hours

Location: The Union Office, 63 Railway Parade, Mount Lawley, 6050

The AGM will be presented with the Financial Statements of the Union.

All members are invited to attend.



John Welch
SECRETARY

From: Rebeka Marton [mailto:RebekaMarton@wapou.asn.au]
Sent: Friday, 2 October 2015 11:23 AM
To: Rebeka Marton
Subject: General Purpose Financial Reports - June 2015

Dear Members,

As per the requirements of s265 (5) (b) of the Fair Work (Registered Organisations) Act 2009 and in accordance with Fair Work (Registered Organisations) Regulations 2009, the General Purpose Financial Report for the 30th June 2015, Committee of Management Statements and Operating Reports for the Western Australian Prison Officers Union of Workers and the CPSU SPSF Western Australian Prison Officers Union Branch.

In accordance with our union rules, a Annual General Meeting has been called by the state executive to authorize the account. The Annual general meeting shall be held at union office - 63 Railway Parade mount Lawley on Wednesday the 28th of October 2015 at 5:00pm.

The reports will be made available on the WAPOU website.

If you have any issues opening the document, please contact our union office and we will send you a copy of the documents direct.



General Purpose
Financial Report 30th

Sincerely,

John Welch
Secretary



11 August 2015

Mr John Welch

Secretary

CPSU, the Community and Public Sector Union - SPSF Group, Western Australian Prison Officers' Union Branch

Sent via email: johnwelch@wapou.asn.au

Dear Mr Welch,

**Re: Lodgement of Financial Report - [FR2015/296]
Fair Work (Registered Organisations) Act 2009 (the RO Act)**

The financial year of the CPSU, the Community and Public Sector Union - SPSF Group, Western Australian Prison Officers' Union Branch (the reporting unit) ended on 30 June 2015.

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, namely 15 January 2016 (being the expiry date of 6 months and 14 days from the end of the financial year).

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. Further, the General Manager's updated Reporting Guidelines that apply to all financial reports prepared on or after 30 June 2014 are also available on the website supported by a webinar presentation.

The Fair Work Commission has developed a model set of financial statements. 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 and other resources can be accessed through our website under [Financial Reporting](#) in the Compliance and Governance section.

I request that the financial report and any statement of loans, grants or donations made during the financial year (statement must be lodged within 90 days of end of financial year) be emailed, rather than posted, to orgs@fwc.gov.au. A sample statement of loans, grants or donations is available at [sample documents](#).

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 \$51,000 for a body corporate and \$10,200 for an individual per contravention) being imposed upon an officer whose conduct led to the contravention and/or your organisation.

Should you seek any clarification in relation to the above, please contact me on (03) 8661 7796 or via email at Sam.Gallichio@fwc.gov.au.

Yours sincerely,

Sam Gallichio

Adviser

Regulatory Compliance Branch

TIMELINE/ PLANNER

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

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

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

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