



13 October 2016

Mr John Welch
Secretary, Western Australian Prison Officers' Union Branch
CPSU, SPSF Group

Sent by email: RebekaMarton@wapou.asn.au

Dear Mr Welch

Re: Lodgement of financial accounts and statements – CPSU, SPSF Group, Western Australian Prison Officers' Union Branch - year ended 30 June 2016 (FR2016/208)

I acknowledge receipt of the financial report for the year ended 30 June 2016 for the Western Australian Prison Officers' Union Branch, SPSF Group. The documents were lodged with the Fair Work Commission on 11 October 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 30 June 2017 may be subject to an advanced compliance review.¹

You are not required to take any further action in respect of the 2016 report lodged but I make the following comment to assist you when preparing the next report.

Reports must be provided to Members at least 21 days before the General Meeting of Members

The Designated Officer's Certificate stated that the financial report was provided to members on 14 September, and presented to a General Meeting of members on 28 September. Under section 265(5)(a) of the RO Act, where the full report is presented to a General Meeting of members, the full report must be provided to members at least 21 days before that meeting. This means the full report should have been provided to the members no later than 7 September.

I acknowledge our discussion and your email correspondence dated 12 September 2016, as well as Ms Rebeka Marton's covering email. The Branch must ensure next year that, whilst having

¹ A copy of the checklist used by the Fair Work Commission for advanced assessment purposes is accessible at <https://www.fwc.gov.au/documents/documents/organisations/factsheets/org-financial-report-checklist-advanced.pdf>

regard to the time frame for its Annual General Meeting under the rules, the 21 day interval is complied with. Please note that subsection 265(5) is a civil penalty provision.²

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](#).³

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

Yours sincerely



Stephen Kellett
Senior Adviser
Regulatory Compliance Branch

² Continued breaches of civil penalty provisions may result in an inquiry into the organisation and the General Manager of the FWC may apply under s.310(1) of the RO Act to the Federal Court of Australia for a pecuniary penalty order to be imposed on the organisation and, potentially, an officer whose conduct led to the non-compliance.

³ <https://www.fwc.gov.au/registered-organisations/compliance-governance/financial-reporting>

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

Sent: Tuesday, 11 October 2016 5:48 PM

To: Orgs

Subject: On CMS FR2016/208 Final accounts - CPSU SPSF Western Australian Prison Officers Union (WAPOU) Branch 2015-16

For the attention of the General Manger:

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 2016.

On the 24th of August 2016, the branch council called for an Annual General Meeting to be held on the 28th of September 2016 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.

On the 14th of September members were advised of the availability of said reports on the Union's website in the members news section. Notification of the availability of the reports on the website was made to both their work and home email addresses registered on the union membership system.

Members were also reminded of the Annual General meeting date and times for the purposes of presenting the report to the meeting.

The union became aware that due to circumstances beyond our control, we were unable to provide the 21 days' notice of the Annual General Meeting. The union contacted Fair Work and immediately advised Mr. Stephen Kellett of the circumstances. This was followed by an email to Mr. Kellett from the union Secretary John Welch.

On the 28 of September 2016 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 as well as a signed statement of loans, grants and donations.

Please do not hesitate to contact me if you require any further or if there is something that we have missed.

Sincerely,

Rebeka Marton

Industrial Officer

WAPOU/CPSUSPSF WAPOU Branch

M: 08 9272 3222 T: 08 9272 3222 F: 9271 2666



201610111425.pdf



Final Reports
30-06-2016 Branch



Final Reports -
FWAPOU 30-06-2016.

**CPSU-SPSF GROUP- WESTERN AUSTRALIAN PRISON OFFICERS' UNION (WAPOU)
BRANCH**

s.268 *Fair Work (Registered Organisations) Act 2009*

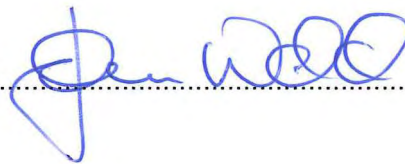
CERTIFICATE BY PRESCRIBED DESIGNATED OFFICER¹

Certificate for the period ended June 2016

I *John Edward Patrick Welch* being the *Secretary* of the *CPSU SPSF GROUP WESTERN AUSTRALIAN PRISON OFFICERS' UNION (WAPOU) BRANCH* certify:

- that the documents lodged herewith are copies of the full report for the *CPSU SPSF GROUP WESTERN AUSTRALIAN PRISON OFFICERS' UNION (WAPOU) BRANCH* for the period ended June 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 *the 14th of September 2016* and
- that the full report was presented to a general meeting the reporting unit on *the 28th of September 2016* in 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: Secretary

Dated:

10th Oct 2016

¹ 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.

**CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON
OFFICERS' UNION (WAPOU) BRANCH**

ABN 98 473 603 480

**GENERAL PURPOSE FINANCIAL REPORT
FOR THE PERIOD ENDED 30 JUNE 2016**



Anderson Munro & Wyllie

CHARTERED ACCOUNTANTS

Street Address:

Unit 8
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

Liability limited by a scheme approved under Professional Standards Legislation

CONTENTS

Independent Audit Report.....	1
Designated Officer's Certificate	3
Operating Report	4
Committee of Management Statement	7
Statement of Comprehensive Income.....	8
Statement of Financial Position	9
Statement of Changes of Equity	10
Cash Flow Statement.....	11
Recovery of Wages Activity	12
Notes to the Financial Statements	13



Anderson Munro & Wyllie

CHARTERED ACCOUNTANTS

Street Address:

Unit B
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

Liability limited by a scheme approved under Professional Standards Legislation

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON OFFICERS' UNION (WAPOU) BRANCH

Report on the Financial Report

We have audited the accompanying financial report of CPSU – SPSF Group - Western Australian Prison Officers' Union (WAPOU) Branch ("the Branch") which comprises the statement of financial position as at 30 June 2016 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 CPSU – SPSF Group - Western Australian Prison Officers' Union (WAPOU) Branch 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 2016 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 & WYLLIE

ANDERSON MUNRO & WYLLIE

Chartered Accountants

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

MARTIN SHONE

Principal & Registered Company Auditor

Member of the Institute of Chartered Accountants in Australia

Dated at Perth, Western Australia this 14th day of September 2016

CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON

OFFICERS' UNION (WAPOU) BRANCH

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 CPSU – SPSF Group - Western Australian Prison Officers' Union (WAPOU) Branch ("the Branch") for the year ended 30 June 2016.

Principal Activity-

The principle activities of the Branch during the year ending 30 June 2016 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 \$8 (2015: \$137 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 2016: 2,219 (30 June 2015: 2,203)

Employees of the Branch

At the end of the financial period the Branch employed NIL staff.

CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON

OFFICERS' UNION (WAPOU) BRANCH

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 2016.

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 Executive Member
Paul Barry	Union Executive Member
D. Mcateer	Union Executive Member

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	
C. Rayden	(elected 13-7-2016)
R. Byron	(resigned 7-4-2016)
J. Pennicott, Albany	
J. Demeza, Albany	
J. Hampton-Meagher, Bandyup	
B. Deimel, Bandyup	
C. King, Boronia	
D. Anderson, Broome	(resigned 6-4-2016)
P. Shaw, Broome	(elected 16-6-2016)
I. Ralph, Bunbury	
M. Palmer, Bunbury	

**CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON
OFFICERS' UNION (WAPOU) BRANCH
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	(resigned 4-2016)
C. Pizzey, Greenough	(resigned 5-5-2016)
N. Cassidy, Greenough	(elected 20-6-2016)
N. Barton, Greenough	(Resigned 15-2-2016)
C. Wilton, Greenough	(elected 20-6-2016)
A. Louw, Hakea	
A. Smith, Hakea	
P. Vose, Hakea	
G. Ansell, Hakea	(resigned 2-12-2015)
P. Cowie, Karnet	
J. Harrington, Work Camps	(elected 19-5-2016)
B. Stone, Pardelup	
G. Kenna, Roebourne	(lost election 19-5-2016)
M. Olman, Roebourne	(elected 19-5-2016)
E. Reid, SOG	(elected 19-5-2016)
I. Knott, Wandoo	(elected 1/6/16)
R. MacDonald, WKRP	(elected 17-6-2016)
G. Rossiter, Wooroloo	(resigned 11-12-2016)
T. Gardiner, Wooroloo	(resigned 7-9-2015)
K. O'Neill, Wooroloo	(elected 19-5-2016)
D. Lee, Wooroloo	(elected 19-5-2016)

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

Other Information

There is no other information that the Branch considers relevant.

CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON

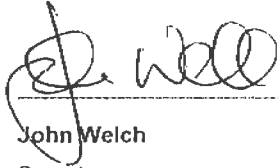
OFFICERS' UNION (WAPOU) BRANCH

ABN 98473603480

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 13th day of September 2016



John Welch
Secretary

Dated: 13th September 2016



Michael Cromb
Treasurer

Dated: 13th September 2016

CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON

OFFICERS' UNION (WAPOU) BRANCH

ABN 98473603480

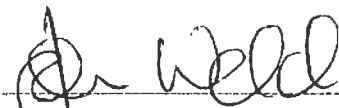
COMMITTEE OF MANAGEMENT STATEMENT

On the 13th day of September 2016 the Committee of Management of CPSU – SPSF Group - Western Australian Prison Officers' Union (WAPOU) Branch ("the Branch") passed the following resolution in relation to the general purpose financial report (GPFR) for the financial year ended 30 June 2016:

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

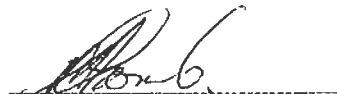
1. the financial statements and notes comply with the Australian Accounting Standards and other mandatory professional reporting requirements;
2. the financial statements and notes comply with the reporting guidelines of the General Manager of Fair Work Commission ("General Manager");
3. the financial 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 one of a number of CPSU reporting units. The financial records of the Branch have been kept as far as practicable in a consistent to other reporting units within the organisation;
 - (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 2016.
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 2016.

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



John Welch
Secretary

Dated: 13th September 2016



Michael Cromb
Treasurer

Dated: 13th September 2016

CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON

OFFICERS' UNION (WAPOU) BRANCH

ABN 98473603480

STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2016

	Note	2016 \$	2015 \$
Revenue			
Membership Subscription	3A	-	-
Capitation Fees	3B	-	-
Levies	3C	-	-
Interest Received	3D	1	5
Total Revenue		<u>1</u>	<u>5</u>
Other Income			
Grants or Donations	3E	-	-
Transfers		35,088	34,431
Total other income		<u>35,088</u>	<u>34,431</u>
Total income		<u>35,089</u>	<u>34,436</u>
Expenses			
Employee Expenses	4A	-	-
Capitation Fees	4B	(35,088)	(34,414)
Affiliation Fees	4C	-	-
Administration Expenses	4D	(9)	(161)
Grants or Donations	4E	-	-
Legal Costs	4F	-	-
Other Expenses	4G	-	-
Total expenses		<u>(35,097)</u>	<u>(34,575)</u>
Loss for the year		<u>(8)</u>	<u>(137)</u>
Other Comprehensive Income			
Items that will not be subsequently reclassified to profit or loss			-
Total Comprehensive Loss for the year		<u>(8)</u>	<u>(137)</u>

The accompanying notes form part of these financial statements.

CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON

OFFICERS' UNION (WAPOU) BRANCH

ABN 98473603480

STATEMENT OF FINANCIAL POSITION

AS AT 30 JUNE 2016

	Note	2016 \$	2015 \$
ASSETS			
CURRENT ASSETS			
Cash and Cash Equivalents	5A	447	160
Trade and Other Receivables	5B	2,951	3,494
TOTAL CURRENT ASSETS		3,398	3,654
NON-CURRENT ASSETS			
TOTAL NON-CURRENT ASSETS		-	-
TOTAL ASSETS		3,398	3,654
LIABILITIES			
CURRENT LIABILITIES			
Trade Payables	6A	2,951	3,199
Other Payables	6B	-	-
Employee Provisions	7A	-	-
TOTAL CURRENT LIABILITIES		2,951	3,199
NON-CURRENT LIABILITIES			
Employee Provisions	7A	-	-
TOTAL NON-CURRENT LIABILITIES		-	-
TOTAL LIABILITIES		2,951	3,199
NET ASSETS		447	455
EQUITY			
Retained Earnings		447	455
TOTAL EQUITY		447	455

The accompanying notes form part of these financial statements.

**CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON
OFFICERS' UNION (WAPOU) BRANCH
ABN 98473603480**

**STATEMENT OF CHANGES OF EQUITY
FOR THE YEAR ENDED 30 JUNE 2016**

	Retained Earnings	Total
	\$	\$
Balance at 1 July 2014	<u>593</u>	<u>593</u>
Profit for the Year	(137)	(137)
Balance at 30 June 2015	<u>455</u>	<u>455</u>
Loss for the Year	(8)	(8)
Balance at 30 June 2016	<u>447</u>	<u>447</u>

The accompanying notes form part of these financial statements.

CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON

OFFICERS' UNION (WAPOU) BRANCH

ABN 98473603480

**CASH FLOW STATEMENT
FOR THE YEAR ENDED 30 JUNE 2016**

	Note	2016	2015
		\$	\$
OPERATING ACTIVITIES			
Cash received			
Transfers from WAPOU	9B	35,336	34,332
Refund of GST from ATO		295	267
Interest		1	5
Cash used			
Payment to National Office	9B	(35,336)	(34,311)
Payment to Suppliers		(9)	(161)
Net cash from Operating Activities	9A	287	132
INVESTING ACTIVITIES			
Cash received		-	-
Cash used		-	-
Net cash from Investing Activities		-	-
FINANCING ACTIVITIES			
Cash received		-	-
Cash used		-	-
Net cash from Financing Activities		-	-
Net Increase in Cash held		287	132
Cash and Cash Equivalents at the Beginning of the Year		160	28
Cash and Cash Equivalents at the End of the Year		447	160

The accompanying notes form part of these financial statements

**CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON
OFFICERS' UNION (WAPOU) BRANCH
ABN 98473603480**

**RECOVERY OF WAGES ACTIVITY
FOR THE YEAR ENDED 30 JUNE 2016**

No recovery of wages activities occurred in the reporting period.

**CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON
OFFICERS' UNION (WAPOU) BRANCH
ABN 98473603480**

Note 1: Branch Information

The financial report of CPSU – SPSF Group - Western Australian Prison Officers' Union (WAPOU) Branch ("the Branch") for the year ended 30 June 2016 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 2016: 2,219 (30 June 2015: 2,203).

The financial statements were authorised for issue on 13th September 2016 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. 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. 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.

CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON

OFFICERS' UNION (WAPOU) BRANCH

ABN 98473603480

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.

CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON

OFFICERS' UNION (WAPOU) BRANCH

ABN 98473603480

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.

CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON

OFFICERS' UNION (WAPOU) BRANCH

ABN 98473603480

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.

CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON

OFFICERS' UNION (WAPOU) BRANCH

ABN 98473603480

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.

CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON

OFFICERS' UNION (WAPOU) BRANCH

ABN 98473603480

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.

CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON

OFFICERS' UNION (WAPOU) BRANCH

ABN 98473603480

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.

CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON

OFFICERS' UNION (WAPOU) BRANCH

ABN 98473603480

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

CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON
OFFICERS' UNION (WAPOU) BRANCH
ABN 98473603480

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.

CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON

OFFICERS' UNION (WAPOU) BRANCH

ABN 98473603480

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.

	2016	2015
	\$	\$
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: Interest Received		
Deposits	<u>1</u>	<u>5</u>
Total interest	<u>1</u>	<u>5</u>
Note 3E: Grants or Donations	<u>-</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	<u>-</u>	<u>-</u>
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	<u>-</u>	<u>-</u>
Subtotal employee expenses employees other than office holders	<u>-</u>	<u>-</u>
Total employee expenses	<u>-</u>	<u>-</u>

CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON

OFFICERS' UNION (WAPOU) BRANCH

ABN 98473603480

	2016	2015
Note 4: Expenses (continued)	\$	\$
Note 4B: Capitation Fees		
National Office Membership	<u>(35,088)</u>	<u>(34,414)</u>
Total Capitation Fees	<u>(35,088)</u>	<u>(34,414)</u>
Note 4C: Affiliation Fees	<u>-</u>	<u>-</u>
Note 4D: Administration Expenses		
Audit fees	-	-
Bank charges	(9)	(161)
Consideration to employers for payroll deductions	-	-
Compulsory levies	-	-
Fees/allowance – meeting & conferences	-	-
Conference and meeting expenses	<u>-</u>	<u>-</u>
Total administrative expenses	<u>(9)</u>	<u>(161)</u>
Note 4E: Grants or Donations	-	-
Grants	-	-
Donations	<u>-</u>	<u>-</u>
Total grants or donations	<u>-</u>	<u>-</u>
Note 4F: Legal Costs		
Other Legal Matters	<u>-</u>	<u>-</u>
Total legal costs	<u>-</u>	<u>-</u>
Note 4G: Other Expenses		
Penalties - via RO Act or RO Regulations	<u>-</u>	<u>-</u>
Total other expenses	<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.

CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON

OFFICERS' UNION (WAPOU) BRANCH

ABN 98473603480

Note 5: Current Assets (Continued)	2016	2015
	\$	\$
Note 5A: Cash and Cash Equivalents		
Cash at bank	447	160
Total cash and cash equivalents	<u>447</u>	<u>160</u>
 Note 5B: Trade and Other Receivables		
Receivables from other reporting units	-	-
Less provision for doubtful debts	-	-
Total receivables from other reporting units (net)	<u>-</u>	<u>-</u>
Other receivables:		
Receivable from WAPOU	2,951	3,199
ATO Refunds	-	295
Total trade and other receivables	<u>2,951</u>	<u>3,494</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 Payables

Trade creditors and accruals	2,951	3,199
Subtotal trade creditors	<u>2,951</u>	<u>3,199</u>
Payables to other reporting units	-	-
Total trade payables	<u>2,951</u>	<u>3,199</u>

Settlement is usually made within 30 days.

Note 6B: Other Payables

Consideration to employers for payroll deductions	-	-
Legal costs	-	-
Total other payables	<u>-</u>	<u>-</u>

CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON

OFFICERS' UNION (WAPOU) BRANCH

ABN 98473603480

Note 7: Provisions	2016	2015
	\$	\$
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>

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

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

Cash and cash equivalents as per:

Cash flow statement	447	160
Balance sheet	<u>447</u>	<u>160</u>
Difference	<u>-</u>	<u>-</u>

CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON

OFFICERS' UNION (WAPOU) BRANCH

ABN 98473603480

Note 9A: Cash Flow Reconciliation (continued)	2016	2015
	\$	\$
Reconciliation of profit to net cash from operating activities:		
Loss for the year	(8)	(138)
Changes in assets/liabilities:		
(Decrease)/Increase in accounts receivable	(543)	167
Decrease in payables	248	103
Net cash generated from operating activities	<u>287</u>	<u>132</u>

Note 9B: Cash Flow Information

Cash inflows		
Transfer from WAPOU to cover capitation fees payment	35,088	34,332
Total cash inflows	<u>35,088</u>	<u>34,332</u>
Cash outflows		
National Office Membership	35,088	34,311
Total cash outflows	<u>35,088</u>	<u>34,311</u>

Note 10: Related Party Disclosures

Note 10A: Related Party Transactions for the Reporting Period

The Branch has common office bearers and membership through an arrangement under the WA Industrial Relations legislation.

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

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	<u>-</u>	<u>-</u>

CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON
OFFICERS' UNION (WAPOU) BRANCH
ABN 98473603480

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

	2016	2015
	\$	\$
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 2016, or prior to the signing of the financial statements, that would affect the ongoing structure and financial activities of the Branch.

CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON

OFFICERS' UNION (WAPOU) BRANCH

ABN 98473603480

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.

Note 13A: Categories of Financial Instruments

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	2016	2015
		\$	\$
Financial assets			
Loans and receivables			
Cash and cash equivalents	5A	447	160
Trade and other receivables	5B	2,951	3,494
Total financial assets		<u>3,398</u>	<u>3,654</u>
Financial liabilities			
Fair value through profit or loss			
Trade and other payables	6A	2,951	3,199
Interest bearing liabilities		-	-
Total financial liabilities		<u>2,951</u>	<u>3,199</u>

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 2016.

Note 13B: Net Income and Expense from Financial Assets

Loans and receivables			
Interest revenue	3D	1	5
Net gain from financial assets		<u>1</u>	<u>5</u>

CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON

OFFICERS' UNION (WAPOU) BRANCH

ABN 98473603480

Note 13: Financial Risk Management (Continued)

Note 13C: 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.

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

	Note	2016	2015
		\$	\$
Financial assets			
Loans and receivables			
Trade and other receivables	5B	2,951	3,494
Total financial assets		2,951	3,494
Financial liabilities			
Fair value through profit or loss			
Trade and other payables	6A	2,951	3,199
Total financial liabilities		2,951	3,199

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

CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON

OFFICERS' UNION (WAPOU) BRANCH

ABN 98473603480

Note 13: Financial Risk Management (Continued)

Note 13C: 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 stabilities;
- (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
	2016	2016	2016	2016
	\$	\$	\$	\$
Financial liabilities due for payment				
Trade and other payables	2,951	-	-	2,951
Total expected outflows	<u>2,951</u>	<u>-</u>	<u>-</u>	<u>2,951</u>
Financial Assets — cash flows realisable				
Cash and cash equivalents	447	-	-	447
Trade and other receivables	2,951	-	-	2,951
	<u>3,398</u>	<u>-</u>	<u>-</u>	<u>3,398</u>
Net inflow on financial instruments	<u>447</u>	<u>-</u>	<u>-</u>	<u>447</u>

CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON

OFFICERS' UNION (WAPOU) BRANCH

ABN 98473603480

Note 13: Financial Risk Management (Continued)

Note 13C: 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
	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
Total anticipated inflows	<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>

(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 2016		
+/-1% in interest rates	-	-
Year ended 30 June 2015		
+/-1% in interest rates	-	-

CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON

OFFICERS' UNION (WAPOU) BRANCH

ABN 98473603480

Note 13: Financial Risk Management (Continued)

Note 13C: 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.

		2016		2015	
	Note	Carrying Value	Fair Value	Carrying Value	Fair Value
		\$	\$	\$	\$
Financial assets					
Cash and cash equivalents	(i)	447	447	160	160
Trade and other receivables	(i)	2,951	2,951	3,494	3,494
Total financial assets		3,398	3,398	3,654	3,654
Financial liabilities					
Trade and other payables	(i)	2,951	2,951	3,199	3,199
Interest bearing liabilities	(i)	-	-	-	-
Total financial liabilities		2,951	2,951	3,199	3,199

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.

CPSU – SPSF GROUP - WESTERN AUSTRALIAN PRISON

OFFICERS' UNION (WAPOU) BRANCH

ABN 98473603480

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).

From: John Welch [mailto:JohnWelch@wapou.asn.au]
Sent: Monday, 12 September 2016 6:30 PM
To: KELLETT, Stephen
Cc: Karen Batt
Subject: SPSF WAPOU compliance

Dear Stephen,

I am writing to follow up our conversation of earlier today.

Thank you for being so helpful in trying to deal with the issue that I raised in relation to the 21 day deadline. As indicated we had received our Accounts from Anderson, Munro and Wylie after our last Council meeting in August and therefore we could not present them to an Executive prior to that which is taking place tomorrow. To be compliant with CPSU–SPSF Group Rules Chapter C Schedule B WAPOU Branch Rules 10,11 and 12 we need to hold our Annual General in the first quarter of the year after the end of the financial year. Therefore we must take our accounts to our Committee of Management which is scheduled monthly in advance and for September is to be held tomorrow. Then from that meeting we will take them to our State Council and AGM later this month on the 28th. In the process of concentrating on compliance with our rules in error we missed the 21 day deadline. I wanted to come directly to you to advise you of this error at the earliest possible moment which I did yesterday.

Once again my thanks to you for your helpful approach as to how to progress the reporting process and particularly the necessary information to be posted on our website and the information to be sent to members.

We hope that following the Committee of Management meeting tomorrow we will be able to post the necessary information for members immediately.

Thank you and I will contact you once we have been able to achieve this.

John Welch
Secretary

WAPOU

W A Prison Officers' Union

Phone : 9272 3222

Fax : 9271 2666

johnwelch@wapou.asn.au



15 July 2016

Mr John Welch
Secretary

The Community and Public Sector Union - SPSF Group, Western Australian Prison Officers' Union Branch
By email: wapou@wapou.asn.au

Dear Mr Welch,

**Re: Lodgement of Financial Report - [FR2016/208]
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 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.

Timelines

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, guidance notes and model statements

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.

Loans, grants and donations: our focus this year

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 28 September 2016. A sample statement of loans, grants or donations is available at [sample documents](#).

Over the past year we have noted issues in organisations' financial reports relating to timelines and how loans, grants and donations are reported. We will be focusing closely on these areas this year. Please find attached below fact sheets relating to these requirements or alternatively visit our website for information regarding [financial reporting timelines](#) and [loans, grants and donations](#).

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

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

Civil penalties may apply

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.

Contact

Should you wish to seek any clarification in relation to the above, email orgs@fwc.gov.au.

Yours sincerely,

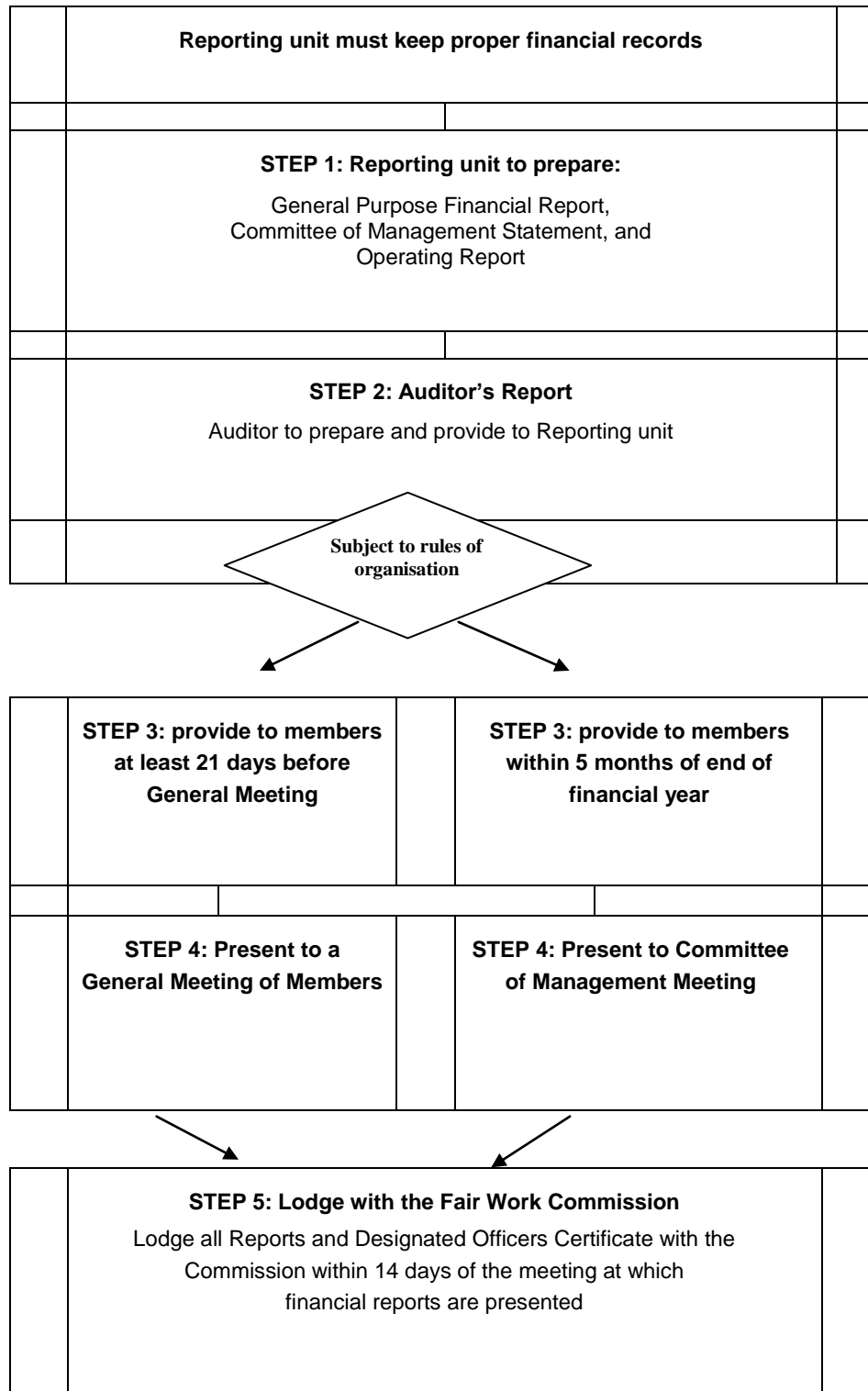


Anastasia Kyriakidis
Adviser
Regulatory Compliance Branch

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.



Fact Sheet - Loans, Grants & Donations

The Loans, Grants & Donations Requirements

The *Fair Work (Registered Organisations) Act 2009* (the RO Act) requires an organisation or branch to lodge a loans, grants and donations statement (the statement) within **90 days** of the ending of the financial year.

Under the General Manager's Reporting Guidelines, a reporting unit's General Purpose Financial Report (the financial report) must break down the amounts of grants and donations (see below). The figures in the financial report will be compared to the loans, grants and donations statement.

The Loans, Grants & Donations Statement

Section 237 of the RO Act applies to every loan, grant and donation made by an organisation or branch during the financial year that exceed \$1000. The following information must be supplied to the Commission for each relevant loan, grant or donation:







- the amount,
- the purpose,
- the security (if it is a loan),
- the name and address of the person to whom it was made,* and
- the arrangements for repaying the loan.*

*The last two items are not required if the loan, grant or donation was made to relieve a member of the organisation (or their dependent) from severe financial hardship.

The statement must be lodged within 90 days of the end of the financial year and the Commission has a [Template Loans, Grants and Donations Statement](#) on its website. The Commission encourages branches and organisations to lodge the statement even if all of the figures are NIL.

Common misconceptions

Over the years, staff of the Commission have noted that there are some common misunderstandings made in relation to the Statement. They include:

Misconception	Requirement
 Only reporting units must lodge the Statement.	 All branches and organisations, regardless of whether they lodge a financial report, must lodge the statement within 90 days of the end of the financial year. An organisation cannot lodge a single statement to cover all of its branches.
 Employees can sign the Statement.	 The statement must be signed by an elected officer of the relevant branch.
 Statements can be lodged with the financial report.	 The deadline for the statement is much shorter (90 days) and if it is lodged with the financial report it is likely to be late.

Grants & Donations within the Financial Report

Item 16(e) of the [General Manager's Reporting Guidelines](#) requires the reporting unit to separate the line items relating to grants and donations into grants or donations that were \$1000 or less and those that exceeded \$1000.

As such, the note in the financial report relating to grants and donations will have four lines.

In the [Commission's Model Statements](#) the note appears as follows:

Note 4E: Grants or donations*

Grants:	2016	2015
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	-	-

Item 17 of the General Manager's Reporting Guidelines requires that these line items appear in the financial report even if the figures are NIL.

Implications for filing the Financial Report

During their review of the 2016 financial report staff of the Commission will confirm that the figures in the financial report match the disclosures made in the statement. Any inconsistencies in these figures will be raised with the organisation or branch for explanation and action.

This may involve lodging an amended loans, grants or donations statement. Any failure to lodge a loans, grants or donations statement or lodging a statement that is false or misleading can attract civil penalties under the RO Act.

If a reporting unit did not fully comply with these requirements in their 2015 financial report, its filing letter will have included a statement reminding the reporting unit of its obligations.

It is strongly recommended that all reporting units review their filing letters from the previous financial year to ensure any targeted concerns are addressed in their latest financial report. Failure to address these individual concerns may mean that a financial report cannot be filed.

Previous financial reports and filing letters are available from the [Commission's website](#).

Further information

If you have any further questions relating to the loan, grant and donation disclosure requirements in the statement or the financial report, please contact the Regulatory Compliance Branch on orgs@fwc.gov.au