



6 May 2014

Mr Dennis Gellatly  
Chief Executive Officer, Australian Federal Police Association Branch  
Police Federation of Australia

Sent by email: [Vesna.Trajanoska@afpa.org.au](mailto:Vesna.Trajanoska@afpa.org.au)

Dear Mr Gellatly,

**Police Federation of Australia, Australian Federal Police Association Branch - Financial Report for year ended 30 June 2013 - (FR2013/137)**

I refer to the financial report of the Police Federation of Australia, Australian Federal Police Association Branch (the reporting unit). The documents were lodged with the Fair Work Commission on 13 November 2013. An amended Operating Report was lodged today. The financial report has now 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.

Please note that the financial report for the year ending 30 June 2014 may be subject to an advanced compliance review.

I make the following comments to assist you when you next prepare a financial report. You are not required to take any further action in respect of the report lodged for 2013. The Fair Work Commission will confirm these matters have been addressed prior to filing next year's report.

Auditor's report: declaration regarding going concern

Paragraph 45 of the reporting guidelines requires an auditor to include in the auditor's statement a declaration that as part of the audit of the financial statement they have concluded that management's use of the going concern basis of accounting in the preparation of the reporting unit's financial statements is appropriate. This declaration was not included in the auditor's statements.<sup>1</sup>

Membership subscriptions to be reported/recognised on accrual basis

Section 253 requires that '...a reporting unit must cause a general purpose financial report to be prepared, in accordance with the Australian Accounting Standards, from the financial records kept under subsection 252(1) in relation to the financial year...'. Paragraph 27 of Australian Accounting Standard *AASB101 Presentation of Financial Statements*, states that 'an entity shall prepare its financial statements, except for cash flow information, using the accrual basis of accounting'.

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<sup>1</sup> See also RG 44, which requires the auditor to include a declaration that she/he is an approved auditor, confirming membership of an approved professional body and the holder of a Public Practice Certificate.

The notes to the financial statements state that the financial report has been prepared on an accruals basis but that membership subscriptions have been recognised as revenue when received. In the future please ensure that membership subscriptions are brought to account on an accruals basis in accordance with the Australian Accounting Standards (and that the relevant note on subscription revenue reflects this). It is further noted that if this results in a change of accounting policy that will need to be disclosed in accordance with AASB 108 (Accounting Policies, Changes in Accounting Estimates and Errors). You may need to discuss this with your auditor.

#### Disclosure of employee expenses/benefits to office holders and other employees

The financial statements have disclosed wages, superannuation, annual leave and long service leave expenses separately for officers and employees at Note 3, but do not separately disclose separation and redundancies or other employee expenses. The Reporting Guidelines require that all employee and officer benefits are reported separately (refer items 17(f) and 17(g)).<sup>2</sup>

Item 18 of the Reporting Guidelines states that if any activities identified in item 17 have not occurred in the reporting period, a statement to this effect (or a nil balance for each such activity<sup>3</sup>) must be included in the notes to the GPFR.

The Reporting Guidelines also require either the statement of financial position or the notes to disclose any liability for employee benefits in respect of office holders and other employees (items 21(c) and 21 (d)).<sup>4</sup> Note 12 discloses employee benefits liabilities but does not distinguish between provisions for office holders and other employees. It does not disclose liabilities for separation and redundancies or other provisions.

Item 22 of the Reporting Guidelines states that if any activities identified in item 11 have not occurred in the reporting period, a statement to this effect (or a nil balance for each such activity) must be included in the notes to the GPFR.

In future years please also ensure that provisions for office holders and other employees are disclosed separately by all the prescribed categories.

#### Operating report - Number of employees (full-time equivalent)

Regulation 159(b) requires an operating report to disclose the number of employees as measured on a full-time equivalent basis. If all employees are full-time, this should be stated. If the total of employees includes both part-time and full-time employees, the figure should be expressed as a full-time equivalent.

I acknowledge the letter of Mr Hunt-Sharman, President, providing undertakings with respect to disclosures required by Reporting Guidelines 17(a) and 25.

If you have any queries regarding this letter, I may be contacted on (02) 6746 3283 or by email at [stephen.kellett@fwc.gov.au](mailto:stephen.kellett@fwc.gov.au).

Yours sincerely



Stephen Kellett  
Senior Adviser, Regulatory Compliance Branch

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<sup>2</sup> RG17(f) prescribes 5 specific activity categories for holders of office; RG17(g) prescribes 5 specific activity categories for other employees.

<sup>3</sup> Cf. Note 8A on page 37/53 of model financial statements at [https://www.fwc.gov.au/documents/documents/organisations/reporting\\_guidelines/Model-financial-statements.pdf](https://www.fwc.gov.au/documents/documents/organisations/reporting_guidelines/Model-financial-statements.pdf)

<sup>4</sup> RG21(c) prescribes 4 specific activity categories for holders of office; RG21(d) prescribes 4 specific activity categories for other employees.



6 May 2014

Mr Jon Hunt-Sharman  
President, Australian Federal Police Association Branch  
Police Federation of Australia

Sent by email: [Vesna.Trajanoska@afpa.org.au](mailto:Vesna.Trajanoska@afpa.org.au)

Dear Mr Hunt-Sharman,

**Police Federation of Australia, Australian Federal Police Association Branch - Financial Report for year ended 30 June 2013 - (FR2013/137)**

Thank you for your letter in relation to the matters I raised in my correspondence of 5 April 2014.

I have written to Mr Gellatly, Chief Executive Officer, advising the filing of the documents, with relevant comments.

Yours sincerely

Stephen Kellett  
Senior Adviser, Regulatory Compliance Branch

**From:** [KELLETT, Stephen](#)  
**To:** ["Vesna Trajanoska"](#)  
**Subject:** Attention Mr Dennis Gellatly - Financial report y/e 30 june 2013 - filing - Attention Mr Jon Hunt-Sharman - correspondence - acknowledgment  
**Date:** Tuesday, 6 May 2014 5:07:58 PM  
**Attachments:** [PFA \(AFPB\) FR2013\\_137 \(primary final\).pdf](#)  
[PFA \(AFPB\) FR2013\\_137 \(acknowledgement\) 060514.pdf](#)

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Dear Vesna,

Please see attached my letters to Mr Gellatly and Mr Hunt-Sharman in relation to the above.

Yours sincerely

STEPHEN KELLETT  
Senior Adviser, Regulatory Compliance Branch  
**Fair Work Commission**

80 William Street  
EAST SYDNEY NSW 2011

(ph) (02) 6723 7237  
(mobile) 0429 462 979  
(email) [stephen.kellett@fwc.gov.au](mailto:stephen.kellett@fwc.gov.au)

[www.fwc.gov.au](http://www.fwc.gov.au)

**From:** [Vesna Trajanoska](#)  
**To:** [KELLETT, Stephen](#)  
**Cc:** [Jon Hunt-Sharman](#); [Dennis Gellatly](#); [Ged.Stenhouse@rsmi.com.au](mailto:Ged.Stenhouse@rsmi.com.au)  
**Subject:** RE: Follow-up - correspondence re issues - financial report y/e 30 June 2013  
**Date:** Tuesday, 6 May 2014 3:31:22 PM  
**Attachments:** [Amended Operating Report 2013.pdf](#)  
[AFPA - Annexure A the 2013 Operating Report.pdf](#)  
[AFPA - FWC Amendment to 2013 Operating Report.pdf](#)

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Stephen,

In response to your letter dated 5<sup>th</sup> April 2014, please find attached the amended 2013 Operating Report, Attachment "A" and President's response to your request.

Kind regards,



**Vesna Trajanoska**  
Director Finance Administration  
Australian Federal Police Association  
Level 9, 1 Hobart Place, Canberra ACT 2601  
Ph. +612 6285 1677 | Fax. +612 6285 2090  
[www.afpa.org.au](http://www.afpa.org.au) | [Executive@afpa.org.au](mailto:Executive@afpa.org.au)

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**From:** KELLETT, Stephen [mailto:Stephen.KELLETT@fwc.gov.au]  
**Sent:** Wednesday, 23 April 2014 12:53 PM  
**To:** Vesna Trajanoska  
**Subject:** Follow-up - correspondence re issues - financial report y/e 30 June 2013

Dear Ms Trajanoska,

I refer to my letter dated 5 April 2013 (copy attached). Are you able to indicate the status of the steps to amend the operating report and provide a response in relation to the issues identified?

I may be contacted on 0429 462 979.

Yours sincerely

STEPHEN KELLETT  
Regulatory Compliance Branch  
**FAIR WORK COMMISSION**

80 William Street

EAST SYDNEY NSW 2011

(ph) (02) 6723 7237

(email) [stephen.kellett@fwc.gov.au](mailto:stephen.kellett@fwc.gov.au)

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**6<sup>th</sup> May 2014**

Stephen Kellett  
Regulatory Compliance Branch  
Fair Work Commission  
GPO Box 1994  
Melbourne Vic 3001

Dear Stephen,

**Police Federation of Australia, Australian Federal Police Association Branch – Financial Report for year ended 30 June 2013 – (FR2013/137)**

Thank you for your letter of 5 April 2014 seeking amendment of a number of areas of the financial report of the Police Federation of Australia – Australian Federal Police Association Branch (AFPA) for the year ending 30 June 2013. I have set out below our responses to your queries.

**1. Operating Report**

When lodging the Financial Statement with the FWC on 13 November 2013, Results of principle activities were not contained in the Operating Report. I have attached a copy of the amended Operating Report to this letter and confirm that the Operating Report contains the Results of principle activities and a copy of the amended report will be provided to the members on our website.

**2. Cash Flow Statement or Notes**

I provide my undertaking in writing to comply in future reports with the income/expenditure and cash flow disclosure requirements, *Guideline 17(a) and Reporting Guideline 25*, in relation to capitation and other reporting unit-related activities.

Please don't hesitate to contact me should you require any additional information

Yours sincerely,

**Jon Hunt-Sharman**  
National President  
Australian Federal Police Association  
Em: [jon.huntsharman@afpa.org.au](mailto:jon.huntsharman@afpa.org.au)  
Mob: +61 (0)411 711 101  
Tel: +61 (0)2 6285 1677  
Fax: +61 (0)2 6285 2090  
Web: [www.afpa.org.au](http://www.afpa.org.au)

This operating report covers the results of those activities that were provided for the financial year ended 30 June 2013.

#### **PRINCIPAL ACTIVITIES**

The AFPA's principal activities throughout the year were determined by the 2008 and 2011 National Council Meeting and have been coordinated by the National Executive. They included:

- (a) The continued pursuit of commitments given by the Federal Government in the lead up to the 2007 Federal Election. Those issues included:
  - (i) A commitment to increase the sworn officer levels of the AFP;
  - (ii) A commitment to support and fund a National Police Workforce Planning Study;
  - (iii) A commitment to ensure police powers are not extended to non-sworn personnel and are reserved for sworn police;
  - (iv) A commitment to Automatic Number Plate Recognition system for Commonwealth places at risk of terrorism and organised crime;
  - (v) A commitment to support the establishment of a National Police Registration Board and Scheme;
  - (vi) A commitment to a range of industrial issues including any referral of powers to the Commonwealth, phasing out any existing AWA's in the AFP issues around award modernisation, a police tribunal for the AFP and reversing the Com-Care journey claims decision of the previous Government;
  - (vii) A commitment to a range of workers compensation issues relating to overseas service; and
  - (viii) A commitment to regular meetings to discuss relevant issues.
- (b) Submissions to Parliamentary Inquiries including:
  - (i) Parliamentary Joint Committee on Law Enforcement;
  - (ii) Senate Standing Committee on Legal and Constitutional Affairs;
  - (iii) Parliamentary Joint Committee on Australian Commission for Law Enforcement Integrity;
  - (iv) Senate Estimates.
- (c) Commitment to Welfare support of our members and their families;
- (d) Commitment to the Lifestyle benefit and services for our members their families;
- (e) A commitment to regular meetings to discuss relevant issues with law enforcement and national security agencies and the relevant Ministers and Shadow Ministers;
- (f) There have been no significant changes in the financial affairs of the AFPA during the last year;

#### **OPERATING REPORT ON PRINCIPAL ACTIVITIES RESULTS**

Attachment A provides a review of the reporting unit's principle activities, the result of those activities and any significant changes to those activities. This Operating Report sets out the Agenda Item number, the resolution of the National Council meeting and the update as of year ended 30<sup>th</sup> June 2013. The Agenda items are coded to reflect the Principal Activities of the four operating pillars of Profession, Employment, Lifestyle and Welfare as follows:-

EA – Employment – Agreement

P – Profession

EI – Employment Industrial

EL – Employment Legal

EO – Employment Occupational Health and Safety

L - Lifestyle

W - Welfare

#### **SIGNIFICANT CHANGES**

There have been no significant changes in the nature of the Association's principal activities or financial affairs during the financial year ended 30<sup>th</sup> June 2013.

#### **MANNER OF RESIGNATION**

A member may resign from membership of the Association by notice in writing addressed and delivered to the National President of the member's Branch, Zone Secretary or Chief Executive Officer, as per PFA Rule 11 (b) and AFPA Rule 62 (a).

#### **TRUSTEE OR DIRECTOR OF TRUSTEE COMPANY OF SUPERANNUATION ENTITY OR EXEMPT PUBLIC SECTOR SUPERANNUATION SCHEME**

No officers of the AFPA hold any position in relation to Superannuation entities.

#### **NUMBER OF MEMBERS AND EMPLOYEES**

Prescribed information as per Regulation 159:

- (i) The number of persons who were, at the end of the reporting period 30 June 2013, members of the AFPA was 4022
- (ii) The number of persons who were, at the end of the reporting period 30 June 2013, employees of the AFPA was 12
- (iii) The Committee of Management period of management was from 01/07/2012 to 30/06/2013.



## MEMBERS OF THE COMMITTEE OF MANAGEMENT

The persons who held office as members of the Committee of Management of the Association during the reporting period to 30<sup>th</sup> June 2013 are:

Branch National President	Jonathan Hunt-Sharman	Elected 8/08/2008	Re-Elected 30/4/2013	Term Expires 30/4/2017
Chief Operation Officer	Jim Torr	Elected 8/08/2008	Resigned 2/11/2012	
Chief Operation Officer	Dennis Gellatly	Appointed 5/11/2012	Elected 30/4/2013	Term Expires 30/4/2017
Vice President – AFP Operations Portfolio	Ben Santamaria	Elected 28/04/2011	Resigned 30/4/2013	
Vice President – AFP Operations Portfolio	Ian Bridle	Elected 30/04/2013		Term Expires 30/4/2015
Vice President – AFP ACT Operations Portfolio	Dennis Gellatly	Elected 28/04/2011	Resigned 5/11/2012	
Vice President – AFP ACT Operations Portfolio	Angela Smith	Appointed 8/02/2013	Elected 30/4/2013	Term Expires 30/4/2015
Vice President – AFP Executive & AFPA Associate Portfolio	Chris Collingwood	Elected 28/04/2011	Re-Elected 30/4/2013	Term Expires 30/4/2015
Vice President – AFP National Security Portfolio	Mark Jager	Elected 28/04/2011	Re-Elected 30/4/2013	Term Expires 30/4/2015
Vice President – AFP Chief Operating Officer Portfolio	Aidan King	Elected 28/04/2011	Re-Elected 30/4/2013	Term Expires 30/4/2015
Vice President – AFP Close Operations Portfolio	Glen McDonald	Elected 28/04/2011	Re-Elected 30/4/2013	Term Expires 30/4/2015
<b><u>ACT Policing Zone</u></b>				
Zone Coordinator	Russell Brown	Elected 14/12/2011	Resigned 8/2/2013	
Zone Coordinator	Graeme Cooper	Appointed 8/2/2013		Term Expires 2/9/2013
Workplace Delegate	Graeme Cooper	Elected 2/09/2011	Resigned 8/2/2013	
Workplace Delegate	David Fleming	Appointed 8/2/2013		Term Expires 2/9/2013
Workplace Delegate	Troy Gordon	Elected 2/09/2011		Term Expires 2/9/2013
Workplace Delegate	Jane Mackenzie	Elected 2/09/2011		Term Expires 2/9/2013
Workplace Delegate	Timothy Dawe	Elected 14/12/2011		Term Expires 2/9/2013
Workplace Delegate	Angela Smith	Elected 14/12/2011	Resigned 8/2/2013	
Workplace Delegate	Stephen Coles	Elected 14/12/2011		Term Expires 2/9/2013
Workplace Delegate	Steven Harris	Elected 14/12/2011		Term Expires 2/9/2013
<b><u>Aviation Zone</u></b>				
Zone Coordinator	Malcolm Westhead	Elected 2/09/2011		Term Expires 2/9/2013
Workplace Delegate	Brendan Lamb	Elected 2/09/2011		Term Expires 2/9/2013
Workplace Delegate	Theo Constantinou	Elected 2/09/2011		Term Expires 2/9/2013
Workplace Delegate	Alex King	Elected 2/09/2011		Term Expires 2/9/2013
<b><u>Chief Financial Officer Zone</u></b>				
Zone Coordinator	Russell Rowell	Elected 2/09/2011		Term Expires 2/9/2013
<b><u>Chief Information Officer Zone</u></b>				
Zone Coordinator	Greg Palethorpe	Elected 2/09/2011		Term Expires 2/9/2013
<b><u>Counter Terrorism Zone</u></b>				
Zone Coordinator	Adrian Smith	Elected 2/09/2011		Term Expires 2/9/2013

Zone Coordinator	Kenneth McDermott	Elected 2/09/2011		Term Expires 2/9/2013
Workplace Delegate	Ian Bridle	Elected 2/09/2011	Resigned 30/4/2013	
Workplace Delegate	Mathew Wilson	Elected 2/09/2011		Term Expires 2/9/2013
<b><u>Executive Zone</u></b>				
Zone Coordinator	Stephen Richardson	Elected 2/09/2011		Term Expires 2/9/2013
<b><u>Forensic &amp; Data Centres Zone</u></b>				
Zone Coordinator	Ben Lamont	Elected 2/09/2011		Term Expires 2/9/2013
Workplace Delegate	Alex Caruana	Elected 2/09/2011		Term Expires 2/9/2013
<b><u>High Tech Crime Operations Zone</u></b>				
Zone Coordinator	Phillip Brown	Elected 2/09/2011		Term Expires 2/9/2013
Workplace Delegate	Clare Fitzpatrick	Elected 2/09/2011		Term Expires 2/9/2013
<b><u>Human Resources Zone</u></b>				
Zone Coordinator	Anthony Maguire	Elected 14/12/2011		Term Expires 2/9/2013
Workplace Delegate	Simon Davies	Elected 14/12/2011	Resigned 27/8/2012	
Workplace Delegate	Glenn Tod	Appointed 27/8/2012	Resigned 24/5/2013	
<b><u>Intelligence Zone</u></b>				
Zone Coordinator	Kenneth Lamb	Elected 2/09/2011		Term Expires 2/9/2013
Workplace Delegate	Oleg Briouzuine	Elected 2/09/2011	Resigned 27/11/2012	
<b><u>International Deployment Group Zone</u></b>				
Zone Coordinator	Richard Smeltink	Elected 2/09/2011		Term Expires 2/9/2013
Workplace Delegate	Greg Corin	Elected 2/09/2011		Term Expires 2/9/2013
Workplace Delegate	Ben Singleton	Elected 2/09/2011		Term Expires 2/9/2013
Workplace Delegate	Brett Wood	Elected 2/09/2011		Term Expires 2/9/2013
<b><u>Operations Support Zone</u></b>				
Zone Coordinator	Blaise O'Shaughnessy	Elected 2/09/2011		Term Expires 2/9/2013
Workplace Delegate	Shane Norman	Elected 2/09/2011		Term Expires 2/9/2013
<b><u>Policy Governance Zone</u></b>				
Zone Coordinator	Vacant Position	14/12/2011		Term Expires 2/9/2013
<b><u>Protection Zone</u></b>				
Zone Coordinator	Sarah McKenzie	Elected 2/09/2011		Term Expires 2/9/2013
Workplace Delegate	Gary Dean	Elected 2/09/2011		Term Expires 2/9/2013
Workplace Delegate	Tony O'Dea	Elected 2/09/2011		Term Expires 2/9/2013
Workplace Delegate	Mark Smith	Elected 2/09/2011		Term Expires 2/9/2013
<b><u>Serious and Organised Crime Zone</u></b>				
Zone Coordinator	Robert Dzaja	Elected 2/09/2011		Term Expires 2/9/2013

**DIRECTORS OF A COMPANY OR MEMBERS OF A BOARD**

In accordance with reporting guideline 37 the following Officers are directors of a company or members of a board;

a) the name of the company or board;

Jon Hunt-Sharman	Director	Australian Law and Justice Association Ltd
	Board Member	Canberra Services Club
	Board Member	Brindabella Christian College

Jim Torr	Director	Australian Law and Justice Association Ltd
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Dennis Gellatly	Board Member	Canberra Services Club
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b) the principal activities of the company or board;

Australian Law and Justice Association Ltd, limited by Trust - Not-For Profit Charity

Canberra Services Club – Club for services and ex-services community, including Police Forces and Fire Fighters.

Brindabella Christian College - Christian education

and

c) The officer holds the position because they are an officer of the reporting unit and were nominated and elected into the position by a peak body.

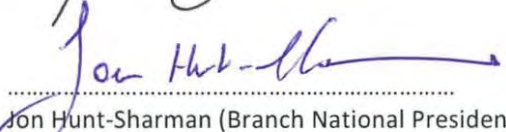
**OPERATING RESULT**

The result from ordinary activities after providing for income tax amounted to a surplus of \$330,422 (2012: Loss of \$171,722)

The operating report was prepared and signed by the Officers below.

  
.....  
Dennis Gellatly (Chief Executive Officer)

*6 May 2014*  
.....  
Dated

  
.....  
Jon Hunt-Sharman (Branch National President)

*6 May 2014*  
.....  
Dated

**Annexure A**  
**Financial Report of the Police Federation of Australia**  
**Australian Federal Police Association Branch**  
**Year ended 30 June 2013**

**1. Enterprise Agreement Negotiation**

**Agenda Item No. EA 1**

**Subject:** AFP Enterprise Agreement (EA) Negotiation

**Responsible:** AFPA Industrial

**Update:**

This Agenda Item has been largely achieved. It was an extremely difficult EA to negotiate. The AFPA achieved 4%; 3%; 3.5% & 3% over four years with Government policy of no more than 3% per annum.

The AFPA retained MRDs; Operations High, safe guards on a range of working pattern issues (as articulated in the PowerPoint presentation) and improved a number of terms and conditions including but not limited to:

- Reasonable travel provisions
- Fixed term mobility in certain roles
- Management initiated temporary transfer
- Base salary hourly penalty rate (payment plus time to count)
- Stand down
- Close duty allowance
- Additional remuneration provision
- Annual leave at half pay
- Adoption leave
- Individual flexibility arrangement
- Review of PTT Advancement arrangements
- Review of PSO Advancement arrangements
- Dispute resolution process from previous CA (including binding arbitration)

**Agenda Item EA2**

**Subject:** Funding of 2011 Enterprise Agreement (EA) potential Public Campaign

**Responsible:** CEO

**Update:**

The AFPA engaged the media during the AFP EA negotiations and it had the desired effect on the AFP leading to a repositioning in regards to High Ops Composite and MRDs with a general movement back to the CA 2007-11 terms and conditions structure.

**2. Strategic Profession Issues Identified**

**Agenda Item No. P1**

**Subject:** Establish a national Police Registration Board and Scheme for Police Officers and assess the proposed Security Registration Board and scheme in relation to the impact on AFP PSOs

**Responsible:** National President

**Update:**

This Agenda Item has been largely achieved. The AFPA National President through the Police Federation of Australia and other political forums has continued to pursue a National Police Registration Board and Scheme for Police Officers and the Security Registration Board and Scheme for AFP Protective Service Officers.

ANZPAA now has carriage of this matter which is a significant advancement. They have completed a number of Education and Training Guidelines which have been approved by APPSC. These are being developed taking into consideration Police Registration when responding to SCPEM (Ministers) regarding proposed National Police Registration.

#### Agenda Item No. P2

**Subject:** Ensure an additional 500 net AFP police over 5 years

**Responsible:** National President

**Update:**

This Agenda Item has been achieved. During each budget round the AFPA National President has sought assurances to not remove the funding for the additional 500 sworn police officers for AFP core investigative capacity.

#### Agenda Item No. P3

**Subject:** Establish an AFP Tribunal under the AFP Act

**Responsible:** National President

**Update:**

There is no further action at this stage. The PFA and AFPA are monitoring the Victorian Police Tribunal legislation and its implementation before proceeding further with an AFP Tribunal.

#### Agenda Item No. P4

**Subject:** Conduct a comprehensive workforce planning study

**Responsible:** National President

**Update:**

The Workforce Planning Study promised by the Labor Government has not yet progressed. The PFA is continuing to agitate for it.

#### Agenda Item No. P5

**Subject:** Extension of police powers to non sworn personnel

**Responsible:** National President

**Update:**

This Agenda Item has been achieved. The National President is pleased to advise that the AFPA was able to ensure that the Project Macer translation process was not 'bastardised' and Protective Service Officers completed the full competencies and training to become Police Officers.

Further, the AFPA achieved recognition of service and experience of Protective Service Officers not subject to Project Macer but wishing to become Police Officers.

The AFPA made a submission to the Senate Legal and Constitutional Affairs Committee Inquiry into the Regulatory Powers (Standard Provisions) Bill 2012 and our recommendations were supported in its final report. The thrust of our concerns in this submission related to the potential for Commonwealth agencies to be granted police type powers without specific legislation having to go before Parliament.

This Agenda Item is an ongoing.

#### Agenda Item No. P6

**Subject:** The establishment of a National Crime Database

**Responsible:** National President

**Update:**

The AFPA continued to lobby for a national criminal intelligence data base. This led to the PJC-LE conducting an *inquiry into the gathering and use of criminal intelligence* which commenced on 30 May 2012. The AFPA

National President appeared before the PJC-LE and gave evidence on 21 September 2012. The AFPA is awaiting the outcomes of the inquiry.

#### Agenda Item No. P7

**Subject:** AFP Retention & Recruitment program

**Responsible:** CEO

**Update:**

Federal Government funding lapsed and the program ceased.

#### Agenda Item No. P8

**Subject:** Amend The Commonwealths Proceeds of Crime legislation

**Responsible:** CEO

**Update:**

This Agenda Item has been achieved. The AFPA continued to lobby for amendments to the POCA and in particular, an appropriate 'unexplained wealth' provision rather than the 'bastardised version' that requires a link to an offence. This led to the PJC-LE conducting an *inquiry into the Commonwealth unexplained wealth legislation and arrangements* which commenced on 13 July 2011.

The AFPA National President appeared before the PJC-LE and gave evidence on 10 February 2012. The report was completed on 16 June 2012 and consistent with the AFPA's key Resolution, recommends that the Australian Government legislate a national unexplained wealth scheme where unexplained wealth provisions are not limited by having to prove a predicate offence.

On 29 November 2012, the Senate referred the Crimes Legislation Amendment (Organised Crime and Other Measures) Bill 2012 (Bill) to the Legal and Constitutional Affairs Legislation Committee (committee) for inquiry and report. The report was silent on the issue.

On 5 February 2013 the Minister for Justice and Home Affairs Jason Clare announced that Australia needed national unexplained wealth laws. He stated that the reverse onus of proof means the onus is on the criminal to prove how they obtained their cash and assets through legitimate means. It will mean more money taken off criminals, more money for the states, and more for crime prevention projects.

On 18 March 2013 the National President met with Prime Minister Julia Gillard and Minister Jason Clare and amongst other matters raised our concerns and was given a commitment to explore the use of external affairs powers if the States/Territories do not agree to referral of powers to the Commonwealth.

#### Agenda Item No. P9

**Subject:** National Security Adviser relationship

**Responsible:** CEO

**Update:**

The National Security Adviser has not been responsive to invitations to meet with the AFPA CEO.

#### Agenda Item No. P10

**Subject:** Outcomes of the Steering committee for the review of Commonwealth crime legislation

**Responsible:** CEO

**Update:**

This Agenda Item has been achieved. The CEO has continued to monitor the outcomes of the Commonwealth Criminal Justice Forum conducted in October 2008. Many of the issues raised in the AFPA submission are ongoing strategic legislative reform agenda items.

### Agenda Item No. P11

**Subject:** Federal election in 2010

**Responsible:** National President and CEO

**Update:**

This Agenda Item has been achieved. During the 2010 Federal Election the AFPA lobbied for:

- Resourcing of the AFP
  - Continued commitment for 500 sworn police officers for AFP's Core Investigative Capacity;
  - Removal of the Efficiency Dividend;
  - AFP Federal Police Recruitment and Retention Programme;
  - Sufficient Funding for the International Deployment Group (IDG)
  
- National Security
  - Commonwealth Responsibility for Designated Maritime Ports;
  - Enhanced Air & Maritime Ports Closed Circuit Television (CCTV);
  - Installation of Automated Number Plate Recognition (ANPR) at Designated Air & Maritime Ports;
  - Funding of AFP Targeting of High Threat Organised Crime Groups;
  
- Anti Corruption Strategy
  - False Claims Bill (Cth) to combat contractual fraud;
  - Illicit Enrichment offence for Public Officials;
  
- AFP Employment
  - General Issue of Electronic Incapacitating Devices on Occupational Health and Safety Grounds
  
- Profession
  - AFPA Communication with Government

The Labor Government was re-elected and committed to a number of the AFPA's Resolutions.

### Agenda Item No. P12

**Subject:** AFP responsibility for Airport and Port Policing

**Responsible:** National President and CEO

**Update:**

This Agenda Item has been achieved. The AFPA was successful in its lobbying during the Audit of Policing by Roger Beale. The Federal Government accepted the Resolution that all CTFR airports be policed by the AFP sworn Police Officers. The AFPA continues to lobby for PSOs to be deployed to key Maritime Ports for security and AFP intelligence. The AFPA has been successful in lobbying for the establishment of MAITS and MAIGS similar to JAITS and JAIGS with the Government endorsing the gradual role out of those structures across key maritime ports.

### Agenda Item No. P13

**Subject:** AFPA status as the sole professional & industrial voice and representative of all AFP employees

**Responsible:** National President and CEO

**Update:**

This Agenda Item has been achieved. The AFPA has engaged Maurice Blackburn lawyers to seek amendment to the CPSU Rules so that they better comply with the original AIRC Orders and supplementary letters of agreement. This matter is ongoing.

#### Agenda Item No. P14

**Subject:** Professional Marketing of AFPA Products & Services

**Responsible:** National President and CEO

**Update:**

This Agenda Item has been achieved. During the 2011-12 financial year this budget item was included as an investment strategy.

#### Agenda Item No. P15

**Subject:** The AFPA Carbon Footprint Policy

**Responsible:** Director Legal

**Update:**

This Agenda Item has been achieved. The AFPA continues to explore options to reduce the carbon footprint of the AFPA.

#### Agenda Item No. P16

**Subject:** AFP Staffing Numbers

**Responsible:** National President and CEO

**Update:**

This Agenda Item has been achieved. Through the PFA the AFPA has input into State and Territory elections. This matter is continuing.

#### Agenda Item No. P17

**Subject:** AFP responsibility to key (cargo) maritime ports

**Responsible:** National President and CEO

**Update:**

This Agenda Item has been achieved. The AFPA continues to lobby for PSOs to be deployed to key Maritime Ports for security and AFP intelligence. The AFPA has been successful in lobbying for the establishment of MAITS and MAIGS similar to JAITS and JAIGS with the Government endorsing the role out of those structures across key maritime ports.

#### Agenda Item No. P18

**Subject:** Adoption of new AFPA Zone Structure on Privacy & Security Grounds

**Responsible:** National President

**Update:**

This Agenda Item has been achieved.

#### Agenda Item No. P19

**Subject:** Proposed position of Branch Vice President

AFPA Recognition and Former Members Chapter

**Responsible:** CEO

**Update:**

No action has been taken at this stage due to the deferment of Agenda items P20 and P21.

#### Agenda Item No. P20

**Subject:** Establishment of an AFPA Former Members Chapter

**Responsible:** National President and Vice President AFPA Recognition and Former Members Chapter

**Update:**

The NOMT deferred this project to minimise the anticipated deficit as a result of extended AFP EA negotiations.



### Agenda Item No. P21

**Subject:** Approve a scoping exercise for an AFPA museum

**Responsible:** National President and Vice President AFPA Recognition & Former Members Chapter

**Update:**

The NOMT deferred this project to minimise the anticipated deficit as a result of extended AFP EA negotiations.

### Agenda Item No. P22

**Subject:** Enhancing Organised Crime legislation in the ACT and federally

**Responsible:** National President and Vice President ACT Operations

**Update:**

This Agenda Item has been achieved. The AFPA has been successful in enhancing Organised Crime legislation in the ACT. During the 2012 ACT elections the Government and Opposition announced that they supported the AFPA position on introducing Unexplained Wealth provisions within the ACT Confiscated Assets legislation.

The AFPA has also been successful in enhancing Organised Crime legislation federally and nationally. In April 2012 the Standing Committee on Law and Justice (which included Commonwealth State and Territory attorneys general and NZ Justice Minister) agreed on developing national legislation containing measures allowing declarations that certain groups are criminal organisations, orders for controlling activities of members of declared organisations and people involved in serious criminal activity, and forfeiture of unexplained wealth.

### 3. Strategic Employment Issues Identified

#### a. Strategic Employment Issues (Industrial)

### Agenda Item No. E11

**Subject:** University of Sydney Police@Work survey

**Responsible:** Director Legal and AFPA Industrial Team

**Update:**

This Agenda Item has been achieved. The University of Sydney Police@Work survey project was completed in November 2012. This five (5) year longitudinal study has identified some significant employment/management issues that need to be addressed. The study also examined external pressures on police employees such as cost of living and compared it to the general workforce.

The AFPA has provided a copy of the findings to the AFP NMHR for her information and are awaiting a response.

### Agenda Item No. E12

**Subject:** Development of the 2011-2015 AFP EA

**Responsible:** AFPA National Executive; AFPA National Office Staff (AFPA EA Negotiation Team)

**Update:**

This Agenda Item has been achieved. The AFP EA 2012-2016 was successfully voted on by the majority of the AFP employees.

### Agenda Item No. E13

**Subject:** Development of an alternative AFP Salary Structure

**Responsible:** National President and Negotiation Team

**Update:**

This Agenda Item has been achieved. The AFPA negotiated into the AFP Executive EA and the AFP EA 2012-16 a provision to allow payment of remuneration above the AFP Band level in the form of

- a) an annualised allowance payable fortnightly in arrears; or
- b) a lump sum payment or payments; or
- c) a combination of both a) and b) in recognition of additional responsibilities, skills, hours etc.

#### Agenda Item No. E14

**Subject:** Development of alternative AFP promotional system

**Responsible:** National President

**Update:**

The work of ANZPAA will have an impact on any future promotional system. Once ANZPAA finalises the national police capabilities framework this can then be used as a basis for further discussion.

#### Agenda Item No. E15

**Subject:** Restricted Duty

**Responsible:** AFPA Industrial Team

**Update:**

This Agenda Item has been achieved. The AFPA successfully achieved a restricted duties clause in the AFP EA 2012-16 that is not dependent upon specific accommodation.

#### Agenda Item No. E16

**Subject:** Award Review Taskforce

**Responsible:** Director Legal

**Update:**

This Agenda Item has been achieved. There have been no further developments on this matter.

#### Agenda Item No. E17

**Subject:** Define merit as it is incorporated in the AFP Act

**Responsible:** AFPA Legal Team

**Update:**

This Agenda Item has been achieved. The definition of merit in the AFP Act 1979 was considered by the AFPA in-house legal team which advised that it is dealt with through judicial interpretation.

#### Agenda Item No. E18

**Subject:** AFP DAA Review

**Responsible:** AFPA Industrial Team

**Update:**

This Agenda Item has been achieved. The AFPA has expended some funds on preliminary advice on housing/unit rental and purchase costs in all major cities. The AFPA has engaged an independent consultant to review DAA and report back to the AFP. The AFPA has lodged a dispute in accordance with the AFP EA 2012-16 but is awaiting the outcome of the review before proceeding further.

The AFPA National President is currently in discussions with Fujitsu Consulting in relation to conducting an independent research on household stress as it specifically relates to AFP employees.

#### Agenda Item No. EI9

**Subject:** Inter-jurisdictional mobility of policing

**Responsible:** National President

**Update:**

This Agenda Item has been achieved. The AFPA National President through the Police Federation of Australia and other political forums has continued to pursue a national inter-jurisdictional mobility policy for the policing sector. ANZPAA has got carriage of this matter which is significant. The matter is ongoing.

#### Agenda Item No. EI 10

**Subject:** Project Macer Transition

**Responsible:** AFPA Industrial Team

**Update:**

This Agenda Item has been achieved. AFPA CEO Dennis Gellatly in his AFP capacity took over the transition of PSOs to Police under Project Macer. During that period there has been minimal concerns raised by PSOs and indeed some have specifically praised Dennis Gellatly for his compassion, consideration and professionalism whilst performing his AFP role.

#### Agenda Item No. EI 11

**Subject:** Formal Dispute:

Loss of Transitional DAA under Macer

**Responsible:** AFPA Industrial Team

**Update:**

This Agenda Item has been achieved. This dispute was successfully resolved to the satisfaction of affected members with those members subject to Macer retaining their transitional DAA payments in the AFP CA and then the current AFP EA.

#### Agenda Item No. EI 12

**Subject:** Operational Response Group (ORG) Centralisation to Canberra

**Responsible:** AFPA Industrial Team

**Update:**

This Agenda Item has been achieved. AFPA Vice President Mark Jager, Vice President Chris Collingwood, the then CEO Jim Torr and the National President Jon Hunt-Sharman, along with the AFPA Legal and Industrial teams negotiated the centralisation to Canberra of the ORG on behalf of our members.

This was a significant project with major implications for individual members and must be seen as very successful when taking into account the AFP Commissioner's Command powers as many members were deployed to where they wished to be relocated within or outside the ORG portfolio.

#### Agenda Item No. EI 13

**Subject:** Development of the 2011- xx PSS CA

**Responsible:** Malcolm Stewart

**Update:**

This Agenda Item has been achieved. The AFPA successfully negotiated the PSS Enterprise Agreement for our Associate Members at Parliament House.

#### Agenda Item No. EI 14

**Subject:** Comcare NWE Issues

**Responsible:** AFPA Industrial Team

**Update:**

This Agenda Item has been achieved. This matter was resolved to the satisfaction of the affected member and provides precedent for future cases. It did not fall within the scope of EA negotiations.

b. *Strategic Employment Issues (Legal)*

**Agenda Item No. EL1**

**Subject:** AFPA legal representation re ACLEI interviews & Hearings

**Responsible:** CEO and Director Legal

**Update:**

This Agenda Item has been achieved. The AFPA continues to have a very professional and cooperative relationship with the Integrity Commissioner with the AFPA continuing to provide legal representation to members subject to ACLEI investigations. The AFPA National President and CEO have regular meetings with the Integrity Commissioner Philip Moss.

**Agenda Item No. EL2**

**Subject:** ACT criminal legislation

**Responsible:** National President, VP Community Operations and AFPA Legal Team

**Update:**

This Agenda Item has been achieved. The AFPA has continued to lobby the ACT Attorney General Simon Corbell and the shadow Attorney General Vicki Dunne for legislative reforms. The AFPA has appeared before a number of Legislative Assembly inquiries in relation to law enforcement legislation including amendments to the Bail Act and for specific Assault Police legislation. The Labor Government has committed to Bail Reform and Unexplained Wealth provisions in their 2012 election promises. These matters are ongoing and will be monitored by the AFPA.

**Agenda Item No. EL3**

**Subject:** Develop Police DNA testing legislation

**Responsible:** Director Legal

**Update:**

This Agenda Item has been achieved. This is an ongoing issue.

**Agenda Item No. EL4**

**Subject:** Development of Targeted Integrity Testing legislation

**Responsible:** CEO and AFPA Legal

**Update:**

This Agenda Item has been achieved. The AFPA has appeared before a number of forums challenging the need for integrity testing in the AFP and strongly opposing random integrity testing based on advice from experts. The AFPA has supported targeted testing once the Government committed to the safeguards requested by the AFPA. The legislation is now before Parliament and the AFPA has suggested some minor amendments but have voiced its support of the legislation. Delegates will recall that the AFP Commissioner originally wanted to introduce random and targeted integrity testing with no legislative base, no independent oversight or review, no limitations and no accountability. The new legislation addresses all those deficiencies.

**Agenda Item No. EL5**

**Subject:** AFP Commissioners interpretation of AFP Act 40(H)(2)

**Responsible:** Director Legal

**Update:**

Based on legal advice from AFPA Director of Legal Ian Philips, this matter was not pursued as it was deemed not in the interests of our membership.

**Agenda Item No. EL6**

**Subject:** Dispute Resolution Process for AFP employees deployed on the International Deployment Group

**Responsible:** National President and AFPA Legal Team

**Update:**

This Agenda Item has been achieved. This matter is currently subject to discussions between the AFPA and the AFP in regards to the proposed single IDG Determination.

**Agenda Item No. EL7**

**Subject:** Establish a Review Panel under AFP Regulation 24

**Responsible:** Director Legal

**Update:**

Based on legal advice from Director of Legal Ian Philips this matter has not been pursued due to the complexities. The AFP has continued to negotiate with the AFPA in regards to any disputes arising in respect to employment matters sitting outside of the AFP Enterprise Agreement 2012-16.

**Agenda Item No. EL8**

**Subject:** Special Constable/Member competencies & capabilities limitations

**Responsible:** National President

**Update:**

This Agenda Item has been achieved. The AFP Commissioner has rejected linking competencies/capabilities to Special Constable/Special Member status. However the current project being conducted by ANZPAA will ensure that this occurs for all policing.

**Agenda Item No. EL9**

**Subject:** Review of Category 3 PRS matters

**Responsible:** Director Legal and AFPA Legal Team

**Update:**

This Agenda Item has been achieved. AFPA Legal has continued to monitor Category 3 PRS matters and the AFPA has raised concerns direct with AFP Manager PRS and Manager HRS and has referred individual matters to the Commonwealth Ombudsman for action.

**Agenda Item No. EL10**

**Subject:** PRS Audit

**Responsible:** AFPA Legal Team

**Update:**

This Agenda Item has been achieved. AFPA Legal has continued to monitor investigation periods, time delays and standards of PRS matters. The AFPA President and CEO have raised concerns when appropriate both internally with the AFP and with external bodies (Ombudsman etc).

**Agenda Item No. EL11**

**Subject:** Strengthening ACT Traffic and Property Crime Laws (Bail Act)

**Responsible:** AFPA Legal Team

**Update:**

This Agenda Item has been achieved. The AFPA has lobbied for the strengthening of the Bail Act (ACT). The AFPA has provided submissions to the Attorney General Simon Corbell and given evidence before the Legislative Assembly Committee in regards to the Bail Act. The AFPA made this an election issue during the 2012 ACT elections. It is ongoing.

**Agenda Item No. EL12**

**Subject:** Commonwealth Director of Public Prosecutions (CDPP) & AFP PRS's relationship

**Responsible:** Director Legal

**Update:**

This Agenda Item has been achieved. As a result of AFPA action members 'disclosure' concerns have now been resolved through a new CDPP policy.

### Agenda Item No. EL13

**Subject:** ORG Relocation Legal Advice

**Responsible:** Director Legal

**Update:**

This Agenda Item has been achieved. The AFPA was heavily involved in this transition process and is largely satisfied with the outcome and in particular the professional handling of this sensitive matter by Commander Clive Murray.

### Agenda Item No. EL14

**Subject:** Funding research study into ACT Criminal Justice System

**Responsible:** National President and AFPA Legal Team

**Update:**

This Agenda Item has been achieved. The AFPA CEO Jim Torr engaged Justice Madgwick to conduct a study into the ACT Criminal Justice System. Unfortunately AFPA members in ACT Policing failed to provide evidence to support their complaints that the legal system was lacking in regards to bail and sentencing decisions. This was disappointing after members having raised concerns with the AFPA and asking the AFPA to act on their behalf.

#### *c. Strategic Employment Issues (OH&S)*

### Agenda Item No. EO1

**Subject:** Tasers for AFP general policing & PSOs

**Responsible:** National President

**Update:**

This Agenda Item has been achieved. The AFPA lobbied for the introduction of electronic incapacitating devices (Tasers) for AFP ACT Policing and was successful. The AFPA position is that it should be rolled out to Sergeants and experienced Constables in addition to tactical response teams.

At this stage operational Sergeants have been provided with Tasers. ACT Policing advice is that it is their intention to provide experienced Constables with Tasers.

The AFPA has also lobbied for Tasers to be rolled out to the rest of the AFP starting with frontline policing roles in Aviation and Protection and Federal Agents involved in investigations. This is an ongoing matter.

### Agenda Item No. EO2

**Subject:** National Automated Number Plate Recognition (ANPR) system

**Responsible:** National President

**Update:**

This Agenda Item has been achieved. The AFPA has lobbied for National Automated Number Plate Recognition (ANPR) both federally and in the ACT. The AFPA has provided submissions to the Federal Attorney General. The AFPA made this an election issue during the 2010 Federal Election

The AFPA also gave evidence before the Parliamentary Joint Committee on Law Enforcement *Inquiry into the adequacy of aviation and maritime security measures to combat serious and organised crime* on 17 February 2011 and the Report supported the AFPA Resolution. The AFPA also appeared before the recent *inquiry into the gathering and use of criminal Intelligence* on 21 September 2012.

The AFPA made this an election issue during the 2012 ACT elections and the ACT Government has committed to spend \$5million over four years for an additional Road Safety Operations Team of one Sergeant and seven Constables and four vehicles fitted with RAPID/ANPR capability.

### Agenda Item No. EO3

**Subject:** National Occupational Health & Safety Harmonization

**Responsible:** National President

**Update:**

This Agenda Item has been achieved. The AFPA in conjunction with the PFA has developed a draft Code of Practice for Managing Risks in Policing. This draft was released to Branches for members to consider and provide feedback in November 2012. It has now been finalised and publicly realised.

### Agenda Item No. EO4

**Subject:** Wellbeing Services Review

**Responsible:** National President

**Update:**

This Agenda Item has been achieved. The AFPA was provided a draft of the review and feedback was provided to Manager Wellbeing Services.

### Agenda Item No. EO5

**Subject:** Approval of funding for the independent development of a fatigue management program for AFPA members subject to rostered work patterns and subject to the AFP operations work pattern, in order to provide practical application of the Reasonable Hours clause under the Fair Work Act

**Responsible:** CEO

**Update:**

This Agenda Item has been achieved. The AFPA successfully managed to have included in the AFP Enterprise Agreement 2012-16 under Clause 19 (6) Operations Working Pattern that *'the AFP will include a process of risk assessment to identify, assess and control foreseeable risk of harm from fatigue. Measures implemented to manage fatigue will be monitored and reviewed on an ongoing basis'*.

There are currently discussions with AFP Manager Wellbeing Services in regards to development of a fatigue management program. This matter is ongoing.

### Agenda Item No. EO6

**Subject:** Compensation and rehabilitation benefits (domestic and IDG)

**Responsible:** National President and Director Legal

**Update:**

This Agenda Item has been achieved. The Minister for Home Affairs has committed in writing that AFP employees will be no worse off than military personnel until the situation is resolved through legislation.

## 4. Strategic Life Issues Identified

### a. Strategic Life Issues

### Agenda Item No. L1

**Subject:** Expand AUSPOL Health entitlements

**Responsible:** Office Manager

**Update:**

This Agenda Item has been achieved. In November 2012, after a tender process, the AFPA changed national service providers from HCF to NIB in regards to AUSPOL HEALTH. NIB is currently identified as the leader in benefits returned to members in a national scheme. The AFPA is still in negotiations with POLICE HEALTH to introduce their product to our members in the ACT. It is anticipated that POLICE HEALTH will be available to members on or before 1 July 2013.

### Agenda Item No. L2

**Subject:** Physical fitness membership/equipment discounts

**Responsible:** Officer Manager

**Update:**

[This Agenda Item has been achieved.](#)

### Agenda Item No. L3

**Subject:** Additional Life Insurance Units

**Responsible:** Administration Office

**Update:**

[This Agenda Item has been achieved.](#) Members are still able to purchase additional insurance units and there is no intention to remove that additional service.

### Agenda Item No. L4

**Subject:** Explore a national underwriting of an AUSPOL vehicle and/or home and contents insurance

**Responsible:** CEO

**Update:**

[This Agenda Item has been achieved.](#) To date no national insurance company has been interested in underwriting of an AUSPOL vehicle and/or home and contents discounted insurance package.

### Agenda Item No.L5

**Subject:** Vehicles' Deals

**Responsible:** Administration Office

**Update:**

[This Agenda Item has been achieved.](#) The AFPA now has special vehicle deals with KIA, BMW, Mini and Holden.

## 5. Strategic Welfare Issues Identified

### a. Strategic Welfare Issues

### Agenda Item No. W1

**Subject:** Payroll Deductions

**Responsible:** Office Manager

**Update:**

[This Agenda Item has been achieved.](#) This arrangement has been maintained between the AFP and AFPA.

### Agenda Item No. W2

**Subject:** Gastrointestinal Illness Study

**Responsible:** Director Legal

**Update:**

[This Agenda Item has been achieved.](#) The Gastrointestinal Illness Study is complete and there is no conclusive evidence that doxycycline contributes to gastrointestinal illness. However the AFP is now monitoring the IDG in regards to the health of all AFP employees on WH&S grounds.

### Agenda Item No. W3

**Subject:** "Wellbeing at work" funding

**Responsible:** National President



**Update:**

This Agenda Item has been achieved. The Police @ Work five year longitudinal study has been completed with the final report released in November 2012. It identifies some serious issues that need to be addressed by all police managements.

**Agenda Item No. W4**

**Subject:** Beyond Blue assistance

**Responsible:** CEO

**Update:**

This Agenda Item has been achieved. The CEO has maintained a relationship with Beyond Blue.

**Agenda Item No.W5**

**Subject:** Rugby Union Club

**Responsible:** Administration Office

**Update:**

This Agenda Item has been achieved. The RUC has been a significant success with our members. Both Barton College participants and staff and Edmund Barton Building staff regularly frequent the RUC and 'free' membership is valued by AFPA members.

**Agenda Item No. W6**

**Subject:** Confiscated Assets Trust Fund Legislative Amendment

**Responsible:** CEO

**Update:**

This Agenda Item has not been achieved. The current Government will not agree to make amendments to the CAT fund criteria.

**Agenda Item No. W7**

**Subject:** Funding of AUSPOL Welfare Foundation through ongoing AFPA fortnightly member levy, consistent with the AFPA Rule 83(b) and Object (j) of the Police Federation of Australia Rules.

**Responsible:** CEO

**Update:**

This resolution was revoked by the National Executive when it became apparent there would be a delay in finalising the AFP Enterprise Agreement negotiations and that adjustment of AFPA member subscription would be delayed accordingly.

**Agenda Item No. W8**

**Subject:** Approval of funding for an academic study on police employee depression and suicide rates

**Responsible:** CEO

**Update:**

The NOMT resolved to put over expenditure on police depression and suicide rates when it became apparent there would be a delay in finalising the AFP Enterprise Agreement negotiations and that adjustment of AFPA member subscription would be delayed accordingly.

**Agenda Item No. W9**

**Subject:** Pilot Coordination Programme to support AFPA members with children requiring special needs

**Responsible:** CEO

**Update:**

This Agenda Item has been achieved. The AFPA implemented this program and placed various AFPA members in touch with each other to form a Support Group.

**From:** Vesna Trajanoska [mailto:Vesna.Trajanoska@afpa.org.au]  
**Sent:** Wednesday, 23 April 2014 1:06 PM  
**To:** KELLETT, Stephen  
**Subject:** RE: Follow-up - correspondence re issues - financial report y/e 30 June 2013

Stephen,

My apologies for the delay. I am currently in the process of address the issues you have identified in your letter date 5 April 2014 and making the amendments to the operating report in consultation with the National President Jon Hunt-Sharman and the Auditor RSM Bird Cameron, before providing you with our written response.

Kind regards,



**Vesna Trajanoska**

Director Finance Administration  
Australian Federal Police Association  
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Ph. +612 6285 1677 | Fax. +612 6285 2090  
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**From:** KELLETT, Stephen  
**To:** ["Vesna.Trajanoska@afpa.org.au"](mailto:Vesna.Trajanoska@afpa.org.au)  
**Subject:** FW: Attention Mr Dennis Gellatly - Financial report for y/e 30 June 2013 - action requested  
**Date:** Saturday, 5 April 2014 1:36:00 PM  
**Attachments:** [FR2012-233-letter from E Anderson.pdf](#)  
[FR2011-2531-letter from L Powell FWC.pdf](#)  
[fr\\_guidelines\\_253\\_2013.pdf](#)  
[PFA \(AFPB\) FR2013\\_137\\_\(1\).pdf](#)

---

Dear Ms Trajanoska,

Please see attached my letter correctly addressed to Mr Gellatly, in relation to the above. I also attach copies of previous FWC correspondence and the relevant Reporting Guidelines, referred to in my letter.

Yours sincerely

STEPHEN KELLETT  
Regulatory Compliance Branch  
**FAIR WORK COMMISSION**

80 William Street  
EAST SYDNEY NSW 2011

(ph) (02) 6723 7237  
(email) [stephen.kellett@fwc.gov.au](mailto:stephen.kellett@fwc.gov.au)



5 April 2014

Mr Dennis Gellatly  
Chief Executive Officer, Australian Federal Police Association Branch  
Police Federation of Australia

Sent by email: [Vesna.Trajanoska@afpa.org.au](mailto:Vesna.Trajanoska@afpa.org.au)

Dear Mr Gellatly,

**Police Federation of Australia, Australian Federal Police Association Branch - Financial Report for year ended 30 June 2013 - (FR2013/137)**

I refer to the financial report of the Police Federation of Australia, Australian Federal Police Association Branch (the reporting unit). The documents were lodged with the Fair Work Commission on 13 November 2013. The financial report has not yet been filed.

Non compliance with previous requests

While we filed last year's financial report, we raised certain issues for the reporting unit to address in the preparation of future financial reports. I notice that the following errors have appeared in the current report, namely, (i) the omission in the operating report of a statement explaining the results of the principal activities listed for the year, and (ii) the omission in the Cash Flow statement or Notes of the amount of capitation cash flow and the name of the capitation cash flow recipient.

(i) Results of principal activities

Subsection 254(2)(a) of the RO Act requires an operating report to contain a review of the principal activities of the reporting unit, the results of those activities and any significant changes in the nature of those activities. I note that the operating report provides a review of the principal activities, and states that there were no significant changes in the nature of these activities but does not refer to the results of these activities.

Please note that subsection 254(2)(a) of the RO Act does not require a *financial* result. It requires a description of the results from providing the listed services to members.

The Fair Work Commission aims to assist reporting units in complying with their obligations under the RO Act and Reporting Guidelines, by providing advice about errors identified in financial reports. I note that this information requirement was previously drawn to the Branch's attention in a letter from Ms Eve Anderson of FWC dated 3 April 2013, and in a letter from Mr Larry Powell of FWC dated 14 December 2011 (see attached).

(ii) Disclosure of capitation fees to another reporting unit

Reporting Guideline 17(b) requires that where capitation fees to another reporting unit are paid, the amount and the name of each reporting unit are to be disclosed in either the statement of comprehensive income or the notes. Also, Reporting Guideline 25 requires that where another reporting unit of the organisation is the source of a cash inflow or the application of cash outflow, such cash flow should be separately disclosed and that the name of the other reporting unit be shown in the notes.

The Statement of comprehensive income shows a balance for "affiliation fees" (which I understand from previous correspondence is capitation), but does not show the name of the recipient reporting unit. The Cash flow statement or the notes do not show a separate disclosure of the amount of the capitation cash flow or of the name of the recipient reporting unit.

I note this was also brought to the Branch's attention in Ms Anderson's letter. If FWC's understanding of this particular disclosure is correct, the name of the other reporting unit recipient of this amount should have been disclosed for both the cash flow and the expense.

FWC will defer filing this financial report until the above mentioned errors are addressed. Please amend the operating report for the year ended 30 June 2013 and provide a copy to the members and to FWC. Please provide by letter the Branch's undertaking to comply in future reports with the income/expenditure and cash flow disclosure requirements in relation to capitation and other reporting unit-related activities.

Failure to address issues identified may lead to the General Manager exercising her powers under section 330 of the RO Act.

Upon receipt of the amended operating report and the above undertaking, I will file the report and provide any advice to be taken into account when preparing the next financial report.

If you have any queries regarding this letter, I may be contacted on (02) 6723 723 or by email at [stephen.kellett@fwc.gov.au](mailto:stephen.kellett@fwc.gov.au).

Yours sincerely

A handwritten signature in black ink that reads "Stephen Kellett". The signature is written in a cursive style with a long horizontal stroke extending to the right.

Stephen Kellett  
Senior Adviser, Regulatory Compliance Branch

**From:** [Vesna Trajanoska](#)  
**To:** [Orgs](#)  
**Cc:** [Jon Hunt-Sharman](#); [Dennis Gellatly](#)  
**Subject:** AFPA - Designated Officer's Certificate s268(c) Fair Work  
**Date:** Wednesday, 13 November 2013 10:46:47 AM  
**Attachments:** [AFPA Financial Statement 2013.pdf](#)  
[Designated Officers Certificate 2013.doc](#)

---

Larry,

**RE: AFPA Financial Statement 2013**

The documents lodged herewith are copies of the full report, referred to in s268 of the *Fair Work (Registered Organisations) Act 2009*.

Kind Regards,

Vesna.



**Vesna Trajanoska**  
Director Finance Administration  
Australian Federal Police Association  
Level 9, 1 Hobart Place, Canberra ACT 2601  
Ph. +612 6285 1677 | Fax. +612 6285 2090  
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## AUSTRALIAN FEDERAL POLICE ASSOCIATION

### DESIGNATED OFFICER'S CERTIFICATE

*s268 Fair Work (Registered Organisations) Act 2009*

I Dennis Gellatly Chief Executive Officer of the Australian Federal Police Association Branch of the Police Federation of Australia and Delegate of the Police Federation of Australia certify:

- that the documents lodged herewith are copies of the full report, referred to in s268 of the *Fair Work (Registered Organisations) Act 2009*; and
- that the full report was provided to members on the 1<sup>st</sup> November 2013, on the AFPA website and is scheduled to be published in the January 2013 edition of the Auspol Journal which is distributed to all financial members via post; and

that the full report was presented to available National Executive of the Australian Federal Police Association Branch of the reporting unit on the 1<sup>st</sup> November 2013 and to the Federal Executive of the Police Federation of Australia on the 12<sup>th</sup> November 2013; in accordance with section 266 of the *Fair Work (Registered Organisations) Act 2009*

**Dennis Gellatly**

Chief Executive Officer  
Australian Federal Police Association  
Police Federation of Australia  
Level 9, AMP Building, 1 Hobart Place  
Canberra ACT 2600  
Em: [dennis.gellatly@afpa.org.au](mailto:dennis.gellatly@afpa.org.au)  
Mob: +61 (0)400 335 574  
Tel: +61 (0)2 6285 1677  
13th November 2013

**AUSTRALIAN FEDERAL POLICE ASSOCIATION – BRANCH**

**ABN 95 799 543 741**

**FINANCIAL REPORT**

**FOR THE YEAR ENDED 30 JUNE 2013**

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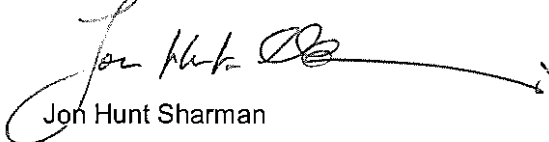


On the 26<sup>th</sup> July 2013, the Committee of Management of the Australian Federal Police Association (AFPA) passed the following resolution in relation to the General Purpose Financial Report (GPFR) of the reporting unit for the financial year ended 30<sup>th</sup> June 2013.

The Committee of Management declares in relation to the GPFR that in its opinion:

- a) the financial statements and notes comply with the Australian Accounting Standards;
- b) the financial statements and notes comply with the reporting guidelines of the General Manager;
- c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- e) during the financial year to which the GPFR relates and since the end of that year:
  - i. meetings of the committee of management were held in accordance with the rules of the organisation including the rules of a branch concerned; and
  - ii. the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
  - iii. the financial records of the reporting unit have been kept and maintained in accordance with the RO Act; and
  - iv. where the organisation consists of two or more reporting units, the financial records of the reporting unit have been kept, as far as practicable, in a manner consistent with each of the other reporting units of the organisation; and
  - v. where information has been sought in any request by a member of the reporting unit or General Manager duly made under section 272 of the RO Act, that information has been provided to the member or General Manager; and
  - vi. where any order for inspection of financial records has been made by the Fair Work Commission under section 273 of the RO Act, there has been compliance
- f) In relation to the recovery of wages activity
  - i. There was no recovery of wages activity for the Australian Federal Police Association for the year ended 30 June 2013.

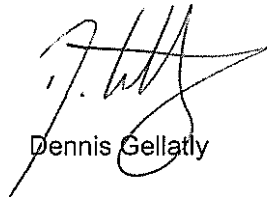
The Committee of Management, (designated officers within the meaning of section 243 of the RO Act):



Jon Hunt Sharman

Branch National President

26<sup>th</sup> July 2013



Dennis Gellatly

Chief Executive Officer

26<sup>th</sup> July 2013

**AUSTRALIAN FEDERAL POLICE ASSOCIATION – BRANCH**  
**ABN 95 799 543 741**

**OPERATING REPORT**

This operating report covers the results of those activities that were provided for the financial year ended 30 June 2013.

**PRINCIPAL ACTIVITIES**

The AFPA's principal activities throughout the year were determined by the 2008 and 2011 National Council Meeting and have been coordinated by the National Executive. They included:

- (a) The continued pursuit of commitments given by the Federal Government in the lead up to the 2007 Federal Election. Those issues included:
  - (i) A commitment to increase the sworn officer levels of the AFP;
  - (ii) A commitment to support and fund a National Police Workforce Planning Study;
  - (iii) A commitment to ensure police powers are not extended to non-sworn personnel and are reserved for sworn police;
  - (iv) A commitment to Automatic Number Plate Recognition system for Commonwealth places at risk of terrorism and organised crime;
  - (v) A commitment to support the establishment of a National Police Registration Board and Scheme;
  - (vi) A commitment to a range of industrial issues including any referral of powers to the Commonwealth, phasing out any existing AWA's in the AFP issues around award modernisation, a police tribunal for the AFP and reversing the ComCare journey claims decision of the previous Government;
  - (vii) A commitment to a range of workers compensation issues relating to overseas service; and
  - (viii) A commitment to regular meetings to discuss relevant issues.
- (b) Submissions to Parliamentary Inquiries including:
  - (i) Parliamentary Joint Committee on Law Enforcement;
  - (ii) Senate Standing Committee on Legal and Constitutional Affairs;
  - (iii) Parliamentary Joint Committee on Australian Commission for Law Enforcement Integrity;
  - (iv) Senate Estimates.
- (c) Commitment to Welfare support of our members and their families;
- (d) Commitment to the Lifestyle benefit and services for our members their families;
- (e) A commitment to regular meetings to discuss relevant issues with law enforcement and national security agencies and the relevant Ministers and Shadow Ministers;
- (f) There have been no significant changes in the financial affairs of the AFPA during the last year;

**SIGNIFICANT CHANGES**

There have been no significant changes in the nature of the Association's principal activities or financial affairs during the financial year ended 30<sup>th</sup> June 2013.

**MANNER OF RESIGNATION**

A member may resign from membership of the Association by notice in writing addressed and delivered to the National President of the member's Branch, Zone Secretary or Chief Executive Officer, as per PFA Rule 11 (b) and AFPA Rule 62 (a).

**TRUSTEE OR DIRECTOR OF TRUSTEE COMPANY OF SUPERANNUATION ENTITY OR EXEMPT PUBLIC SECTOR SUPERANNUATION SCHEME**

No officers of the AFPA hold any position in relation to Superannuation entities.

**NUMBER OF MEMBERS AND EMPLOYEES**

Prescribed information as per Regulation 159:

- (i) The number of persons who were, at the end of the reporting period 30 June 2013, members of the AFPA was 4,022.
- (ii) The number of persons who were, at the end of the reporting period 30 June 2013, employees of the AFPA was 12.
- (iii) The Committee of Management period of management was from 01/07/2012 to 30/06/2013.

**AUSTRALIAN FEDERAL POLICE ASSOCIATION – BRANCH**  
**ABN 95 799 543 741**

**OPERATING REPORT CONT**

**MEMBERS OF COMMITTEE MANAGEMENT**

The persons who held office as members of the Committee of Management of the Association during the reporting period to 30<sup>th</sup> June 2013 are:

<b>Branch National President</b>	Jonathan Hunt-Sharman	Elected 8/08/2008	Re-Elected 30/4/2013	Term Expires 30/4/2017
<b>Chief Operation Officer</b>	Jim Torr	Elected 8/08/2008	Resigned 2/11/2012	Vacant Position
<b>Chief Operation Officer</b>	Dennis Gellatly	Appointed 5/11/2012	Elected 30/4/2013	Term Expires 30/4/2017
<b>Vice President – AFP Operations Portfolio</b>	Ben Santamaria	Elected 28/04/2011		Term Expired 30/4/2013
<b>Vice President – AFP Operations Portfolio</b>	Ian Bridle	Elected 30/04/2013		Term Expires 30/4/2015
<b>Vice President – AFP ACT Operations Portfolio</b>	Dennis Gellatly	Elected 28/04/2011	Resigned 5/11/2012	Vacant Position
<b>Vice President – AFP ACT Operations Portfolio</b>	Angela Smith	Appointed 8/02/2013	Elected 30/4/2013	Term Expires 30/4/2015
<b>Vice President – AFP Executive &amp; AFPA Associate Portfolio</b>	Chris Collingwood	Elected 28/04/2011	Re-Elected 30/4/2013	Term Expires 30/4/2015
<b>Vice President – AFP National Security Portfolio</b>	Mark Jager	Elected 28/04/2011	Re-Elected 30/4/2013	Term Expires 30/4/2015
<b>Vice President – AFP Chief Operating Officer Portfolio</b>	Aidan King	Elected 28/04/2011	Re-Elected 30/4/2013	Term Expires 30/4/2015
<b>Vice President – AFP Close Operations Portfolio</b>	Glen McDonald	Elected 28/04/2011	Re-Elected 30/4/2013	Term Expires 30/4/2015
<b><u>ACT Policing Zone</u></b>				
<b>Zone Coordinator</b>	Russell Brown	Elected 14/12/2011	Resigned 8/2/2013	Vacant Position
<b>Zone Coordinator</b>	Graeme Cooper	Appointed 8/2/2013		Term Expires 14/12/2013
<b>Workplace Delegate</b>	Graeme Cooper	Elected 2/09/2011	Resigned 8/2/2013	Vacant Position
<b>Workplace Delegate</b>	David Fleming	Appointed 8/2/2013		Term Expires 2/9/2013
<b>Workplace Delegate</b>	Troy Gordon	Elected 2/09/2011		Term Expires 2/9/2013
<b>Workplace Delegate</b>	Jane Mackenzie	Elected 2/09/2011		Term Expires 2/9/2013
<b>Workplace Delegate</b>	Timothy Dawe	Elected 14/12/2011		Term Expires 14/12/2013
<b>Workplace Delegate</b>	Angela Smith	Elected 14/12/2011	Resigned 8/2/2013	Vacant Position
<b>Workplace Delegate</b>	Stephen Coles	Elected 14/12/2011		Term Expires 14/12/2013
<b>Workplace Delegate</b>	Steven Harris	Elected 14/12/2011		Term Expires 14/12/2013

**AUSTRALIAN FEDERAL POLICE ASSOCIATION – BRANCH  
ABN 95 799 543 741**

**OPERATING REPORT CONT**

**Aviation Zone**

<b>Zone Coordinator</b>	Malcolm Westhead	Elected 2/09/2011		Term Expires 2/9/2013
<b>Workplace Delegate</b>	Brendan Lamb	Elected 2/09/2011		Term Expires 2/9/2013
<b>Workplace Delegate</b>	Theo Constantinou	Elected 2/09/2011		Term Expires 2/9/2013
<b>Workplace Delegate</b>	Alex King	Elected 2/09/2011		Term Expires 2/9/2013

**Chief Financial Officer Zone**

<b>Zone Coordinator</b>	Russell Rowell	Elected 2/09/2011		Term Expires 2/9/2013
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**Chief Information Officer Zone**

<b>Zone Coordinator</b>	Greg Palethorpe	Elected 2/09/2011		Term Expires 2/9/2013
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**Counter Terrorism Zone**

<b>Zone Coordinator</b>	Adrian Smith	Elected 2/09/2011		Term Expires 2/9/2013
<b>Zone Coordinator</b>	Kenneth McDermott	Elected 2/09/2011		Term Expires 2/9/2013
<b>Workplace Delegate</b>	Ian Bridle	Elected 2/09/2011	Resigned 30/4/2013	Vacant Position
<b>Workplace Delegate</b>	Mathew Wilson	Elected 2/09/2011		Term Expires 2/9/2013

**Executive Zone**

<b>Zone Coordinator</b>	Stephen Richardson	Elected 2/09/2011		Term Expires 2/9/2013
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**Forensic & Data Centres Zone**

<b>Zone Coordinator</b>	Ben Lamont	Elected 2/09/2011		Term Expires 2/9/2013
<b>Workplace Delegate</b>	Alex Caruana	Elected 2/09/2011		Term Expires 2/9/2013

**High Tech Crime Operations Zone**

<b>Zone Coordinator</b>	Phillip Brown	Elected 2/09/2011		Term Expires 2/9/2013
<b>Workplace Delegate</b>	Clare Fitzpatrick	Elected 2/09/2011		Term Expires 2/9/2013

**Human Resources Zone**

<b>Zone Coordinator</b>	Anthony Maguire	Elected 14/12/2011		Term Expires 14/12/2013
<b>Workplace Delegate</b>	Simon Davies	Elected 14/12/2011	Resigned 27/8/2012	Vacant Position
<b>Workplace Delegate</b>	Glenn Tod	Appointed 27/8/2012	Resigned 24/5/2013	Vacant Position

**AUSTRALIAN FEDERAL POLICE ASSOCIATION – BRANCH  
ABN 95 799 543 741**

**OPERATING REPORT CONT**

**Intelligence Zone**

<b>Zone Coordinator</b>	Kenneth Lamb	Elected 2/09/2011		Term Expires 2/9/2013
<b>Workplace Delegate</b>	Oleg Briouzguine	Elected 2/09/2011	Resigned 27/11/2012	Vacant Position

**International Deployment Group Zone**

<b>Zone Coordinator</b>	Richard Smeltink	Elected 2/09/2011		Term Expires 2/9/2013
<b>Workplace Delegate</b>	Greg Corin	Elected 2/09/2011		Term Expires 2/9/2013
<b>Workplace Delegate</b>	Ben Singleton	Elected 2/09/2011		Term Expires 2/9/2013
<b>Workplace Delegate</b>	Brett Wood	Elected 2/09/2011		Term Expires 2/9/2013

**Operations Support Zone**

<b>Zone Coordinator</b>	Blaise O'Shaughnessy	Elected 2/09/2011		Term Expires 2/9/2013
<b>Workplace Delegate</b>	Shane Norman	Elected 2/09/2011		Term Expires 2/9/2013

**Policy Governance Zone**

<b>Zone Coordinator</b>	Vacant Position			
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**Protection Zone**

<b>Zone Coordinator</b>	Sarah McKenzie	Elected 2/09/2011		Term Expires 2/9/2013
<b>Workplace Delegate</b>	Gary Dean	Elected 2/09/2011		Term Expires 2/9/2013
<b>Workplace Delegate</b>	Tony O'Dea	Elected 2/09/2011		Term Expires 2/9/2013
<b>Workplace Delegate</b>	Mark Smith	Elected 2/09/2011		Term Expires 2/9/2013

**Serious and Organised Crime Zone**

<b>Zone Coordinator</b>	Robert Dzaja	Elected 2/09/2011		Term Expires 2/9/2013
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AUSTRALIAN FEDERAL POLICE ASSOCIATION – BRANCH  
ABN 95 799 543 741

OPERATING REPORT CONT

**DIRECTORS OF A COMPANY OR MEMBERS OF A BOARD**

In accordance with reporting guideline 37 the following Officers are directors of a company or members of a board;

- a) The name of the company or board;

Jon Hunt-Sharman	Director Board Member Board Member	Australian Law and Justice Association Ltd Canberra Services Club Brindabella Christian College
Jim Torr	Director	Australian Law and Justice Association Ltd
Dennis Gellatly	Board Member	Canberra Services Club

- b) The principal activities of the company or board;

Australian Law and Justice Association Ltd, limited by Trust - Not-For Profit Charity;

Canberra Services Club – Club for services and ex-services community, including Police Forces and Fire Fighters;

Brindabella Christian College - Christian education.

- c) The officer holds the position because they are an officer of the reporting unit and were nominated and elected into the position by a peak body.

**OPERATING RESULT**

The result from ordinary activities after providing for income tax amounted to a profit of \$330,422 (2012: loss of \$171,722).



Dennis Gellatly (Chief Executive Officer)

1st November 2013  
.....  
Dated



Jon Hunt-Sharman (Branch National President)

1st November 2013  
.....  
Dated

**INDEPENDENT AUDITOR'S REPORT**  
**TO THE MEMBERS OF**  
**AUSTRALIAN FEDERAL POLICE ASSOCIATION - BRANCH**

We have audited the accompanying general purpose financial report of Australian Federal Police Association - Branch ("the entity"), which comprises the balance sheet as at 30 June 2013, the statement of comprehensive income, statement of changes in equity and cash flow statement for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the statement by members of the committee.

*Committee's Responsibility for the General Purpose Financial Report*

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

*Auditor's Responsibility*

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the general purpose financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the general purpose 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 general purpose financial report.

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

*Independence*

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

*Opinion*

In our opinion the general purpose financial report presents fairly, in all material respects, the financial position of the Australian Federal Police Association - Branch as at 30 June 2013 and its financial performance and cash flows for the year then ended in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the *Fair Work (Registered Organisations) Act 2009*.

**RSM Bird Cameron**  
Chartered Accountants



**G M STENHOUSE FCA**  
Director

Canberra, Australian Capital Territory  
Dated: 1 November 2013



**AUSTRALIAN FEDERAL POLICE ASSOCIATION – BRANCH**  
**ABN 95 799 543 741**

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

	Note	2013 \$	2012 \$
Revenue	2	3,420,929	3,348,295
Raw materials and consumables used		(15,102)	(19,866)
Consultant and IT fees		(144,052)	(110,902)
Employee benefits expense		(1,092,706)	(1,288,700)
Depreciation and amortisation expenses		(19,155)	(18,331)
Finance costs		(3,120)	(3,037)
Loss on disposal of investments		-	(65,589)
Affiliation fees		(97,514)	(67,473)
Legal assistance for members		(9,809)	(165,658)
Legal fees for association		(12,428)	(190,869)
Life assurance for members		(1,123,020)	(1,044,578)
Rent – Branch office		(114,807)	(114,312)
Telephone		(13,946)	(15,076)
Travel, subsistence & accommodations		(107,840)	(152,526)
Other expenses		(337,008)	(263,150)
<b>Total expenses</b>	<b>3</b>	<b>(3,090,507)</b>	<b>(3,520,067)</b>
<b>Profit/(loss) before income tax</b>		<b>330,422</b>	<b>(171,772)</b>
Income tax expense	1a	-	-
<b>Profit/(loss) attributable to the Association</b>		<b>330,422</b>	<b>(171,772)</b>
Other comprehensive income		-	-
<b>Total comprehensive income for the year</b>		<b>330,422</b>	<b>(171,772)</b>

The accompanying notes form part of these financial statements.

**AUSTRALIAN FEDERAL POLICE ASSOCIATION – BRANCH**  
**ABN 95 799 543 741**

**BALANCE SHEET**  
**AS AT 30 JUNE 2013**

	Note	2013 \$	2012 \$
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	5	2,633,269	2,388,779
Financial assets	6	1,585,823	1,417,405
Receivables	7	15,832	13,815
Inventories	8	12,932	10,175
Other current assets	9	130,356	128,425
<b>TOTAL CURRENT ASSETS</b>		<u><b>4,378,212</b></u>	<u><b>3,958,599</b></u>
<b>NON-CURRENT ASSETS</b>			
Plant and equipment	10	48,913	63,941
<b>TOTAL NON-CURRENT ASSETS</b>		<u><b>48,913</b></u>	<u><b>63,941</b></u>
<b>TOTAL ASSETS</b>		<u><b>4,427,125</b></u>	<u><b>4,022,540</b></u>
<b>CURRENT LIABILITIES</b>			
Payables	11	215,492	130,741
Employee provisions	12	180,740	171,887
<b>TOTAL CURRENT LIABILITIES</b>		<u><b>396,232</b></u>	<u><b>302,628</b></u>
<b>NON-CURRENT LIABILITIES</b>			
Employee provisions	12	15,238	34,679
<b>TOTAL NON-CURRENT LIABILITIES</b>		<u><b>15,238</b></u>	<u><b>34,679</b></u>
<b>TOTAL LIABILITIES</b>		<u><b>411,470</b></u>	<u><b>337,307</b></u>
<b>NET ASSETS</b>		<u><b>4,015,655</b></u>	<u><b>3,685,233</b></u>
<b>EQUITY</b>			
Retained earnings		3,685,233	3,857,005
Current earnings		330,422	(171,772)
<b>TOTAL EQUITY</b>		<u><b>4,015,655</b></u>	<u><b>3,685,233</b></u>

The accompanying notes form part of these financial statements.

AUSTRALIAN FEDERAL POLICE ASSOCIATION – BRANCH  
ABN 95 799 543 741

STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 30 JUNE 2013

	<b>Retained Earnings</b>	<b>Total</b>
	<u>\$</u>	<u>\$</u>
<b>Balance at 1 July 2011</b>	<b>3,857,005</b>	<b>3,857,005</b>
Profit attributable to members	<u>(171,772)</u>	<u>(171,772)</u>
<b>Balance at 30 June 2012</b>	<b>3,685,233</b>	<b>3,685,233</b>
Profit attributable to members	<u>330,422</u>	<u>330,422</u>
<b>Balance at 30 June 2013</b>	<b><u>4,015,655</u></b>	<b><u>4,015,655</u></b>

The accompanying notes form part of these financial statements.

**AUSTRALIAN FEDERAL POLICE ASSOCIATION – BRANCH  
ABN 95 799 543 741**

**CASH FLOW STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2013**

	Note	2013 \$	2012 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Receipts from members		3,564,870	3,665,247
Receipts from sales of souvenirs		24,229	29,018
Payments to suppliers and employees		(3,314,114)	(3,855,188)
Interest received		130,441	131,438
Other revenue		23,885	32,086
<b>Net cash provided by operating activities</b>	<b>17</b>	<b>429,311</b>	<b>2,601</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Purchase of fixed assets		(26,403)	(31,344)
Purchase of investments		(168,418)	(30,115)
Proceeds from disposal		10,000	-
<b>Net cash (used in) investing activities</b>		<b>(184,821)</b>	<b>(61,459)</b>
Net (decrease)/increase in cash held		244,490	(58,858)
Cash at beginning of financial year		2,388,779	2,447,637
<b>Cash at end of financial year</b>	<b>5</b>	<b>2,633,269</b>	<b>2,388,779</b>

The accompanying notes form part of these financial statements.

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2013**

**NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES**

The financial report covers Australian Federal Police Association – Branch as an individual entity. Australian Federal Police Association – Branch is an association incorporated in Australian Capital Territory under the *Fair Work (Registered Organisations) Act 2009*.

**Basis of Preparation**

The financial report is a general purpose financial report that has been prepared in accordance with Australian Accounting Standards, Australian Accounting Interpretations, the requirements imposed by the *Fair Work (Registered Organisations) Act 2009* and other authoritative pronouncements of the Australian Accounting Standards Board.

Australian Accounting Standards set out accounting policies that the AASB has concluded would result in a financial report containing relevant and reliable information about transactions, events and conditions to which they apply. Compliance with Australian Accounting Standards ensures that the financial statements and notes also comply with International Financial Reporting Standards. Material accounting policies adopted in the preparation of this financial report are presented below. They have been consistently applied unless otherwise stated.

The financial report has been prepared on an accruals basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities.

**Accounting Policies**

**a. Income Tax**

The Association is exempt from income tax under section 50-15 of the *Income Tax Assessment Act 1997*.

**b. Inventories**

Inventories are measured at the lower of cost and net realisable value. The cost of souvenirs includes direct costs and appropriate amount of variable and fixed overheads. Overheads are applied on the basis of normal operating capacity. Costs are assigned on the basis of weighted average costs.

**c. Plant and Equipment**

Plant and equipment is carried at cost less any accumulated depreciation.

The carrying amount of plant and equipment is reviewed for impairment annually by the Association to ensure it is not in excess of the recoverable amount from these assets. The recoverable amount is assessed on the basis of the expected net cash flows that will be received from the assets employment and subsequent disposal. The expected net cash flows have been discounted to their present values in determining recoverable amounts.

**Depreciation**

The depreciable amount of all fixed assets is depreciated on either straight line or diminishing balance basis over their useful lives to the Association commencing from the time the asset is held ready for use.

The depreciation rates used for each plant and equipment are between 3% and 66%

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at each balance sheet date.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains or losses are included in the income statement. When revalued assets are sold, amounts included in the revaluation reserve relating to that asset are transferred to retained earnings.

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2013

**NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES**

**d. Leases**

All lease payments are for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

**e. Employee Benefits**

Provision is made for the Association's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled, plus related on-costs. Employee benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those benefits.

Contributions are made by the Association to an employee's superannuation fund and are charged as expenses when incurred.

**f. Cash and Cash Equivalents**

Cash and cash equivalents includes cash on hand, deposits held at call with banks, and other short-term highly liquid investments with original maturities of three months or less.

**g. Revenue**

Revenue from the sale of goods is recognised upon the delivery of goods to customers. Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

Member subscriptions are transferred electronically from salary and wages of its members and are recognised as revenue when received.

Revenue from the rendering of a service to its members is recognised upon the delivery of the service to its members.

All revenue is stated net of the amount of goods and services tax (GST).

**h. Goods and Services Tax (GST)**

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

Cash flows are presented in the cash flow statement on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

**i. Impairment of Assets**

At the end of each reporting period, the association reviews the carrying values of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value-in-use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the statement of comprehensive income.

Where it is not possible to estimate the recoverable amount of an individual asset, the association estimates the recoverable amount of the cash-generating unit to which the asset belongs.

**j. Comparative Figures**

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

**AUSTRALIAN FEDERAL POLICE ASSOCIATION – BRANCH**  
**ABN 95 799 543 741**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2013**

**NOTE 2: REVENUE**

	Notes	2013 \$	2012 \$
Operating activities			
- members subscriptions		3,242,374	3,155,753
- sale of goods		24,229	29,018
<b>Total operating revenue</b>		<u>3,266,603</u>	<u>3,184,771</u>
Non-operating activities			
- interest received	2a	130,441	131,438
- other income		23,885	32,086
<b>Total other revenue</b>		<u>154,326</u>	<u>163,524</u>
<b>Total Revenue</b>		<u>3,420,929</u>	<u>3,348,295</u>
a. Interest revenue from:			
- Financial institutions		130,441	131,438
<b>Total interest revenue</b>		<u>130,441</u>	<u>131,438</u>

**AUSTRALIAN FEDERAL POLICE ASSOCIATION – BRANCH**  
**ABN 95 799 543 741**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2013**

**NOTE 3: PROFIT FROM ORDINARY ACTIVITIES**

Profit from ordinary activities before income tax expense has been determined after:

	<b>2013</b>	<b>2012</b>
	<b>\$</b>	<b>\$</b>
<b>Expenses:</b>		
Advertising and marketing	53,051	-
Affiliation fees	97,514	67,473
Cost of sales (souvenirs)	15,102	19,866
Depreciation and amortisation	19,155	18,331
<i>Employees benefit to holders of offices</i>		
— Wages and salaries (including non monetary benefits)	364,290	335,404
— Annual leave expense	8,622	27,097
— Long service leave expense	(12,657)	11,588
— Superannuation	84,178	106,408
<i>Employees benefit to employees (other than holders of offices)</i>		
— Wages and salaries (including non monetary benefits)	585,446	716,811
— Annual leave expense	(14,316)	13,744
— Long service leave expense	7,763	(5,707)
— Superannuation	65,479	81,109
Expenses incurred in connection with meetings and conferences	46,071	26,769
IT and internet expenses	106,802	59,151
Travel fees or allowances paid in respect of attendances at conferences or other meetings	107,840	152,526
Legal assistance for members	9,809	165,658
Legal assistance for association	12,428	190,869
Office insurance	21,213	22,282
Member welfare benefits	1,123,020	1,044,578
Motor vehicle expenses	85,064	67,497
Loss on disposal of investment	-	65,589
<i>Remuneration of auditor</i>		
— audit services	20,725	19,750
Rental expense on operating leases		
— minimum lease payments	6,760	10,334
Rent expense	114,807	114,312
Other general administration expenses	162,341	188,628
<b>Total expenses</b>	<b>3,090,507</b>	<b>3,520,067</b>



**AUSTRALIAN FEDERAL POLICE ASSOCIATION – BRANCH  
ABN 95 799 543 741**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2013**

**NOTE 4: KEY MANAGEMENT PERSONNEL COMPENSATION**

	Short-term Benefits			Total \$
	Salary & Fees \$	Post- Employment Benefits \$	Non-Cash Benefits \$	
<b>2013</b>				
Total compensation	372,913	101,553	-	474,466
<b>2012</b>				
Total compensation	335,404	128,680	-	464,084

	2013 \$	2012 \$
<b>NOTE 5: CASH AND CASH EQUIVALENTS</b>		
Cash on hand	250	250
Cash at bank	2,633,019	2,388,529
	<u>2,633,269</u>	<u>2,388,779</u>

**NOTE 6: FINANCIAL ASSETS**

	2013 \$	2012 \$
Term deposits	1,585,823	1,417,405
	<u>1,585,823</u>	<u>1,417,405</u>

The effective interest rate on term deposits was 5.76% (2012: 6.00%); these deposits have an average maturity of 6 months.

**NOTE 7: RECEIVABLES**

	2013 \$	2012 \$
<b>CURRENT</b>		
Trade receivables	3,040	31
Interest receivable	12,792	13,784
	<u>15,832</u>	<u>13,815</u>

**NOTE 8: INVENTORIES**

	2013 \$	2012 \$
<b>CURRENT</b>		
Stock of souvenirs, at cost	12,932	10,175
	<u>12,932</u>	<u>10,175</u>

**AUSTRALIAN FEDERAL POLICE ASSOCIATION – BRANCH  
ABN 95 799 543 741**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2013**

<b>NOTE 9: OTHER ASSETS</b>	<b>2013</b>	<b>2012</b>
<b>CURRENT</b>	<b>\$</b>	<b>\$</b>
Prepayments	130,356	128,425

**NOTE 10: PROPERTY, PLANT AND EQUIPMENT**

Furniture and fittings at cost	68,009	108,725
Accumulated depreciation	(47,853)	(82,153)
<b>Total furniture and fittings</b>	<b>20,156</b>	<b>26,572</b>

Computer equipment at cost	5,912	21,360
Accumulated depreciation	(5,385)	(12,311)
<b>Total computer equipment</b>	<b>527</b>	<b>9,049</b>

Motor vehicles at cost	-	20,544
Accumulated depreciation	-	(5,135)
<b>Total motor vehicles</b>	<b>-</b>	<b>15,409</b>

Leasehold improvements at cost	34,570	14,070
Accumulated Depreciation	(6,340)	(1,159)
<b>Total Leasehold improvements</b>	<b>28,230</b>	<b>12,911</b>

<b>Total Property, Plant and Equipment</b>	<b>48,913</b>	<b>63,941</b>
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**a. Movements in carrying amounts**

Movement in the carrying amounts for each class of property, plant and equipment between the beginning and the end of the current financial year

	<b>2013</b>	<b>2012</b>
	<b>\$</b>	<b>\$</b>
<i>Furniture and Fittings</i>		
Balance at the beginning of year	26,572	22,125
Additions	5,627	11,189
Disposals	(5,182)	-
Depreciation expense	(6,861)	(6,742)
<b>Carrying amount at the end of year</b>	<b>20,156</b>	<b>26,572</b>

<i>Computer Equipment</i>		
Balance at the beginning of year	9,049	9,970
Additions	-	6,085
Net Disposals	(1,409)	-
Depreciation expense	(7,113)	(7,006)
<b>Carrying amount at end of year</b>	<b>527</b>	<b>9,049</b>

<i>Motor Vehicles</i>		
Balance at the beginning of year	15,409	18,833
Net Disposals	(15,409)	-
Depreciation expense	-	(3,424)
<b>Carrying amount at end of year</b>	<b>-</b>	<b>15,409</b>

**AUSTRALIAN FEDERAL POLICE ASSOCIATION – BRANCH**  
**ABN 95 799 543 741**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2013**

**NOTE 10: PROPERTY, PLANT AND EQUIPMENT (Con't)**

**a. Movements in carrying amounts**

	2013	2012
	\$	\$
<i>Leasehold Improvements</i>		
Balance at the beginning of year	12,911	-
Additions	20,500	14,070
Depreciation expense	(5,181)	(1,159)
<b>Carrying amount at the end of year</b>	<b>28,230</b>	<b>12,911</b>

**NOTE 11: PAYABLES**  
**CURRENT**

Sundry payables and accrued expenses	185,917	119,749
MasterCard account	9,202	5,561
GST payable	20,813	1,377
Superannuation payable at year end	(440)	4,054
	<b>215,492</b>	<b>130,741</b>

**NOTE 12: EMPLOYEE PROVISIONS**

**Current**

Annual leave	119,041	124,734
Long service leave	61,699	47,153
<b>Total current employee provisions</b>	<b>180,740</b>	<b>171,887</b>

**Non-current**

Long Service Leave	15,238	34,679
<b>Total non-current employee provisions</b>	<b>15,238</b>	<b>34,679</b>

**Provision for Long-term Employee Benefits**

A provision has been recognised for non-current employee benefits relating to long service leave for employees.

In calculating the present value of future cash flows in respect of long service leave, the probability of long service leave being taken is based upon historical data. The measurement and recognition criteria for employee benefits have been included in Note 1.

**NOTE 13: ECONOMIC DEPENDENCE**

The continuing operation of Australian Federal Police Association – Branch is fundamentally dependent upon financial support of its members via membership subscriptions.

**AUSTRALIAN FEDERAL POLICE ASSOCIATION – BRANCH**  
**ABN 95 799 543 741**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2013**

**NOTE 14: LEASING COMMITMENTS**

**Operating Lease Commitments**

Non-cancellable operating leases contracted for but not capitalised in the financial statements

	2013	2012
	\$	\$
Payable — minimum lease payments		
— not later than one year	114,332	115,637
— between one year and five years	105,886	262,040
	220,218	377,677

The property lease is a non-cancellable lease with a three year term, with rent payable monthly in advance. Contingent rental provisions within the lease agreement require that the minimum lease payments shall be increased by the market rent on the expiry date and CPI rent per annum thereafter. An option exists to renew the lease at the end of the three year term for an additional term of two years.

**NOTE 15: CONTINGENT LIABILITIES AND CONTINGENT ASSETS**

There were no material contingent liabilities as at the date of this report.

**NOTE 16: EVENTS AFTER THE BALANCE SHEET DATE**

There were no events after the balance sheet date that is required to be reported.

	2013	2012
	\$	\$
<b>NOTE 17: CASH FLOW INFORMATION</b>		
<b>a. Reconciliation of Cash Flow from Operations with Profit from Ordinary Activities after Income Tax</b>		
Profit/(loss) after income tax	330,422	(171,722)
Non-cash flows in profit		
Depreciation and amortisation	19,155	18,331
Loss on disposal of asset	12,000	-
Changes in assets and liabilities:		
(Increase)/decrease in receivables	(3,672)	181,249
(Increase)/decrease in inventories	(2,757)	7,115
(Decrease)/Increase in payables	84,751	(38,254)
(Decrease)/Increase in provisions	(10,588)	5,882
	429,311	2,601

**b. Non-cash Financing Activities**

There were no non-cash financing activities during the year.

**c. Credit Stand-by Arrangement and Loan Facilities**

The association has no credit stand-by arrangement or loan facilities in place.

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2013

**NOTE 18: RELATED PARTY TRANSACTIONS**

a. Mr Vincent Pannell was elected as a Delegate of The National Council of AFPA on 11 December 2007. Mr Vincent Pannell also acted as president of the Canberra Services Club (CSC), resigning his position on the 16 November 2009.

The transaction between CSC and AFPA was a long term loan of \$150,000 which was granted in July 2004 and extended to \$254,800 in March 2010.

The terms of the loan were on normal commercial terms and conditions no more favourable than those available to other parties. The loan attracted 7% interest and after interest and repayments, the balance owing at 30 June 2012 was nil.

On 28 April 2011 a fire destroyed the CSC property. Therefore in the prior year's financial statements, AFPA recognised the full loan outstanding as a current receivable. In this financial year the loan was fully repaid.

	2013	2012
Loan repayments from CSC (including interest)	-	(192,373)
Annual CSC membership fees paid by AFPA	(15,000)	(15,000)

**NOTE 19: SEGMENT REPORTING**

The association operates in one business and geographical segment in Australia.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2013**

**NOTE 20: FINANCIAL INSTRUMENTS**

**a. Credit Risk**

The maximum exposure to credit risk, excluding the value of any collateral or other security, at balance date to recognised financial assets, is the carrying amount, net of any provisions for impairment of those assets, as disclosed in the balance sheet and notes to the financial statements.

The association does not have any material credit risk exposure to any single receivable or group of receivables under financial instruments entered into by the Association.

**b. Financial Instrument Composition and Maturity Analysis**

The table below reflects the undiscounted contractual settlement terms for financial instruments of a fixed of maturity, as well as management's expectations of the settlement period for all other financial instruments. As such, the amounts may not reconcile to the balance sheet.

	Weighted Average Effective Interest Rate		Floating Interest Rate		Fixed Interest Rate Within 1 Year		Non-interest Bearing	
	2013	2012	2013	2012	2013	2012	2013	2012
	%	%	\$	\$	\$	\$	\$	\$
<b>Financial Assets:</b>								
Cash and cash equivalents	0.21	0.23	2,633,269	2,388,779	-	-	-	-
Term deposits	1.85	2.40	-	-	1,585,823	1,417,405	-	-
Loans	-	-	-	-	-	-	-	-
Receivables	-	-	-	-	-	-	15,832	13,815
Short term investments	-	-	-	-	-	-	-	-
<b>Total Financial Assets:</b>			<b>2,633,269</b>	<b>2,388,779</b>	<b>1,585,823</b>	<b>1,417,405</b>	<b>15,832</b>	<b>13,815</b>
Trade and sundry payables	-	-	9,202	5,561	-	-	206,290	125,180
<b>Total Financial payables</b>			<b>9,202</b>	<b>5,561</b>	<b>-</b>	<b>-</b>	<b>206,290</b>	<b>125,180</b>

Trade and sundry payables are expected to be paid as follows

	2013	2012
	\$	\$
Less than 3 months	215,492	130,741
	<b>215,492</b>	<b>130,741</b>

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2013

**NOTE 20: FINANCIAL INSTRUMENTS (CONTINUED)**

**c. Net Fair Values**

The net fair values of listed investments have been valued at the quoted market bid price at balance date adjusted for transaction costs expected to be incurred. For other assets and other liabilities the net fair value approximates their carrying value. No financial assets and financial liabilities are readily traded on organised markets in standardised form other than listed investments. Financial assets where the carrying amount exceeds net fair values have not been written down as the company intends to hold these assets to maturity.

The aggregate net fair values and carrying amounts of financial assets and financial liabilities are disclosed in the balance sheet and in the notes to the financial statements.

**d. Sensitivity analysis**

*Interest rate risk*

The Association has performed a sensitivity analysis relating to its exposure to interest rate risk at balance date. This sensitivity analysis demonstrates the effect on current year results and equity which could result from a change in this risk.

As at 30 June 2012, the effect on profit and equity as a result of changes in the interest rate, with all other variables remaining constant would be as follows:

	2013	2012
	\$	\$
Change in profit		
- Increase in interest rate by 1%	26,332	23,885
- Decrease in interest rate by 1%	(26,332)	(23,885)
Change in equity		
- Increase in interest rate by 1%	(26,332)	(23,885)
- Decrease in interest rate by 1%	26,332	23,885

This sensitivity analysis has been performed on the assumption that all other variables remain unchanged

No sensitivity analysis has been performed on foreign currency risk as the association is not exposed to foreign currency fluctuations.

**NOTE 21: ASSOCIATION DETAILS**

The principal places of business is:

Australian Federal Police Association – Branch  
Level 9 AMP Tower, 1 Hobart Place, Canberra City, ACT 2601

**NOTE 22: INFORMATION TO BE PROVIDED TO MEMBERS OR GENERAL MANAGER, FAIR WORK AUSTRALIA**

In accordance with the requirements of the Fair Work (Registered Organisations) Act 2009, the attention of members is drawn to the provisions outlined below:

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

**AUSTRALIAN FEDERAL POLICE ASSOCIATION – BRANCH  
ABN 95 799 543 741**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2013**

**NOTE 23: NEW STANDARDS AND INTERPRETATIONS ISSUED BUT NOT YET EFFECTIVE**

At the date of this financial report the following standards and interpretations, which may impact the entity in the period of initial application, have been issued but are not yet effective:

Reference	Title	Summary	Application date (financial years beginning)	Expected Impact
AASB 9	<i>Financial Instruments</i>	Replaces the requirements of AASB 139 for the classification and measurement of financial assets. This is the result of the first part of Phase 1 of the IASB's project to replace IAS 39.	1 January 2015	Minimal impact
2009-11	<i>Amendments to Australian Accounting Standards arising from AASB 9</i>	Amends AASB 1, 3, 4, 5, 7, 101, 102, 108, 112, 118, 121, 127, 128, 131, 132, 136, 139, 1023 and 1038 and Interpretations 10 and 12 as a result of the issuance of AASB 9.	1 January 2015	Minimal impact
2010-7	<i>Amendments to Australian Accounting Standards arising from AASB 9 (December 2010)</i>	Amends AASB 1, 3, 4, 5, 7, 101, 102, 108, 112, 118, 120, 121, 127, 128, 131, 132, 136, 137, 139, 1023 & 1038 and Interpretations 2, 5, 10, 12, 19 & 127 for amendments to AASB 9 in December 2010	1 January 2015	Minimal impact
AASB 12	<i>Disclosure of Interests in Other Entities</i>	Replaces the disclosure requirements of AASB 127 and AASB 131 pertaining to interests in other entities.	1 January 2013 (for-profit) / 1 January 2014 (Not For Profit)	Disclosure only
2011-7	<i>Amendments to Australian Accounting Standards arising from AASB 10,11,12,127,128</i>	Amends AASB 1,2,3,5,7,9,2009-11,101,107,112,118,121,124,132,133,136,138,139,1023 & 1038 and Interpretations 5,9,16 & 17 as a result of the issuance of AASB 10, 11, 12, 127 and 128	1 January 2013 (for-profit) / 1 January 2014 (Not For Profit)	Minimal impact
AASB 13	<i>Fair Value Measurement</i>	Provides a clear definition of fair value, a framework for measuring fair value and requires enhanced disclosures about fair value measurement.	1 January 2013	Minimal impact
2011-8	<i>Amendments to Australian Accounting Standards arising from AASB 13</i>	Amends AASB 1, 2, 3, 4, 5, 7, 9, 101, 102, 108, 110, 116, 117, 118, 119, 120, 121, 132, 133, 134, 136, 138, 139, 140, 141, 1004, 1023 & 1038 and Interpretations 2, 4, 12, 13, 14, 17, 19, 131 & 132 as a result of issuance of AASB 13 Fair Value Measurement.	1 January 2013	Minimal impact



**AUSTRALIAN FEDERAL POLICE ASSOCIATION – BRANCH  
ABN 95 799 543 741**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2013**

Reference	Title	Summary	Application date (financial years beginning)	Expected Impact
2012-1	<i>Amendments to Australian Accounting Standards – Fair Value Measurement – Reduced Disclosure Requirements</i>	This Standard makes amendments to AASB 3, 7, 13, 140 and 141 to establish reduced disclosure requirements for entities preparing general purpose financial statements under Australian Accounting Standards – Reduced Disclosure Requirements for additional and amended disclosures arising from AASB 13 and the consequential amendments implemented through AASB 2011-8 Amendments to Australian Accounting Standards arising from AASB 13.	1 July 2013	Disclosure only
2011-10	<i>Amendments to Australian Accounting Standards arising from AASB 119</i>	Amends AASB 1, 8, 101, 124, 134, 1049, 2011-8 & Interpretation 14 as a result of the issuance of AASB 119 Employee Benefits.	1 January 2013	Minimal impact
2011-11	<i>Amendments to AASB 119 arising from Reduced Disclosure Requirements</i>	This Standard makes amendments to AASB 119 Employee Benefits, to incorporate reduced disclosure requirements into the Standard for entities applying Tier 2 requirements in preparing general purpose financial statements.	1 July 2013	Disclosure only
AASB 1053	<i>Application of Tiers of Australian Accounting Standards</i>	This standard establishes a differential financial reporting framework consisting of two Tiers of reporting requirements for preparing general purpose financial statements.	1 July 2013	Disclosure only
2011-4	<i>Amendments to Australian Accounting Standards to Remove Individual Key Management Personnel Disclosure Requirements</i>	This Standard amends AASB 124 Related Party Disclosures to remove all the individual key management personnel (KMP) disclosures contained in Aus paragraphs 29.1 to 29.9.3.	1 July 2013	Disclosure only

**AUSTRALIAN FEDERAL POLICE ASSOCIATION – BRANCH  
ABN 95 799 543 741**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2013**

Reference	Title	Summary	Application date (financial years beginning)	Expected Impact
2012-2	<i>Amendments to Australian Accounting Standards – Disclosures – Offsetting Financial Assets and Financial Liabilities</i>	This Standard amends the required disclosures in AASB 7 to include information that will enable users of an entity's financial statements to evaluate the (potential) effect of netting arrangements. It also amends AASB 132 to refer to the additional disclosures added to AASB 7 by this Standard.	1 January 2013	Disclosure only
2012-3	<i>Amendments to Australian Accounting Standards – Offsetting Financial Assets and Financial Liabilities</i>	This Standard adds application guidance to AASB 132 to address inconsistencies identified in applying some of the offsetting criteria of AASB 132.	1 January 2014	Minimal impact
2012-6	<i>Amendments to Australian Accounting Standards – Mandatory Effective Date of AASB 9 and Transition Disclosures</i>	This Standard amends the mandatory effective date of AASB 9 Financial Instruments so that AASB 9 is required to be applied for annual reporting periods beginning on or after 1 January 2015 instead of 1 January 2013.	1 January 2013	Minimal impact
2012-10	<i>Amendments to Australian Accounting Standards – Transition Guidance and Other Amendments</i>	Amends AASB 10, AASB 11 and related Standards with respect to transition guidance to clarify the circumstances in which adjustments to an entity's previous accounting for its involvement with other entities are required and the timing of such adjustments. In addition amends these standards so that they apply mandatorily to not-for-profit entities from 1 January 2014, with early application permitted for not-for-profit entities only from 1 January 2013.	1 January 2013	Minimal impact

## AUDITOR'S DISCLAIMER

### AUSTRALIAN FEDERAL POLICE ASSOCIATION – BRANCH

The additional financial data presented in the following pages is in accordance with the books and records of Australian Federal Police Association – Branch which have been subjected to the auditing procedures applied in our audit of the Association for the year ended 30 June 2013. It will be appreciated that our statutory audit did not cover all details of the additional financial data. Accordingly, we do not express an opinion on such financial data and no warranty of accuracy or reliability is given. Neither the firm nor any member or employee of the firm undertakes responsibility in any way whatsoever to any person (other than to Australian Federal Police Association – Branch) in respect of such data, including any errors or omissions therein however caused.

**RSM Bird Cameron**  
Chartered Accountants



**G M STENHOUSE FCA**  
Director

Canberra, Australian Capital Territory  
Dated: 1 November 2013

**AUSTRALIAN FEDERAL POLICE ASSOCIATION – BRANCH  
PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 30 JUNE 2013**

	2013	2012
	\$	\$
<b>REVENUE</b>		
Operating activities		
Members subscriptions	3,242,374	3,155,754
Sale of goods	24,229	29,018
Interest	130,441	131,437
Other income	23,885	32,086
	<u>3,420,929</u>	<u>3,348,295</u>
<b>EXPENDITURE</b>		
Affiliation fees	97,514	67,474
Advertising/Marketing	53,051	-
Annual leave provision	(5,693)	40,841
Audit	20,725	19,750
Agreements/Campaigns	1,000	12,125
Bank charges	3,120	3,037
Contract Work	37,250	51,751
Depreciation and amortisation	19,155	18,331
Loss on disposal of investment	-	65,589
Loss on disposal of fixed asset	12,000	-
Electricity	5,221	4,865
Freight & postage	1,391	7,592
Fringe benefit tax	27,892	7,756
Insurance	21,213	22,282
Internet, IT and web expenses	106,802	59,150
Legal fees for association	12,428	190,869
Legal assistance for members	9,809	165,658
Life assurance for members	1,123,020	1,044,578
Long service leave provision	(4,894)	5,882
Meeting expenses	46,071	26,769
Membership & subscription fees	17,604	33,188
Motor vehicle expenses	85,064	67,497
Office expenses	27,303	20,483
Printing & stationery	9,650	20,326
Rent – branch office	114,807	114,312
Rental expense on operating leases - equipment	6,760	10,334
Salaries & wages	949,735	1,052,216
Staff amenities	1,866	2,662
Shrinkage	189	2,454
Staff training	3,909	7,310
Stock purchases	15,102	19,866
Superannuation	149,657	187,517
Telephone	13,946	15,076
Travel, subsistence & accommodations	107,840	152,527
	<u>3,090,507</u>	<u>3,520,067</u>
Profit from ordinary activities before income tax	330,422	(171,772)
Income tax expense	-	-
Profit from ordinary activities after income tax	330,422	(171,772)
<b>RETAINED PROFITS AT THE BEGINNING OF THE FINANCIAL YEAR</b>	<b>3,685,233</b>	<b>3,857,005</b>
Transfer to Reserve	-	-
<b>RETAINED PROFITS AT THE END OF THE FINANCIAL YEAR</b>	<b><u>4,015,655,</u></b>	<b><u>3,685,233</u></b>

This statement should be read in conjunction with the attached auditor's disclaimer.



19 July 2013

Mr James Torr  
Chief Executive Officer  
Police Federation of Australia-Australian Federal Police Association Branch

Sent by email: [jim.torr@afpa.org.au](mailto:jim.torr@afpa.org.au)

Dear Mr Torr,

**Re: Lodgement of Financial Report - [FR2013/137]**  
**Fair Work (Registered Organisations) Act 2009 (the RO Act)**

The financial year of the Police Federation of Australia-Australian Federal Police Association Branch (the reporting unit) ended on 30 June 2013.

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

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

Fact sheets regarding financial reporting under the RO Act are provided on the Fair Work Commission website at: [Financial Reporting Fact Sheets](#).

The documents can be emailed to [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au) . If it is envisaged that the financial report cannot be lodged by the due date you are requested to contact this office prior to the due date to discuss the issue.

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

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

Yours sincerely,

Robert Pfeiffer  
Senior Adviser  
Regulatory Compliance Branch

## TIMELINE/ PLANNER

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

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

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

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