



2 August 2016

Mr Ian Leavers  
Branch President  
Police Federation of Australia – Queensland Police Branch  
217 North Quay  
BRISBANE QLD 4000

via email: [pfaqlld@qpu.asn.au](mailto:pfaqlld@qpu.asn.au)

Dear Mr Leavers

**Application pursuant to section 269 of the Fair Work (Registered Organisations) Act 2009 for the financial year ended 31 December 2015 (FR2015/431)**

I refer to your application pursuant to s269(2)(a) of the *Fair Work (Registered Organisations) Act 2009* (RO Act), lodged in the Fair Work Commission (FWC) on 15 July 2016, in respect of the Queensland Police Branch of the Police Federation of Australia (PFA QLD) for the financial year ended 31 December 2015.

I am satisfied that PFA QLD is a reporting unit and that its financial affairs for the financial year ended 31 December 2015 were encompassed by the Queensland Police Union of Employees (the Association), an associated State body registered under the *Industrial Relations Act 1999 (Qld)*. The attached certificate reflects this decision.

If you wish to discuss this matter, please contact Ms Joanne Fenwick on 03) 8656 4681 or by email to [joanne.fenwick@fwc.gov.au](mailto:joanne.fenwick@fwc.gov.au).

Yours sincerely

Chris Enright  
Director  
Regulatory Compliance Branch



# CERTIFICATE

*Fair Work (Registered Organisations) Act 2009*

*s.269(2)(a) - Reporting unit's financial affairs encompassed by associated State body*

**Police Federation of Australia – Queensland Police Branch**  
(FR2015/431)

MR ENRIGHT

MELBOURNE, 2 AUGUST 2016

*Reporting unit's financial affairs encompassed by associated State body*

[1] On 15 July 2016 an application was made under s269(2)(a) of the *Fair Work (Registered Organisations) Act 2009* (the Act) by the Queensland Police Branch of the Police Federation of Australia (the reporting unit) for a certificate stating that the financial affairs of the reporting unit are encompassed by the financial affairs of the Queensland Police Union of Employees (the Association), an associated State body, in respect of the financial year ended 31 December 2015.

[2] On 15 July 2016, the reporting unit lodged a copy of the audited accounts of the Association with the Fair Work Commission (the Commission).

[3] I am satisfied that the Association:

- is a registered under the *Industrial Relations Act 1999 (Qld)*, a prescribed State Act; and
- is, or purports to be, composed of substantially the same members as the reporting unit; and
- has, or purports to have, officers who are substantially the same as designated officers in relation to the reporting unit; and
- is an associated State body.

[4] I am further satisfied that:

- the Association has in accordance with prescribed State legislation, prepared accounts, had those accounts audited, provided a copy of the audited accounts to its members and lodged the accounts with the relevant State authority;
- any member of the reporting unit who are not also members of the Association have been provided with copies of the accounts at substantially the same time as the members of the reporting unit who are members of the Association;
- a report under s.254 of the Act has been prepared in respect of those activities of the reporting unit and has been provided to the members of the reporting unit with copies of the accounts; and
- a copy of the audited accounts was lodged with the Commission on 15 July 2016.

[5] I am satisfied that the financial affairs of the reporting unit in respect of the financial year ending 31 December 2015, are encompassed by the financial affairs of the Association and I certify accordingly under s269(2)(a) of the Act.



DELEGATE OF THE GENERAL MANAGER

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**Police Federation  
of Australia**  
The National Voice of Policing

**Ian Leavers**  
**Branch President**  
**Queensland Police Branch**  
PO Box 13008  
George Street  
Brisbane QLD 4003

**Telephone:** 07 3259 1900  
**Facsimile:** 07 3259 1994  
**Email:** pfaql@qpu.asn.au

15 July 2016

The General Manager  
Fair Work Commission  
GPO Box 1994  
Melbourne VIC 3001

**By email: [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au)**

Dear Delegate,

**APPLICATION PURSUANT TO SECTION 269 OF  
THE FAIR WORK (REGISTERED ORGANISATIONS) ACT 2009**

The Police Federation of Australia, Queensland Police Branch ('the reporting unit') makes application, pursuant to section 269 of *Fair Work (Registered Organisations) Act 2009* (Cth) ('the Act'), as follows:

**RELIEF SOUGHT**

- A. That the General Manager issues a certificate stating that the financial affairs of the reporting unit are encompassed by the financial affairs of the associated State body.
- B. That the reporting unit is taken to have satisfied Part 3 of Chapter 8 of the Act.

**GROUND AND REASONS**

1. The Queensland Police Union of Employees ('the associated State body') is registered as an industrial organisation under the *Industrial Relations Act 1999* (Qld).
2. Marked and annexed as "**Schedule 1**" is a copy of the certificate of registration of the associated State body.
3. The associated State body is composed of substantially the same members as the reporting unit.
4. Marked and annexed as "**Schedule 2**" is a copy of a decision of the Queensland Industrial Relations Commission with respect to an application for exemption from election in the associated State body on the basis of, *inter alia*, the associated State body having substantially the same members as the reporting unit.
5. The associated State body has officers who are substantially the same as designated officers in relation to the reporting unit.
6. Marked and annexed as "**Schedule 3**" is a copy of register of officers of the associated State body<sub>1</sub>

7. The reporting unit is taken to have satisfied Part 3 of Chapter 8 of the Act on the following basis:
- a. the associated State body has, in accordance with the *Industrial Relations Act 1999* (Qld), prepared accounts, had those accounts audited, provided a copy of the audited accounts to its members, and lodged the audited accounts with the relevant State authority;
  - b. the reporting unit, by this application, has lodged a copy of the audited accounts of the state Associated body with the Fair Work Commission;
  - c. there are no members of the reporting unit that are not members of the associated State body;
  - d. the members of the reporting unit received a copy of the audited accounts of the state Associated body on 20 April 2016;
  - e. a report under section 254 of the Act has been prepared by the reporting unit ('the operating report'); and
  - f. all members of the reporting unit have been provided with a copy of the operating report by publication on the reporting unit and associated State body's website.
8. Marked and annexed as "**Schedule 4**" is a copy of the audited accounts of the state Associated body.
9. Marked and annexed as "**Schedule 5**" is a copy of the operating report of the reporting unit.

If you have any queries with regard to this application, please do not hesitate to contact Mr James Stedman from Hall Payne Lawyers on (07) 3017 2400.

Yours faithfully



**IAN LEAVERS**  
**BRANCH PRESIDENT**

# Schedule 1

*"The Industrial Arbitration Act of 1916."*

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**Certificate of Registration of an Industrial Association  
or Trade Union of Employees as an Industrial Union.**

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I,\* JOHN JAMES McGEE, Industrial Registrar. hereby certify that on the twelfth day of June, one thousand nine hundred and seventeen, an Industrial Association [*or* Trade Union] of Employees, called Queensland Police "Union of Employees" was, at Brisbane, in the State of Queensland, registered by that name under "*The Industrial Arbitration Act of 1916*" as an Industrial Union of Employees.

Dated at Brisbane, in the State of Queensland, this twelfth day of June, 1917.

\*Title altered on 5 October, 2007 to Queensland Police Union of Employees

(Sgd.) JOHN J. McGEE,  
Industrial Registrar.

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I HEREBY CERTIFY that this is a true and correct copy of the Certificate of Registration of the Queensland Police Union of Employees which was registered as an Industrial Union of Employees on the twelfth day of June, 1917 under the title Queensland Police "Union of Employees" and whose title was altered to Queensland Police Union of Employees on the fifth day of October, 2007 and whose registration is continued under the Industrial Relations Act 1999.

Dated at Brisbane this eleventh day of July 2013.



## Schedule 2





# Industrial Registry

Industrial Court of Queensland and Queensland Industrial Relations Commission

Mr Ian Leavers  
President  
Queensland Police Union of Employees  
PO Box 13008  
George Street  
BRISBANE Q 4003

Dear Mr Leavers

Re: Application for exemption from holding an election [Matter no. RIO/2016/231]

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I refer to an application filed in the Industrial Registry on 8 April by the Queensland Police Union of Employees [QPU] for exemption under section 580 of the *Industrial Relations Act 1999* from holding an election for stated offices.

It is noted that no objections to the application have been lodged in the Registry.

QPU is an employee organisation registered under the *Industrial Relations Act 1999*. Police Federation of Australia is an employee organisation registered under the *Fair Work (Registered Organisations) Act 2009* [C'wealth]. I have perused the affidavit of Ian Leavers and the rules of each of the organisations and am satisfied that the Queensland Police Branch of the Police Federation of Australia is a counterpart federal body of QPU within the meaning of s. 411 of the *Industrial Relations Act 1999*.

Being satisfied as required by section 580(2) of the *Industrial Relations Act 1999*, on 16 May 2016 I granted QPU Queensland exemption from holding an election for the following stated offices, in accordance with the Australian Electoral Commission election results declared for elections numbered E2015/231 on 2 December 2015 and E2015/301, 1 March 2016 and 30 March 2016.

### ***Stated Office***

Conference Delegate

The officers are to take up office in accordance with the rules of the Queensland Police Union of Employees.

Yours sincerely

M Shelley  
Deputy Industrial Registrar  
16 May 2016

## Schedule 3

**QUEENSLAND POLICE UNION OF EMPLOYEES**

217 North Quay Brisbane Qld 4000  
PO Box 13008 George Street Brisbane Qld 4003  
Email: police@qpu.asn.au

Telephone: (07) 3259 1900 Facsimile: (07) 3259 1950

**FACSIMILE TRANSMISSION**

**TO:** Industrial Registrar  
**Attention:** Industrial Registry, Level 21, Central Plaza 2, 66 Eagle St. Brisbane  
**FROM:** Queensland Police Union of Employees  
**DATE:** 12 January 2016  
**NUMBER OF PAGES (including this page):** 4  
**SUBJECT:** Register of Officers of an Employee Organisation  
**FACSIMILE NUMBER:** 3221 6074

**MESSAGE:**

**Please find attached – Form 66 – Register of Officers of an Employee organization from the Qld Police Union of Employees**

  
INDUSTRIAL REGISTRAR  
12 JAN 2016  
OOOOOOOO  
QUEENSLAND  
*[Signature]*

This message or any part of it is intended solely for the named addressee. This message contains privileged and confidential information. Copying or distribution of this transmission or any information it contains, by anyone other than the addressee, is prohibited. If you receive this message in error please notify the Queensland Police Union of Employees on (07) 3259 1900.

Form 66 Version 1	Officers Register  <i>Industrial Relations Act 1999, section 547</i> <i>(This form is to be used to file a copy of an organisation's officers register)</i>	R.202
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**INDUSTRIAL REGISTRAR**

Industrial Relations Act 1999, section 547

**REGISTER OF OFFICERS OF AN [EMPLOYEE] [EMPLOYER] ORGANISATION**

[TO: The Industrial Registrar, Industrial Registry, Level 21, Central Plaza 2, 66 Eagle Street, (Corner Creek and Elizabeth Streets), Brisbane 4000, GPO Box 373, Brisbane Q 4001  
Phone: (07) 3227 8060 Fax: (07) 3221 6074]

Name of Organisation.....Queensland Police Union of Employees.....


Address...217 North Quay, Brisbane QLD 4001 .....

Telephone No...07-3259-1900.....Fax No...07-3259-1950.....

Name of officer ( <i>in full</i> )	Title of office ( <i>see end note 3</i> )	Last date of election declaration or appointment	Residential address	Date person ceased to be an officer ( <i>see end note 4</i> )
<i>See Attached</i>				

I certify that the above is a full and true list of the officers of the above-named [employer] [employee] organisation as at // / /20/6 and all such officers are over the age of 18 years.

Dated at Brisbane on January 11, 2015

  
 .....  
 (signature)

Ian Leavers; General President & CEO  
(Print full name)

- End notes:
1. To be filed current as at the beginning of each year.
  2. To be filed within 30 days of any elections, appointments or resignations of officers.
  3. For example, President, Vice President, Secretary, Treasurer, Trustee, Committee Member. Also insert any other position of "office" as defined by the Act (section 412)
  4. If a person ceased to hold an office after the last election declaration or appointment, all details are to be inserted in the relevant columns.

Form 66, R.202.

  
**INDUSTRIAL REGISTRAR**  
 12 JAN 2016  
 OOOOOOO  
**QUEENSLAND**  


Name of Officer	Title of Office	Last Date of election declaration or appointment	Residential Access	Date Person Ceased to be an Officer
Ian John Leavers	General President	25.2.15	[REDACTED]	[REDACTED]
Martin Derek Bristow	Executive Member, Far Northern Region	1.7.2013	[REDACTED]	[REDACTED]
Peter John Thomas	Executive Member, Northern Region	1.7.2015	[REDACTED]	[REDACTED]
Peter John Thomas	Treasurer	28.1.2015	[REDACTED]	[REDACTED]
William Patrick Feldman	Executive Member, Central Region	1.7.2013	[REDACTED]	[REDACTED]
Grant Stanley Wilcox	Executive Member, North Coast Region	1.7.2015	[REDACTED]	[REDACTED]
Christopher R Proudlock	Executive Member, Southern Region	30.10.2014	[REDACTED]	[REDACTED]
Robert William Smithson	Executive Member, South East Region	24.7.2013	[REDACTED]	[REDACTED]
Robert William Smithson	Assistant Treasurer	1.7.2011	[REDACTED]	[REDACTED]
Philip John Notaro	Executive Member, South East Region	1.7.2015	[REDACTED]	[REDACTED]
Shayne Robert Maxwell	Executive Member, Metro North Region	1.7.2013	[REDACTED]	[REDACTED]
Anthony Paul Collins	Executive Member, Metro South Region	1.7.2015	[REDACTED]	[REDACTED]
Michael Francis Kelly	Executive Member, HQ & Support Region	24.2.2015	[REDACTED]	[REDACTED]
Shayne Maxwell	Vice President	24.7.2013	[REDACTED]	[REDACTED]
Grant Wilcox	Treasurer	1.7.2015	[REDACTED]	[REDACTED]

INDUSTRIAL REGISTRAR

Michael Francis Kelly	Assistant Treasurer	2.11.15	[REDACTED]	
Peter Thomas Kelly	Assistant Treasurer	2.11.15	[REDACTED]	



INDUSTRIAL REGISTRAR

12 JAN 2016

QUEENSLAND

## Schedule 4

# Queensland Police Union of Employees

217 North Quay, Brisbane, Qld 4000. Telephone (07) 3259 1900

ABN 75 781 631 327



Fax: (07) 3259 1994  
Email: ileavers@qpu.asn.au

25<sup>th</sup> May 2016

Ms Julie Steel  
Industrial Registrar  
GPO Box 373  
Brisbane QLD 4001

Dear Registrar,

**RE: Financial Registers**

In accordance with s557F of the Act, the Queensland Police Union of Employees publishes the registers it is required to keep at:

<http://www.qpu.asn.au/pages/membership/financial-disclosure-obligations>

A handwritten signature in blue ink, appearing to read 'Ian Leavers', with a large, stylized initial 'I' and a long horizontal stroke.

Ian Leavers  
General President & CEO



**CERTIFICATE BY PRESIDENT**  
**Industrial Relations Act 1999**

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I, Ian Leavers, President of the Queensland Police Union of Employees, hereby certify that in compliance with section 570 of the Industrial Relations Act 1999, the documents lodged herewith are copies of the documents presented to the Management Committee of the Queensland Police Union of Employees in May 2016.



.....  
Ian Leavers

**QUEENSLAND POLICE UNION OF EMPLOYEES  
STATEMENT BY MEMBERS OF THE COMMITTEE**

In the opinion of the Committee of Management the financial report being the Statement of Financial Performances, Statement of Financial Position, Statement of Cash Flows and Notes thereto:

1. Presents fairly the financial position of the Queensland Police Union of Employees as at 31 December 2015, and its performance for the year ended on that date in accordance with Australian Accounting Standards, mandatory professional reporting requirements and other authoritative pronouncements of the Australian Accounting Standards Board.
2. At the date of this statement, there are reasonable grounds to believe that the Queensland Police Union of Employees will be able to pay its debts as and when they fall due.

During the financial year, meetings of the Committee of Management were held in accordance with the rules of the Union.

To the knowledge of any members of the Committee, there have been no instances, during the financial year, where records of the Union or other documents, or copies of these records, or other documents of the Union, have not been furnished or made available to members of the Union in accordance with the Industrial Relations Act 1999, its regulations and the rules of the Union.

All Committee of Management meetings were held in compliance with the organisation's rules.

The Union has complied with the Act in relation to the accounts and auditors report for the financial year immediately preceding the current financial year.

This statement is made in accordance with a resolution of the Committee of Management and is signed for and on behalf of the Committee by:



Ian Leavers  
General President and Chief Executive Officer



Mick Barnes  
General Secretary

## **QUEENSLAND POLICE UNION OF EMPLOYEES ACCOUNTING OFFICER CERTIFICATE**

I, the undersigned, being the Finance Officer and overseeing the keeping of the accounting records of the above named Union, hereby certify that as at 31 December 2015, the number of members of the Queensland Police Union of Employees was 11,595 (11,451 financial, 144 non-financial) and that:

In my opinion:

- (i) the accounts show a true and fair view of the financial affairs of the Queensland Police Union of Employees as at the end of the financial year; and
- (ii) a record has been kept of all monies paid by, or collected from, members of the Queensland Police Union of Employees, and all monies so paid or collected have been credited to the bank account or accounts to which those monies are to be credited, in accordance with the rules of the Queensland Police Union of Employees; and
- (iii) before any expenditure was incurred by the Queensland Police Union of Employees, approval of the incurring of the expenditure was obtained in accordance with the rules of the Queensland Police Union of Employees; and
- (iv) the register of members of the Queensland Police Union of Employees was kept under the Act; and
- (v) all loans or other financial benefits the organisation gave to its employees or officers were made in accordance with the rules of the Queensland Police Union of Employees; and
- (vi) there were no payments made from special accounts



.....  
Alex Kulakowski FCPA – Fellow Certified Practising Accountant

## QUEENSLAND POLICE UNION OF EMPLOYEES

### Annual Financial Disclosure Statement for financial year ending 31<sup>st</sup> December 2015

*Industrial Relations Act 1999*

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s557P Accounts for the financial year – see Attachment 1

s557Q Remuneration and Benefits for Highest Paid Officers – see Attachment 2

s557R Financial Registers – see Attachment 3

For each register the organisation is required to keep under division 2A of Part 12 of Chapter 12 of the Act, the address of the website on which the register is published under s557 is [www.qpu.asn.au](http://www.qpu.asn.au)

s557S Spending for Political Purposes

Nature of spending	Political object to which spending relates	\$ amount of spending
N/A	N/A	Nil

s557T Political Party Affiliation Fees

Name of Affiliated Political Party	\$ amount of fees
N/A	Nil

s557U Financial Policies – see Attachment 4

s557V Officers' Financial Management Training – see Attachment 5



.....  
Ian Leavers  
General President & CEO

2016



Tel: +61 7 3237 5999  
Fax: +61 7 3221 9227  
www.bdo.com.au

Level 10, 12 Creek St  
Brisbane QLD 4000  
GPO Box 457 Brisbane QLD 4001  
Australia

## INDEPENDENT AUDITOR'S REPORT

To the members of Queensland Police Union of Employees

### Report on the Financial Report

We have audited the accompanying financial report of Queensland Police Union of Employees, which comprises the statement of financial position as at 31 December 2015, the statement of profit or loss and other comprehensive income, the statement of changes in equity and the statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the Committee of Management Statement.

### Committee of Management's Responsibility for the Financial Report

The Committee of Management are responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards (including Australian Accounting interpretations) and the *Industrial Relations Act 1999*, and for such internal control as the Committee of Management determine is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Executive Committee, as well as evaluating the overall presentation of the financial report.

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

### Independence

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



## Opinion

In our opinion, the financial report presents fairly, in all material respects, the financial position of Queensland Police Union of Employees as at 31 December 2015, and its financial performance and cash flows for the year then ended in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations).

## Report on Other Legal and Regulatory Requirements

In our opinion:

A. the organisation has kept satisfactory accounting records for the financial period ended 31 December 2015, including records of:

(i) the sources and nature of the organisations' income including membership subscriptions and other income from members; and

(ii) the nature of and reasons for the organisations' expenditure;

B. the financial report for the period ended 31 December 2015 is properly drawn up to give a true and fair view of the organisations':

(i) financial affairs as at the end of the year; and

(ii) the income and expenditure and surplus or deficit for the year

C. the financial report has been prepared in accordance with the *Industrial Relations Act 1999*, Australian Accounting Standards and other mandatory professional reporting requirements

D. the financial disclosure statement and mid-year financial disclosure statement for the year were prepared under this Act; and

E. the organisation has the policies it is required to have under section 553A(1).

Where necessary, we have obtained all the information and explanations which, to the best of our knowledge and belief, were necessary for the purposes of our audit.

## Basis of Accounting

Without modifying our opinion, we draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the *Industrial Relations Act 1999* financial reporting requirements. As a result, the financial report may not be suitable for another purpose.

**BDO Audit Pty Ltd**

**P A Gallagher**  
Director

Brisbane, 20 April 2016

**QUEENSLAND POLICE UNION OF EMPLOYEES  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2015**

**QUEENSLAND POLICE UNION OF EMPLOYEES  
STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME  
FOR THE YEAR ENDED 31 DECEMBER 2015**

	Note	2015 \$	2014 \$
<b>REVENUE AND OTHER INCOME</b>			
Legal Defence Fund		1,442,960	3,201,511
Benevolent Fund		155,763	94,783
General Fund		8,570,853	7,522,477
	2	<u>10,169,576</u>	<u>10,818,771</u>
<b>EXPENSES</b>			
Legal Defence Fund		(1,442,960)	(1,738,119)
Benevolent Fund		(155,763)	(94,783)
General Fund		(7,930,068)	(7,010,764)
	3	<u>(9,528,791)</u>	<u>(8,843,666)</u>
Profit/(loss) before income tax expense		<u>640,785</u>	<u>1,975,105</u>
Income tax expense	1a	-	-
Profit/(loss) attributable to members of the entity		<u>640,785</u>	<u>1,975,105</u>
<b>OTHER COMPREHENSIVE INCOME</b>			
Items that will not be reclassified to profit or loss:			
Change in fair value of land and buildings		-	301,822
Total Comprehensive Income of the Union		<u>640,785</u>	<u>2,276,927</u>

The above financial statements should be read in conjunction with the accompanying notes



**QUEENSLAND POLICE UNION OF EMPLOYEES  
STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME  
FOR THE YEAR ENDED 31 DECEMBER 2015**

<b>LEGAL DEFENCE FUND</b>	<b>2015</b>	<b>2014</b>
	<b>\$</b>	<b>\$</b>
<b>REVENUE AND OTHER INCOME</b>		
Legal Defence Reimbursements	93,080	901,877
From General Dues	1,349,880	2,299,634
	<u>1,442,960</u>	<u>3,201,511</u>
<b>EXPENDITURE</b>		
Legal Defence Payments	793,954	1,041,429
Staff Costs	522,701	559,102
Other Costs	126,305	137,588
	<u>1,442,960</u>	<u>1,738,119</u>
<b>NET PROFIT ATTRIBUTABLE TO MEMBERS</b>	<u>-</u>	<u>1,463,392</u>
<b>OTHER COMPREHENSIVE INCOME</b>	-	-
<b>TOTAL COMPREHENSIVE INCOME</b>	<u>-</u>	<u>1,463,392</u>
<b>BENEVOLENT FUND</b>	<b>2015</b>	<b>2014</b>
	<b>\$</b>	<b>\$</b>
<b>REVENUE AND OTHER INCOME</b>		
Distribution from General Fund	-	94,632
From General Dues	155,763	-
Donations	-	151
	<u>155,763</u>	<u>94,783</u>
<b>EXPENDITURE</b>		
Benefits Paid	89,763	40,783
Mortality Benefits	66,000	54,000
	<u>155,763</u>	<u>94,783</u>
<b>NET PROFIT / (LOSS) ATTRIBUTABLE TO MEMBERS</b>	<u>-</u>	<u>-</u>
<b>OTHER COMPREHENSIVE INCOME</b>	-	-
<b>TOTAL COMPREHENSIVE INCOME</b>	<u>-</u>	<u>-</u>

The above financial statements should be read in conjunction with the accompanying notes

**QUEENSLAND POLICE UNION OF EMPLOYEES  
STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME  
FOR THE YEAR ENDED 31 DECEMBER 2015**

GENERAL FUND	Note	2015	2014
		\$	\$
<b>REVENUE AND OTHER INCOME</b>			
Subscriptions		7,275,130	6,159,356
Investment Income		1,090,626	1,203,309
Journal Advertising Sales		68,394	45,873
Other Member Services		136,703	113,939
		<u>8,570,853</u>	<u>7,522,477</u>
<b>EXPENDITURE</b>			
Distribution to Benevolent Fund		-	94,632
Affiliation Costs		313,891	259,068
Communication Costs		138,770	161,828
Financial Reporting Costs		167,194	36,628
Industrial Representation		829,141	611,777
Investment Income Expenses		351,716	279,858
Fair Value Movement on Investments	3	929,030	482,252
Loss on Disposal of Investments		51,572	40,357
Journal Publication Costs		393,626	236,284
Member Services		363	58,710
Membership Records & Costs		131,262	281,779
Other Operational Costs		526,944	168,931
Property Costs		348,575	311,312
Public Relations Costs		773,571	1,013,218
Representation - Branches		138,919	116,433
Representation - Executive		557,823	766,858
Representation - Full Time Officials		1,089,670	806,462
Staff Costs		1,172,626	1,260,529
Training of Members		15,375	23,848
		<u>7,930,068</u>	<u>7,010,764</u>
<b>NET PROFIT ATTRIBUTABLE TO MEMBERS</b>		<u>640,785</u>	<u>511,713</u>
<b>OTHER COMPREHENSIVE INCOME</b>			
<i>Items that will not be reclassified to profit or loss:</i>			
Change in fair value of land and buildings		-	301,822
<b>TOTAL COMPREHENSIVE INCOME</b>		<u>640,785</u>	<u>813,535</u>

The above financial statements should be read in conjunction with the accompanying notes

**QUEENSLAND POLICE UNION OF EMPLOYEES  
STATEMENT OF FINANCIAL POSITION  
AS AT 31 DECEMBER 2015**

	Note	2015	2014 restated	1 January 2014 restated
		\$	\$	\$
<b>CURRENT ASSETS</b>				
Cash and Cash Equivalents	4	3,414,331	3,051,001	2,609,894
Trade and Other Receivables	7	118,374	97,793	119,452
Financial Assets at fair value through profit or loss	5	12,195,532	11,598,538	9,905,074
Other Assets	8	180,376	618,411	166,344
<b>TOTAL CURRENT ASSETS</b>		<b>15,908,613</b>	<b>15,365,743</b>	<b>12,800,764</b>
<b>NON CURRENT ASSETS</b>				
Investment Property	6	4,360,000	4,405,000	4,430,000
Property Plant & Equipment	9	4,733,507	4,823,886	4,635,663
<b>TOTAL NON CURRENT ASSETS</b>		<b>9,093,507</b>	<b>9,228,886</b>	<b>9,065,663</b>
<b>TOTAL ASSETS</b>		<b>25,002,120</b>	<b>24,594,629</b>	<b>21,866,427</b>
<b>CURRENT LIABILITIES</b>				
Trade and Other Payables	10	990,592	1,146,171	908,194
Provisions	11	306,295	537,512	507,907
Other liabilities	12	406,731	371,044	218,984
<b>TOTAL CURRENT LIABILITIES</b>		<b>1,703,618</b>	<b>2,054,727</b>	<b>1,635,085</b>
<b>NON CURRENT LIABILITIES</b>				
Provisions	11	189,899	72,084	40,451
<b>TOTAL NON CURRENT LIABILITIES</b>		<b>189,899</b>	<b>72,084</b>	<b>40,451</b>
<b>TOTAL LIABILITIES</b>		<b>1,893,517</b>	<b>2,126,811</b>	<b>1,675,536</b>
<b>NET ASSETS</b>		<b>23,108,603</b>	<b>22,467,818</b>	<b>20,190,891</b>
<b>MEMBERS' FUNDS</b>				
Retained Earnings	14	19,475,383	18,834,598	16,859,493
Asset Revaluation Reserve	15	3,633,220	3,633,220	3,331,398
<b>TOTAL MEMBERS' FUNDS</b>		<b>23,108,603</b>	<b>22,467,818</b>	<b>20,190,891</b>

The above financial statements should be read in conjunction with the accompanying notes

**QUEENSLAND POLICE UNION OF EMPLOYEES  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 31 DECEMBER 2015**

	Note	2015 \$	2014 \$
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>			
Receipts from members		9,523,351	9,481,650
Receipts for legal defence		93,080	992,065
Receipts from other income		291,446	247,363
Payments to suppliers, members and employees		(10,260,380)	(8,734,533)
Funds misappropriated - recovered	23	1,259,725	(527,901)
Dividends received		580,956	522,533
Interest received		141,419	76,770
Rent received		362,569	385,751
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	<b>19b</b>	<u>1,992,166</u>	<u>2,443,698</u>
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>			
Proceeds from sale of financial assets		2,304,995	1,028,567
Purchase of property, plant & equipment		(86,921)	(26,198)
Proceeds from sales of property, plant & equipment		29,999	-
Payments for financial assets		(3,876,909)	(3,004,960)
<b>NET CASH USED IN INVESTING ACTIVITIES</b>		<u>(1,628,836)</u>	<u>(2,002,591)</u>
Net increase/(decrease) in cash and cash equivalents		363,330	441,107
Cash and cash equivalents at beginning of period		3,051,001	2,609,894
<b>CASH AND CASH EQUIVALENTS AT END OF PERIOD</b>	<b>19a</b>	<u>3,414,331</u>	<u>3,051,001</u>

The above financial statements should be read in conjunction with the accompanying notes

**QUEENSLAND POLICE UNION OF EMPLOYEES  
STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 31 DECEMBER 2015**

	Retained Earnings \$	Asset Revaluation Reserve \$	TOTAL \$
Balance at 1 January 2014	17,227,259	3,331,398	20,558,657
Adjustment for correction of error (Note 18)	(367,766)	-	(367,766)
Balance at 1 January 2014 – restated	16,859,493	3,331,398	20,190,891
Profit for the year	1,975,105	-	1,975,105
Other comprehensive Income	-	301,822	301,822
Total comprehensive income for the year	1,975,105	301,822	2,276,927
At 31 December 2014 – restated	18,834,598	3,633,220	22,467,818
Profit for the year	640,785	-	640,785
other comprehensive income	-	-	-
Total comprehensive income for the year	640,785	-	640,785
At 31 December 2015	19,475,383	3,633,220	23,108,603

The above financial statements should be read in conjunction with the accompanying notes

## NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements are general purpose financial statements that have been prepared in accordance with Australian Accounting Standards - Reduced Disclosure Requirements, other authoritative pronouncements of the Australian Accounting Standards Board and the requirements of the Industrial Relations Act 1999.

The Management Committee have determined that Queensland Police Union of Employees is eligible to apply the Tier 2 reporting requirements (Australian Accounting Standards - Reduced Disclosure Requirements) as set out in AASB 1053 Application of Tiers of Australian Accounting Standards because it is a not-for-profit private sector entity.

The financial statements of Queensland Police Union of Employees for the year ended 31 December 2015 were authorised for issue in accordance with a resolution from the Management Committee on the 25<sup>th</sup> of May 2016 and covers the Queensland Police Union of Employees as an individual entity.

Queensland Police Union of Employees is a not-for-profit entity for the purposes of preparing these financial statements.

Queensland Police Union of Employees is a union in Queensland under the *Industrial Relations Act 1999*.

The financial statements have also been prepared on a historical cost basis, except for investment properties, land and buildings and financial assets at fair value through profit or loss that have been measured at fair value.

The following significant accounting policies have been adopted in the preparation of the financial statements. The accounting policies have been consistently applied, unless otherwise stated.

### a) Income Tax

The income of the Union is exempt from income tax.

### b) Property Plant and Equipment

Land and buildings are measured at fair value less accumulated depreciation. Any accumulated depreciation at revaluation date is eliminated against the gross carrying amount of the asset and the net amount is restated as the revalued amount of the asset. A revaluation surplus is credited to other comprehensive income (asset revaluation surplus) unless it reverses a revaluation decrease on the same asset previously recognised in profit or loss. A revaluation deficit is recognised in profit or loss unless it directly offsets a previous revaluation surplus on the same asset in the asset revaluation surplus. An annual transfer is made from the asset revaluation surplus to retained earnings for the depreciation charge recognised in profit or loss (net of tax) relating to the revaluation surplus. On disposal, any revaluation surplus relating to sold assets is transferred to retained earnings. Independent valuations are performed regularly to ensure that the carrying amounts of land and buildings does not differ materially from that of the fair value at the end of the reporting period.

All other plant and equipment is stated at historical cost, including costs directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management, less depreciation and any impairment.

Land is not depreciated. Depreciation on motor vehicles is calculated on a diminishing balance method at the rate detailed below. Depreciation on other assets is calculated on a straight-line basis

**NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES  
(CONTINUED)**

**b) Property Plant and Equipment (cont'd)**

over the estimated useful life, or in the case of leasehold improvements and certain leased plant and equipment, the shorter lease term, as follows:

<b>Class of Property Plant and Equipment</b>	<b>Depreciation Rate</b>
Buildings	4% Straight line
Plant and equipment & Furniture and Fittings	20 - 30% Straight line
Motor Vehicles	33% Diminishing balance
Office equipment and kitchen equipment	20 - 50% Straight line

The assets' residual values and useful lives are reviewed and adjusted, if appropriate, at the end of each reporting period.

Gains and losses on disposals are calculated as the difference between the net disposal proceeds and the asset's carrying amount and are included in profit or loss in the year that the item is derecognised.

**c) Employee Entitlements**

Provision is made for the Union's liability for employee entitlements arising from services rendered by employees to balance date. Employee entitlements expected to be settled within one year together with entitlements arising from wages and salaries, annual leave and sick leave which will be settled after one year, have been measured at their nominal amount. Other employee entitlements payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those entitlements. Contributions are made by the union to an employee superannuation fund and are charged as expenses when incurred.

**d) Cash and Cash Equivalents**

For the purposes of the statement of cash flows, cash includes cash on hand and at call deposits with banks or financial institutions, investments in money market instruments maturing within less than three months and net of bank overdrafts.

**e) Revenue**

Subscription Revenue is recognised on a proportional basis depending on the membership period to which the income relates.

Interest income is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

Dividend income is recognised when the Union has established that it has a right to receive a dividend.

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

**f) Comparative Figures**

Where required, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

**g) 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 statement of financial position are shown exclusive of GST.

**NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES  
(CONTINUED)**

**h) Impairment of Assets**

At each reporting date, the Union 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 income statement.

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

**i) Investments and Other Financial Assets**

All investments and other financial assets are initially stated at cost, being the fair value of consideration given plus acquisition costs. Purchases and sales of investments are recognised on trade date which is the date on which the Union commits to purchase or sell the asset. Accounting policies for each category of investments and other financial assets subsequent to initial recognition are set out below.

*Financial assets at fair value through profit and loss*

Investments held for trading are measured at fair value with gains or losses recognised in profit or loss. A financial asset is classified as held-for-trading if acquired principally for the purpose of selling in the short term. Investments held for trading are classified as current assets in the statement of financial position.

*Held-to-maturity investments*

Held-to-maturity investments are non-derivative financial assets with fixed or determinable payments and fixed maturities that the Union has the positive intention and ability to hold-to-maturity and are measured at amortised cost subsequent to initial recognition using the effective interest method. If the Union were to sell other than an insignificant amount of held-to-maturity investments, the whole category is then reclassified as available-for-sale.

Impairment losses are measured as the difference between the investment's carrying amount and the present value of the estimated future cash flows, excluding future credit losses that have not been incurred. The cash flows are discounted at the investment's original effective interest rate. Impairment losses are recognised in profit or loss.

**j) Investment Properties**

Investment properties held for rental are initially measured at cost including transaction costs. Subsequent to initial recognition, investment properties are carried at fair value, which is based on active market prices, adjusted if necessary, for any difference in the nature, location or condition of the specific asset. If this information is not available, alternative valuation methods are used such as recent prices in less active markets or discounted cash flow projections. Gains and losses arising from changes in fair values of investment properties are included in profit or loss as part of other income in the year in which they arise.

**k) Trade and Other Payables**

Trade payables and other payables represent liabilities for goods and services provided to the Union prior to the end of the financial year that are unpaid. These amounts are usually settled in 30 days. It also includes the amount of annual leave accrued by all employees as at the end of the financial year. The carrying amount of the creditors and payables is deemed to reflect fair value.



## NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### l) Income Received in Advance

All Union dues paid as at the end of the financial year that relate to future periods are accounted for as Income Received in Advance at the actual amounts paid.

### m) Critical Accounting Estimates and Judgements

The Committee of Management evaluate estimates and judgements incorporated into the financial report based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within the union.

#### (i) Key judgement - provision for impairment of receivables

The Committee of Management believe that all debt included in accounts receivables at 31 December 2015 are recoverable, and no provision for impairment of receivables has been made at 31 December 2015.

### n) New, revised or amended Accounting Standards and Interpretations adopted

The Union has adopted all of the new, revised or amending Accounting Standards and Interpretations issued by the Australian Accounting Standards Board ('AASB') that are mandatory for the current reporting period. Any new, revised or amending Accounting Standards or Interpretations that are not yet mandatory have not been early adopted. The adoption of these Accounting Standards and Interpretations did not have any significant impact on the financial performance or position of the Union.

## NOTE 2: REVENUE AND OTHER INCOME

	2015	2014
REVENUE	\$	\$
Subscriptions	8,709,223	8,458,990
Interest	141,419	76,770
Dividends	580,956	522,533
Legal Defence Reimbursements	93,080	901,877
Rental income from Investment Property	362,569	385,751
Journal Advertising Sales	68,394	45,873
Other Revenue	203,466	201,490
	<u>10,159,107</u>	<u>10,593,284</u>
OTHER INCOME		
Profit on disposal of investments	5,682	214,680
Profit on disposal of property, plant and equipment	4,787	10,807
	<u>10,469</u>	<u>225,487</u>
TOTAL REVENUE AND OTHER INCOME	<u>10,169,576</u>	<u>10,818,771</u>

**NOTE 3: EXPENSES**

	2015 \$	2014 \$
Profit/(loss) before income tax includes the following specific expenses:		
Depreciation on non-current assets		
Land and Buildings	74,002	67,117
Furniture and Fittings	1,875	2,017
Motor Vehicles	30,780	29,585
Kitchen	431	684
Office Equipment	33,802	40,201
Unit 44, Oaks on North Quay - unit and furniture	11,198	11,000
Total Depreciation on property, plant and equipment	<u>152,088</u>	<u>150,604</u>
Fair Value Movement in Investments	884,030	457,252
Fair value adjustments to investment Property	45,000	25,000
Total Fair Value Movement	<u>929,030</u>	<u>482,252</u>
Direct Expenses Relating to Investments		-
Auditing and Other Services	159,783	34,045
Loss on disposal of investments	51,572	40,357

**NOTE 4: CASH AND CASH EQUIVALENTS**

Cash at bank	3,413,731	1,014,148
Cash on hand	600	600
Term deposits	-	2,036,253
	<u>3,414,331</u>	<u>3,051,001</u>

**NOTE 5: FINANCIAL ASSETS**

	2015 \$	2014 restated \$
Financial assets at fair value through profit or loss:-		
Shares	8,418,976	9,150,836
Managed Funds	3,776,556	2,447,702
	<u>12,195,532</u>	<u>11,598,538</u>

**NOTE 6: INVESTMENT PROPERTY**

	2015 \$	2014 \$
At fair value		
Units, 43 Didsbury Street	1,350,000	1,340,000
Unit 344, Aurora Tower	610,000	615,000
50 Perkins Street, Townsville	950,000	1,050,000
301.1 Da Vinci Business Park	1,450,000	1,400,000
	<u>4,360,000</u>	<u>4,405,000</u>
Balance at beginning of the year	4,405,000	4,430,000
Fair value adjustments	(45,000)	(25,000)
Balance at the end of the year	<u>4,360,000</u>	<u>4,405,000</u>

The fair values are based on independent valuations undertaken in February 2016 by Mr Joseph Clune (Registered Valuer No. 2438), and Mr Carlo Lando (Registered Valuer No. 2534), both AAPI certified, and both from Taylor Byrne.

**NOTE 7: TRADE AND OTHER RECEIVABLES**

Members Accounts	44,100	58,374
(less provision for doubtful debts)	-	(1,711)
Benevolent Fund Loans	30,900	21,860
Journal Debtors	42,574	18,470
Deposits	800	800
	<u>118,374</u>	<u>97,793</u>

**NOTE 8: OTHER ASSETS**

Prepayments	180,256	90,510
Shares in Qld Police Union Legal Group	120	-
Misappropriated Funds Debt (refer to Note 23)	-	527,901
	<u>180,376</u>	<u>618,411</u>

**NOTE 9: PROPERTY PLANT AND EQUIPMENT**

	2015 \$	2014 \$
Land and buildings - at valuation 2014	4,400,000	4,400,000
Accumulated depreciation	(74,002)	-
	<u>4,325,998</u>	<u>4,400,000</u>
Furniture and fittings at cost	33,915	29,672
Accumulated depreciation	(28,062)	(26,187)
	<u>5,853</u>	<u>3,485</u>
Motor Vehicles at cost	132,309	138,044
Accumulated depreciation	(54,158)	(66,209)
	<u>78,151</u>	<u>71,835</u>
Office Equipment at cost	312,569	292,199
Accumulated depreciation	(259,775)	(225,973)
	<u>52,794</u>	<u>66,226</u>
Kitchen Equipment at cost	4,836	4,836
Accumulated depreciation	(2,927)	(2,496)
	<u>1,909</u>	<u>2,340</u>
Unit North Quay Hotel - at valuation 2014	280,000	280,000
Accumulated depreciation	(11,198)	-
	<u>268,802</u>	<u>280,000</u>
<b>TOTAL PROPERTY PLANT &amp; EQUIPMENT</b>	<u><b>4,733,507</b></u>	<u><b>4,823,886</b></u>

The fair values of land and buildings and Unit North Quay Hotel are based on independent valuations undertaken in December 2014 by Mr Joseph Clune (Registered Valuer No. 2438) and Mr Henry Brown (Registered Valuer No. 3775), both AAPI certified, and both of Taylor Byrne.

**a. Movements in Carrying Amount**

	Carrying Amount at Beginning of year	Additions	Disposals	Depreciation	Carrying Amount at End of Year
Land and Building	4,400,000	-	-	(74,002)	4,325,998
Furniture & Fittings	3,485	4,243	-	(1,875)	5,853
Motor Vehicles	71,835	62,308	(25,212)	(30,780)	78,151
Office Equipment	66,226	20,370	-	(33,802)	52,794
Kitchen Equipment	2,340	-	-	(431)	1,909
Unit & Furniture	280,000	-	-	(11,198)	268,802
<b>TOTAL</b>	<u><b>4,823,886</b></u>	<u><b>86,921</b></u>	<u><b>(25,212)</b></u>	<u><b>(152,088)</b></u>	<u><b>4,733,507</b></u>

**NOTE 10: TRADE AND OTHER PAYABLES**

	2015	2014
	\$	\$
Trade Payables	339,534	485,063
Accruals	558,794	618,554
Other Payables	92,264	42,554
	<u>990,592</u>	<u>1,146,171</u>

**NOTE 11: PROVISIONS**

<b>Current</b>		
Provision for Long Service Leave	306,295	187,512
Provision for Legal Defence	-	350,000
	<u>306,295</u>	<u>537,512</u>
<b>Non-Current</b>		
Provision for Long Service Leave	189,899	72,084
	<u>189,899</u>	<u>72,084</u>

a. Number of employees at year end 21 23

**Long Service Leave**

Long term employee benefits comprise amounts payable for long service leave which are not vested at the end of the reporting period and the amount and timing of payments to be made when leave is taken is uncertain. Refer to accounting policy for more details.

**NOTE 12: OTHER LIABILITIES**

Members Subscriptions in Advance	406,731	371,044
	<u>406,731</u>	<u>371,044</u>

**NOTE 13: LEGAL FEES**

Legal fees were paid as follows:-

Legal Defence	793,954	1,041,429
Administration	194,253	595
Industrial	65,235	21,344
	<u>1,053,442</u>	<u>1,063,368</u>

Gilshenan and Luton, McInnes Wilson, Sciaccas, and Byrne Legal Group or their agents act as solicitors on behalf of the Queensland Police Union of Employees.

**NOTE 14: MEMBERS' FUNDS**

	2015 \$	2014 Restated \$
<b>General Fund</b>		
Opening Balance	10,063,715	9,919,768
Adjustment for correction of error (Note 18)	-	(367,766)
Net profit / (loss) attributable to members	640,785	511,713
Closing Balance	<u>10,704,500</u>	<u>10,063,715</u>
<b>Legal Fund</b>		
Opening Balance	8,770,883	7,307,491
Net profit / (loss) attributable to members	-	1,463,392
Closing Balance	<u>8,770,883</u>	<u>8,770,883</u>
<b>Benevolent Fund</b>		
Opening Balance	-	-
Net profit / (loss) attributable to members	-	-
Closing Balance	<u>-</u>	<u>-</u>
<b>CLOSING BALANCE</b>	<u>19,475,383</u>	<u>18,834,598</u>

**NOTE 15: ASSET REVALUATION RESERVE**

Opening Balance	3,633,220	3,331,398
Increase/(decrease) in fair value of land and buildings	-	301,822
Closing Balance	<u>3,633,220</u>	<u>3,633,220</u>

**NOTE 16: REMUNERATION OF COMMITTEE OF MANAGEMENT (EXECUTIVE COMMITTEE)****(a) Remuneration**

Income received by members of the Committee of Management	1,225,632	896,177
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This includes salaries, superannuation, allowances paid, motor vehicle costs for FBT, telephone costs and fringe benefits paid.

**NOTE 16: REMUNERATION OF COMMITTEE OF MANAGEMENT (EXECUTIVE COMMITTEE) Continued**

(b) Names of the Committee of Management (Executive Committee) that held office during the financial year.

General President	Ian Leavers
General Secretary	Mick Barnes
Assistant General Secretary	Denis Sycz
Metropolitan North and Vice President	Shayne Maxwell
Southern Region	Chris Proudlock
Far Northern Region	Marty Bristow
Northern Region and Treasurer	Peter Thomas
Central Region	William Feldman
North Coast Region and Treasurer	Grant Wilcox
Headquarters & Support Region	Glenn Terry (resigned 30 September 2014)
Headquarters & Support Region	Michael Kelly (elected 1 July 2015)
Metropolitan South Region	Tony Collins
South Eastern Region	Bob Smithson (resigned 30 June 2015)
South Eastern Region	Phil Notaro (elected 1 July 2015)

**NOTE 17: COMMITMENTS**

There are no ongoing commitments.

**NOTE 18: CORRECTION OF ERROR**

**Correction of error relating to property fund investments in previous financial years**  
During previous financial years, a number of property fund investments redemptions were incorrectly processed as income rather than reduction in the investment balance. This error resulted in revenue and investments being overstated by \$367,766, with a net impact on profit being an overstatement of \$367,766.

The error has been corrected by restating each of the affected financial statement line items for the previous year.

**NOTE 18: CORRECTION OF ERROR  
(CONTINUED)**

	2014 Reported	Adjustment	2014 Restated
	\$	\$	\$
<b>CURRENT ASSETS</b>			
Cash and Cash Equivalents	3,051,001	-	3,051,001
Trade and Other Receivables	97,793	-	97,793
Financial Assets at fair value through profit or loss	11,966,304	(367,766)	11,598,538
Other Assets	618,411	-	618,411
<b>TOTAL CURRENT ASSETS</b>	<u>15,733,509</u>	<u>(367,766)</u>	<u>15,365,743</u>
<b>NON CURRENT ASSETS</b>			
Investment Property	4,405,000	-	4,405,000
Property Plant & Equipment	4,823,886	-	4,823,886
<b>TOTAL NON CURRENT ASSETS</b>	<u>9,228,886</u>	<u>-</u>	<u>9,228,886</u>
<b>TOTAL ASSETS</b>	<u>24,962,395</u>	<u>(367,766)</u>	<u>24,594,629</u>
<b>CURRENT LIABILITIES</b>			
Trade and Other Payables	1,146,171	-	1,146,171
Provisions	537,512	-	537,512
Other liabilities	371,044	-	371,044
<b>TOTAL CURRENT LIABILITIES</b>	<u>2,054,727</u>	<u>-</u>	<u>2,054,727</u>
<b>NON CURRENT LIABILITIES</b>			
Provisions	72,084	-	72,084
<b>TOTAL NON CURRENT LIABILITIES</b>	<u>72,084</u>	<u>-</u>	<u>72,084</u>
<b>TOTAL LIABILITIES</b>	<u>2,126,811</u>	<u>-</u>	<u>2,126,811</u>
<b>NET ASSETS</b>	<u>22,835,584</u>	<u>(367,766)</u>	<u>22,467,818</u>
<b>MEMBERS' FUNDS</b>			
Retained Earnings	19,202,364	(367,766)	18,834,598
Asset Revaluation Reserve	3,633,220	-	3,633,220
<b>TOTAL MEMBERS' FUNDS</b>	<u>22,835,584</u>	<u>(367,766)</u>	<u>22,467,818</u>



**NOTE 19: RECONCILIATION OF NET CASH PROVIDED BY OPERATING ACTIVITIES TO OPERATING SURPLUS (LOSS)**

For the purpose of the statement of cash flows, cash includes cash on hand and at call deposits with financial institutions.

**a) Reconciliation of Cash**

Cash at the end of the financial year is reconciled to the related items in the balance sheet as follows:-

	2015 \$	2014 \$
Cash at bank	3,413,731	1,014,148
Cash on hand	600	600
Term deposits	-	2,036,253
	3,414,331	3,051,001

**b) Reconciliation of cash flow from operations with profit from ordinary activities after income tax**

Profit for the year		
General Fund	640,785	511,713
Legal Defence Fund	-	1,463,392
Benevolent Fund	-	-
Profit for the year	640,785	1,975,105
Depreciation	152,088	150,604
(Profit)/Loss on sale of investments	45,890	(174,323)
(Profit)/Loss on sale of property, plant and equipment	(4,787)	(10,807)
Fair value movement in financial assets	929,030	457,252
Fair value movement in investment properties	45,000	25,000
<b>Movements in operating assets and liabilities</b>		
(Increase) / decrease in trade and other receivables	(20,581)	21,659
(Increase) / decrease in other assets	438,035	(452,067)
Increase / (decrease) in trade and other payables	(155,579)	237,977
Increase / (decrease) in provisions	(113,402)	61,238
Increase / (decrease) in other liabilities	35,687	152,060
	1,992,166	2,443,698

**NOTE 20: EVENTS SUBSEQUENT TO BALANCE DATE**

No other material, non-adjusting events have occurred since balance date.

## **NOTE 21: CONTINGENCIES**

### **Contingent Liabilities**

At 31 December 2015, Queensland Police Union of Employees had no contingent liabilities to disclose.

## **NOTE 22: FAIR VALUE MEASUREMENT**

The following assets are recognised and measured at fair value on a recurring basis:

- Financial assets at fair value through profit or loss (FVTPL)
- Land and buildings
- Investment properties

## **NOTE 23: MISAPPROPRIATION OF FUNDS**

In May 2015, during the audit for the year ended 31 December 2014, the Union identified instances of misappropriation of cash by an employee and, through forensic auditing, fraudulent payments to personal bank accounts totalling \$1,252,125.

The employee resigned, and QPUE Management notified relevant bodies and lawyers and actions to recover the funds were commenced.

The Union recovered the full amount of the misappropriation from the former employee in June 2015.

The impacts of the misappropriation on these financial statements are as follows:

- Recovery of misappropriated funds cash inflow during the year ended 31 December 2015 of \$1,259,725 is recorded in the Statement of Cash Flows
- Cash misappropriated during the year ended 31 December 2014 totalled \$527,901 is recorded in the Statement of Cash Flows
- A "misappropriation of funds debt" is recognised as a current asset in the Statement of Financial Position at 31 December 2014



**FINANCIAL DISCLOSURE STATEMENT**  
**Gifts, Hospitality and Other Benefits - 2015**

**Register of gifts, hospitality and other benefits given and received (section 557A) loans, grants and donations (section 557E)**

Organisations must keep a written register for each financial year detailing each benefit given or received with a combined or individual value over \$500. Benefit includes gifts, hospitality and financial or non-financial benefits such as sponsored hospitality, travel and accommodation.

Officers or employees of the organisation who receive a gift(s) valued over \$500 in their official capacity are required to notify the organisation within 30 days of receiving the gift(s). Gifts to spouses, family members or friends do not need to be reported provided there is no perceived or real conflict of interest, financial or otherwise, relating to the gift.

The register must state the following particulars for each benefit:

- (a) the name of the recipient of the benefit
- (b) the name of the entity who gave the benefit
- (c) a description of the benefit
- (d) the value of the benefit
- (e) the date the benefit was given

Date	Recipient	Payer	Value	Description
		QPUE	\$100.00	Branch Officials meeting allowance
		QPUE	\$610.97	Flight expenses - Canberra (Annual Police Remembrance Commemoration Preparation)
		QPUE	\$610.97	Flight expenses - Canberra (Annual Police Remembrance Commemoration Preparation)
		QPUE	\$475.70	Branch Officials Training Costs - Airfares / Meals / Accommodation / Incidentals
		QPUE	\$1,189.90	Branch Officials Training Costs - Airfares / Meals / Accommodation / Incidentals
		QPUE	\$574.90	Branch Officials Training Costs - Airfares / Meals / Accommodation / Incidentals
		QPUE	\$350.45	Branch Officials Training Costs - Airfares / Meals / Accommodation / Incidentals
		QPUE	\$387.70	Branch Officials Training Costs - Airfares / Meals / Accommodation / Incidentals
		QPUE	\$387.70	Branch Officials Training Costs - Airfares / Meals / Accommodation / Incidentals
		QPUE	\$822.50	Branch Officials Training Costs - Airfares / Meals / Accommodation / Incidentals
		QPUE	\$558.85	Branch Officials Training Costs - Airfares / Meals / Accommodation / Incidentals
		QPUE	\$301.15	Branch Officials Training Costs - Airfares / Meals / Accommodation / Incidentals
		QPUE	\$1,215.95	Branch Officials Training Costs - Airfares / Meals / Accommodation / Incidentals
		QPUE	\$322.55	Branch Officials Training Costs - Airfares / Meals / Accommodation / Incidentals
		QPUE	\$80.00	Incidentals - 2 days (Annual Police Remembrance Commemoration Preparation)
		QPUE	\$80.00	Incidentals - 2 days (Annual Police Remembrance Commemoration Preparation)
		QPUE	\$233.45	Accommodation - Canberra (Annual Police Remembrance Commemoration Preparation)
		QPUE	\$233.45	Accommodation - Canberra (Annual Police Remembrance Commemoration Preparation)
		QPUE	\$50.00	Branch Officials meeting allowance
		QPUE	\$45.45	Honorarium
		QPUE	\$595.45	Flight Townsville Brisbane return
		QPUE	\$744.58	Flight to Canberra return for Wall to Wall meetings
		QPUE	\$744.58	Flight to Canberra return for Wall to Wall meetings
		QPUE	\$410.00	Flight Townsville Brisbane return
		QPUE	\$50.00	Honorarium
		QPUE	\$660.76	Flights to Canberra return for Wall to Wall meetings
		QPUE	\$660.76	Flights to Canberra return for Wall to Wall meetings
		QPUE	\$80.00	Travel allowance
		QPUE	\$116.45	Travel expenses Canberra for Wall to Wall meetings
		QPUE	\$268.98	Accommodation Canberra Wall to Wall meetings
		QPUE	\$268.98	Accommodation Canberra Wall to Wall meetings
		QPUE	\$201.71	Accommodation Wellington NZ PFA WAC meeting
		QPUE	\$579.92	Accommodation Wellington NZ PFA WAC meeting
		QPUE	\$742.06	Flight Wellington return NZ PFA WAC meeting
		QPUE	\$120.00	Travel allowance
		QPUE	\$50.00	Meeting allowances
		QPUE	\$250.00	Meeting allowances
		QPUE	\$200.00	Meeting allowances
		QPUE	\$150.00	Meeting allowances
		QPUE	\$41.81	Travel expenses Canberra for Wall to Wall meetings
		QPUE	\$237.51	Accommodation Canberra for Wall to Wall meetings
		QPUE	\$237.51	Accommodation Canberra for Wall to Wall meetings
		QPUE	\$536.98	Flight Canberra return for Wall to Wall meetings
		QPUE	\$536.98	Flight Canberra return for Wall to Wall meetings
		QPUE	\$653.64	Accommodation Townsville
		QPUE	\$80.00	Travel allowance
		QPUE	\$80.00	Travel allowance
		QPUE	\$75.45	Meals Canberra for Wall to Wall meetings
		QPUE	\$611.68	Flight Canberra return for Wall to Wall meetings
		QPUE	\$48.10	Taxi Canberra for Wall to Wall meetings
		QPUE	\$228.98	Accommodation Canberra for Wall to Wall meetings
		QPUE	\$228.98	Accommodation Canberra for Wall to Wall meetings
		QPUE	\$41.81	Taxi Canberra for Wall to Wall
		QPUE	\$50.30	Travel expenses Canberra for Wall to Wall
		QPUE	\$80.00	Travel allowance Canberra
		QPUE	\$240.00	Travel allowance Canberra
		QPUE	\$200.00	Travel allowance Canberra
		QPUE	\$24.55	Meals Canberra for Wall to Wall
		QPUE	\$505.55	Accommodation Wall to Wall

**FINANCIAL DISCLOSURE STATEMENT (cont'd)**  
**Gifts, Hospitality and Other Benefits - 2015 (cont'd)**

Attachment 3 (cont'd)

[REDACTED]	QPUE	\$233.18 Accommodation Mt Isa
[REDACTED]	QPUE	\$156.82 Accommodation Cloncurry
[REDACTED]	QPUE	\$248.03 Accommodation Wall to Wall
[REDACTED]	QPUE	\$167.73 Accommodation Doomadgee
[REDACTED]	QPUE	\$393.64 Accommodation Wall to Wall
[REDACTED]	QPUE	\$486.36 Accommodation Wall to Wall
[REDACTED]	QPUE	\$412.03 Townsville Brisbane return flight
[REDACTED]	QPUE	\$407.71 Melbourne Hobart return flight
[REDACTED]	QPUE	\$300.90 Mackay Brisbane return flight
[REDACTED]	QPUE	\$129.55 Accommodation Croydon
[REDACTED]	QPUE	\$350.00 Meeting allowances
[REDACTED]	QPUE	\$602.31 Gold Coast Canberra return flight Wall to Wall
[REDACTED]	QPUE	\$125.00 Accommodation Normanton
[REDACTED]	QPUE	\$100.00 Meeting allowances
[REDACTED]	QPUE	\$26.55 Taxi in Canberra
[REDACTED]	QPUE	\$80.00 Incidentals while travelling
[REDACTED]	QPUE	\$200.00 Incidentals while travelling
[REDACTED]	QPUE	\$38.18 Meals in Canberra
[REDACTED]	QPUE	\$205.91 Accommodation in Brisbane
[REDACTED]	QPUE	\$191.64 Accommodation in Brisbane
[REDACTED]	QPUE	\$350.00 Meeting Allowances



**Decision-making and reporting of Financial Matters and Expenditure of Union Funds Policies**

These Policies explain decision-making about, and reporting of, the QPUE's financial matters

Considered and Approved: 26<sup>th</sup> June 2013

Last Reviewed: 26<sup>th</sup> June 2013

**Delegations of Authority Policy**

This Policy explains authorisations and delegations relating to the QPUE's spending

Considered and Approved: 26<sup>th</sup> June 2013

Last Reviewed: 26<sup>th</sup> June 2013

**Credit Card Policy**

This Policy relates to the QPUE's credit cards, including:

- (i) Issuing, using and cancelling credit cards; and
- (ii) Accountability for, reporting about, and audit of, the use of credit cards

**THE QPUE HAS NOT ISSUED CREDIT CARDS TO ANY PERSON**

Considered and Approved: 26<sup>th</sup> June 2013

Last Reviewed: 26<sup>th</sup> June 2013

**Purchasing and Procurement and Contracting Activities Policies**

These policies explain the QPUE's purchasing and contracting activities, including the following:

- (i) Tender and selection processes;
- (ii) Reviewing significant contracts;
- (iii) Disclosing the identity of, and arrangements with, key service providers

Considered and Approved: 26<sup>th</sup> June 2013

Last Reviewed: 26<sup>th</sup> June 2013

**Travel and accommodation Policy**

This Policy explains the QPUE travel and accommodation Policy, including:

- (i) Spending by the QPUE; and
- (ii) Receipt of sponsored hospitality benefits by its Officers or Employees from other entities

Considered and Approved: 26<sup>th</sup> June 2013

Last Reviewed: 26<sup>th</sup> June 2013

### **Entertainment and Hospitality Policy**

This Policy explains spending on, and receipt of, entertainment and hospitality:

*Examples of entertainment and hospitality:*

- *Providing food or beverages to a person visiting the organisation in an official capacity*
- *Providing food or beverages for a conference, course, meeting, seminar, workshop or another forum held by the organisation for its officers, members, employees or other persons*
- *Paying for an officer or employee of the organisation to attend a function as part of the officer's or employee's official duties or obligations*

Considered and Approved: 26<sup>th</sup> June 2013

Last Reviewed: 26<sup>th</sup> June 2013

### **Gifts Policy**

This Policy explains gifts, including giving, receiving and disposing of gifts

Considered and Approved: 26<sup>th</sup> June 2013

Last Reviewed: 26<sup>th</sup> June 2013

### **Complaints about Financial Matters Policy**

This Policy explains how complaints about financial matters are dealt with

Considered and Approved: 26<sup>th</sup> June 2013

Last Reviewed: 26<sup>th</sup> June 2013

### **Material Personal Interests Policy**

This Policy explains how the QPUE handles actual, perceived and potential conflicts of interest

Considered and Approved: 26<sup>th</sup> June 2013

Last Reviewed: 26<sup>th</sup> June 2013



## FINANCIAL DISCLOSURE STATEMENT

Financial Training - 2015

Attachment 5

### Financial Training

Officers with financial management duties are to undertake financial training approved by the registrar (section 553B)

The training must be completed:

- within 3 months after the registrar approves the training; and
- at least once every two year period that the officer performs financial management functions.

Training approved by the registrar will be published on the QIRC website: <http://www.qirc.qld.gov.au>

An organisation, peak council or another person or entity with the skills and expertise to provide training, such as a peak body may provide training. The registrar must approve this training. Organisations are to contact the registrar to obtain approval for the requisite training.

The registrar can approve training of different formats, styles and length in recognition of the qualifications and range of financial management duties each officer is required to undertake in their organisation.

<b>Name</b>	<b>Position</b>	<b>Date Completed</b>
Ian Leavers	General President / CEO / Finance, Audit & Risk Management Committee	27th October 2015
Denis Sycz	Assistant General Secretary	27th October 2015
Shayne Maxwell	Vice President / Finance, Audit & Risk Management Committee	27th October 2015
Peter Thomas	Executive Member / Assistant Treasurer	27th October 2015
Bill Feldman	Executive Member	27th October 2015
Tony Collins	Executive Member	27th October 2015
Grant Wilcox	Executive Member / Treasurer / Finance, Audit & Risk Management Committee	27th October 2015
Marty Bristow	Executive Member	27th October 2015
Chris Proudlock	Executive Member	27th October 2015
Alex Kulakowski	Finance Officer	27th October 2015
Michael Kelly	Executive Member	to be completed
Phil Notaro	Executive Member	to be completed
Mick Barnes	General Secretary	to be completed

## Schedule 5

## **POLICE FEDERATION OF AUSTRALIA, QUEENSLAND POLICE BRANCH**

### **OPERATING REPORT for the period ended 31 December 2015**

#### **Review of principal activities, the results of those activities and any significant changes in the nature of those activities during the year**

The principal activities of the reporting unit are to:

- (a) provide representation for members of the reporting unit on the Federal Council of the Police Federation of Australia; and
- (b) discharge the objects of the Police Federation of Australia in accordance with its rules.

The results of those activities are that the reporting unit increased its representation on the Federal Council during the reporting period and discharged the objects of the Police Federation of Australia in accordance with its rules.

There has been no significant change to the nature of those activities during the year.

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

There have been no significant changes in the reporting unit's financial affairs during the reporting period.

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

Members of the reporting unit may resign in accordance with rule 11 of the PFA rules or rule 7 of Part CF2 of the PFA rules.

#### **Officers or members who are superannuation fund trustee(s) (include position details) or director of a company that is a superannuation fund trustee**

No officer or member of the reporting unit is:

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

where a criterion for the officer or member being a trustee or director is that the officer or member is an officer or member of the Police Federation of Australia.

### Number of members

The reporting unit had 11,595 members as at 31 December 2015.

### Number of employees

The reporting unit had 0 employees as at 31 December 2015.

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

The following persons held office as members of the committee of management during the reporting period:

<b>Name</b>	<b>Office</b>	<b>Dates</b>
Ian Leavers	Branch President	1 January 2015 to 31 December 2015
Shayne Maxwell	Branch Vice President	1 January 2015 to 31 December 2015
Peter John Thomas	Branch Treasurer	1 January 2015 to 1 November 2015
Grant Wilcox	Branch Treasurer	2 November 2015 to 31 December 2015
Grant Wilcox	Branch Assistant Treasurer	1 January 2015 to 1 November 2015
Robert Smithson	Branch Assistant Treasurer	1 January 2015 to 21 April 2015
Michael Francis Kelly	Branch Assistant Treasurer	2 November 2015 to 31 December 2015
Peter John Thomas	Branch Assistant Treasurer	2 November 2015 to 31 December 2015
Peter John Thomas	Regional Representative – Northern Region	1 January 2015 to 31 December 2015
Grant Wilcox	Regional Representative – North Coast Region	1 January 2015 to 31 December 2015
Robert William Smithson	Regional Representative –	1 January 2015 to 21 April

<b>Name</b>	<b>Office</b>	<b>Dates</b>
	South East Region	2015
Philip John Notaro	Regional Representative – South East Region	18 August 2015 to 31 December 2015
Anthony Paul Collins	Regional Representative – Metropolitan South Region	1 January 2015 to 31 December 2015
Martin Derek Bristow	Regional Representative – Far Northern Region	1 January 2015 to 31 December 2015
William Patrick Feldman	Regional Representative – Central Region	1 January 2015 to 31 December 2015
Christopher Proudlock	Regional Representative – Southern Region	29 June 2015 to 31 December 2015
Shayne Robert Maxwell	Regional Representative – Metropolitan North Region	1 January 2015 to 31 December 2015
Michael Francis Kelly	Regional Representative – Headquarters & Support	29 June 2015 to 31 December 2015

Signature of designated officer: .....



Name and title of designated officer: Ian Leavers, Branch President



9 June 2016

Mr Mick Barnes  
Branch Secretary  
Police Federation of Australia - Queensland Police Branch  
Sent via email: [mbarnes@gpu.asn.au](mailto:mbarnes@gpu.asn.au)

Dear Mr Barnes,

### **Lodgement of Financial Report - Reminder to lodge on or before 15 July 2016**

The Fair Work Commission's (the Commission) records disclose that the financial year of the Police Federation of Australia - Queensland Police Branch (the reporting unit) ended on the 31 December 2015.

As you would be aware, the *Fair Work (Registered Organisations) Act 2009* (the RO Act) requires that a reporting unit prepare a financial report in accordance with the RO Act, make it available to the members and then must lodge the financial report within 14 days after the general meeting of members, or if the rules of the reporting unit allow, the Committee of Management meeting (s.268).

The maximum period of time allowed under the RO Act for the completion of the financial reporting process is six months and 14 days after the expiry date of its financial year (s.253, s254, s265, s.266, s.268). For your reporting unit that requires lodgement of its financial report on or before **15 July 2016, and in any event no later than 14 days after the relevant meeting.**

The Commission encourages your reporting unit to lodge its financial report at the earliest opportunity in order to ensure compliance with its obligations. Failure of a reporting unit to lodge its financial report is a breach of a civil penalty provision of the RO Act. This can result in the General Manager instituting an inquiry or investigation into a reporting unit's non-compliance under Chapter 11, Part 4 of the RO Act. The actions available to the General Manager following an investigation include issuing Federal Court legal proceedings for breach of a civil penalty provision. The orders available to the Federal Court include imposition of a pecuniary penalty on the organisation or individual officer, whose conduct led to the contravention, of up to \$54,000 per contravention on the organisation and up to \$10,800 per contravention on an officer whose conduct led to the contravention.

Failure to lodge a financial report may result in legal proceedings being issued with the possibility of a pecuniary penalty (up to \$54,000 for a body corporate and \$10,800 for an individual per contravention) being imposed upon your organisation and/or an officer whose conduct led to the contravention.

We encourage you to lodge the full financial report directly to [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au). That is the official email address for electronic lodgements of material related to registered organisations matters.

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

Yours sincerely,

Sam Gallichio  
Adviser  
Regulatory Compliance Branch

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

Telephone : (03) 8661 7777  
Email : [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au)  
Internet : [www.fwc.gov.au](http://www.fwc.gov.au)



15 January 2016

Mr Mick Barnes  
Branch Secretary  
Police Federation of Australia - Queensland Police Branch  
Sent via email: [mbarnes@qpu.asn.au](mailto:mbarnes@qpu.asn.au)

Dear Mr Barnes,

**Re: Lodgement of Financial Report - [FR2015/431]  
Fair Work (Registered Organisations) Act 2009 (the RO Act)**

The financial year of the Police Federation of Australia - Queensland Police Branch (the reporting unit) ended on 31 December 2015.

This is a courtesy letter to remind you of the obligation to prepare and lodge the financial report for the reporting unit by the due date under s.268 of the RO Act, namely 15 July 2016 (being the expiry date of 6 months and 14 days from the end of the financial year).

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

Fact sheets and guidance notes in relation to financial reporting under the RO Act are provided on the Fair Work Commission website. Further, the General Manager's updated Reporting Guidelines that apply to all financial reports prepared on or after 30 June 2014 are also available on the website supported by a webinar presentation.

The Fair Work Commission has developed a model set of financial statements. It is not obligatory to use this model but it is a useful resource to ensure compliance with the RO Act, the Reporting Guidelines and the Australian Accounting Standards. The model statement and other resources can be accessed through our website under [Financial Reporting](#) in the Compliance and Governance section.

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

**It should be noted that s.268 is a civil penalty provision.** Failure to lodge a financial report may result in legal proceedings being issued with the possibility of a pecuniary penalty (up to \$51,000 for a body corporate and \$10,200 for an individual per contravention) being imposed upon an officer whose conduct led to the contravention and/or your organisation.

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

Yours sincerely,

Sam Gallichio  
Adviser  
Regulatory Compliance Branch

## TIMELINE/ PLANNER

Financial reporting period ending:	/ /	
Prepare financial statements and Operating Report.		
(a) A Committee of Management Meeting must consider the financial statements, and if satisfied, pass a resolution declaring the various matters required to be included in the Committee of Management Statement.	/ /	As soon as practicable after end of financial year
(b) A # designated officer must sign the Statement which must then be forwarded to the auditor for consideration as part of the General Purpose Financial Report (GPFR).		
Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /	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.