



**Australian Government**  
**Registered Organisations Commission**

11 August 2017

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

By email: [pfaqlld@gpu.asn.au](mailto:pfaqlld@gpu.asn.au)

Dear Mr Leavers

**Section 269 application for certificate stating financial affairs of reporting unit are encompassed by financial affairs of associated State body for year ended 31 December 2016 (FR2016/370)**

I refer to the application lodged pursuant to section 269 of the *Fair Work (Registered Organisations) Act 2009* in respect of the Police Federation of Australia Queensland Police Branch for the financial year ended 31 December 2016. The application was lodged with the Registered Organisations Commission on 14 July 2017.

I have granted the application. The certificate is attached.

I note that the Operating Report although signed was not dated. Please ensure in future years that the Operating Report includes the date that this document was signed.

If you wish to discuss this matter, please contact Joanne Fenwick on (03) 9603 0731 or by email at [Joanne.Fenwick@roc.gov.au](mailto:Joanne.Fenwick@roc.gov.au).

Yours sincerely

A handwritten signature in blue ink, appearing to be 'CE', with a small dash to the right.

**Chris Enright**  
**Executive Director**  
**Registered Organisations Commission**



# 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 New South Wales Police Branch**  
(FR2016/370)

MR ENRIGHT

MELBOURNE, 11 AUGUST 2017

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

[1] On 14 July 2017 an application was made under s.269(2)(a) of the *Fair Work (Registered Organisations) Act 2009* (the Act) by the Police Federation of Australia Queensland Police Branch (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 ending 31 December 2016.

[2] On 14 July 2017, the reporting unit lodged a copy of the audited accounts of the Association with the Registered Organisations Commission.

[3] I am satisfied that the Association:

- is registered under the *Industrial Relations Act 2016 (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 members 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; and

- 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.

[5] I am satisfied that the financial affairs of the reporting unit in respect of the financial year ending 31 December 2016, are encompassed by the financial affairs of the Association and I certify accordingly under s.269(2)(a) of the Act.



DELEGATE OF THE COMMISSIONER

Printed by authority of the Commonwealth Government Printer

<PR350824>



**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

13 July 2017

The Commissioner  
Registered Organisations Commission  
GPO Box 2983  
Melbourne VIC 3001

**By email: [regorgs@roc.gov.au](mailto:regorgs@roc.gov.au)**

Dear Commissioner,

**RE: 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**

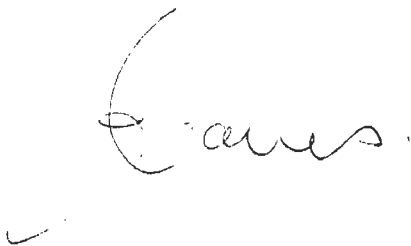
- A. That the Commissioner issues a certificate stating that the financial affairs of the reporting unit are encompassed by the financial affairs of the associated State body.
- B. That the reporting unit is taken to have satisfied Part 3 of Chapter 8 of the Act.

**GROUNDS AND REASONS**

1. The Queensland Police Union of Employees ('the associated State body') is registered as an industrial organisation under the *Industrial Relations Act 2016* (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 the register of officers of the associated State body.
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 2016* (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 Registered Organisations 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 at the same time as the members of the state Associated body;
  - (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.

Yours faithfully



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

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

**Schedule 1 – Certificate of Registration of the Queensland Police Union of Employees**

*"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.



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

**Schedule 2 – RIO/2017/90 – Decision in *Application for Exemption from Holding an Election***





# Industrial Registry

Industrial Court of Queensland and Queensland Industrial Relations Commission

Mr Ian Leavers  
General 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. RIC/2017/90]

I refer to an application filed in the Industrial Registry on 29 June 2017 by the Queensland Police Union of Employees [QPU] for exemption under section 802 of the *Industrial Relations Act 2016* 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 2016*. 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 section 597 of the *Industrial Relations Act 2016*.

Being satisfied as required by section 802(2) of the *Industrial Relations Act 2016*, on 30 June 2017 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 election numbered E2017/42 on 15 May 2017.

### *Stated Offices*

Far Northern Regional Representative  
Central Regional Representative  
Southern Regional Representative  
Metropolitan North Regional Representative  
Headquarters and Support Regional Representative

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  
30 June 2017

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

**Schedule 3 –Register of Officers of the Queensland Police Union of Employees**

Form 66 Version 1	Officers Register	R.202
<i>Industrial Relations Act 2016, section 735</i> <i>This form is to be used to file a copy of an organisation's officers register)</i>		

INDUSTRIAL REGISTRAR  
10 APR 2017

INDUSTRIAL REGISTRAR



Industrial Relations Act 2016, section 735

**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

QPU

Address: 217 North Quay, Brisbane QLD 4000

Telephone No: 3259 1900

Fax No: 3259 1994

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

I certify that the above is a full and true list of the officers of the above-named [employer] [employee] organisation as at 01.01.2017 and all such officers are over the age of 18 years.

Dated at BRISBANE on 3 APRIL 2017  
(place) (day and month)

(signature)

IAN JOHN LEAVERS

(Print full name)

[Secretary][Officer authorised under the rules]

- 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 599)
  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.

Name of Officer	Title of Office	Last date of election declaration or appointment	Residential Address	Date person ceased to be an Officer
Ian John Leavers	General President	26.02.2017	[REDACTED]	
Martin Derek Bristow	Executive Member Far Northern Region	01.07.2013	[REDACTED]	
Peter John Thomas	Executive Member Northern Region	18.08.2015	[REDACTED]	
Peter John Thomas	Assistant Treasurer	22.07.2015	[REDACTED]	
William Patrick Feldman	Executive Member Central Region	01.07.2013	[REDACTED]	
Grant Stanley Wilcox	Executive Member North Coast Region	18.08.2015	[REDACTED]	
Grant Stanley Wilcox	Treasurer	22.07.2015	[REDACTED]	
Chris Proudlock	Executive Member Southern Region	30.12.2014	[REDACTED]	
Phil Notaro	Executive Member South East Region	18.08.2015	[REDACTED]	
Shayne Robert Maxwell	Executive Member Metro North Region	24.07.2013	[REDACTED]	
Shayne Robert Maxwell	Vice President	22.07.2015	[REDACTED]	
Anthony Paul Collins	Executive Member Metro South Region	18.08.2015	[REDACTED]	
Michael Francis Kelly	Executive Member HQ & Support Region	01.07.2013	[REDACTED]	
Michael Francis Kelly	Assistant Treasurer	22.07.2015	[REDACTED]	

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

**Schedule 4 – Financial Reports of the Queensland Police Union of Employees**

**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 2017.



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 2016, 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.

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

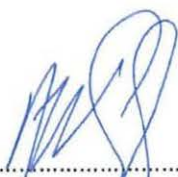
Dated this 19<sup>th</sup> of April 2017

## 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 2016, the number of members of the Queensland Police Union of Employees was 11,650 (11,506 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 2016

*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

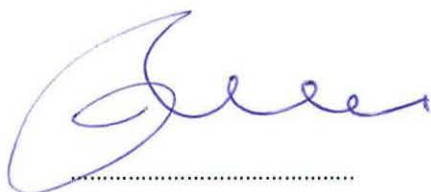
Nature of spending	Political object to which spending relates	\$ amount of spending
N/A	N/A	Nil

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



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Ian Leavers  
General President & CEO

2017

## INDEPENDENT AUDITOR'S REPORT

To the members of Queensland Police Union of Employees

### Report on the Audit of the Financial Report

#### Opinion

We have audited the financial report of Queensland Police Union of Employees (the Entity), which comprises the statement of financial position as at 31 December 2016, the statement of profit and loss and other comprehensive income, the statement of changes in equity and the statement of cash flows for the year then ended, and notes to the financial report, including a summary of significant accounting policies, and the Statement by Members of the Committee.

In our opinion the accompanying financial report of Queensland Police Union of Employees, is in accordance with *Industrial Relations Act 1999*, including:

- (i) Giving a true and fair view of the Queensland Police Union of Employee's financial position as at 31 December 2016 and of its financial performance for the year ended on that date; and
- (ii) Complying with Australian Accounting Standards - Reduced Disclosure Requirements.

#### Basis for opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Entity in accordance with the *Industrial Relations Act 1999* and the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

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

#### Other information

The Committee of Management of the Entity are responsible for the other information. The other information comprises the information in the Entity's annual report for the year ended 31 December 2016, but does not include the financial report and our auditor's report thereon.

Our opinion on the financial report does not cover the other information and accordingly we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or our knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

#### **Responsibilities of the Committee of Management for the Financial Report**

The Committee of Management of the Entity is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards - Reduced Disclosure Requirements and the *Industrial Relations Act 1999* and for such internal control as the committee of management determines 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.

In preparing the financial report, the committee of management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the committee of management either intends to s the Entity or to cease operations, or has no realistic alternative but to do so.

The Committee of Management of the Entity are responsible for overseeing the Entity's financial reporting process.

#### **Auditor's responsibilities for the audit of the Financial Report**

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

A further description of our responsibilities for the audit of the financial report is located at the Auditing and Assurance Standards Board website (<http://www.auasb.gov.au/Home.aspx>) at:

[http://www.auasb.gov.au/auditors\\_files/ar3.pdf](http://www.auasb.gov.au/auditors_files/ar3.pdf).

This description forms part of our auditor's report.

#### **Report on Industrial Relations Act 1999 (QLD)**

In our opinion:

- A. Queensland Police Union of Employees has kept satisfactory accounting records for the financial period ended 31 December 2016, including records of:
  - i. the sources and nature of the Queensland Police Union of Employees' income including membership subscriptions and other income from members; and
  - ii. the nature of and reasons for the organisation's expenditure;

- B. the financial report for the period ended 31 December 2016 is properly drawn up to give a true and fair view of the Queensland Police Union of Employees':
  - 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. Queensland Police Union of Employees has the policies it is required to have under section 553A(1) of the Act.

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.

#### Responsibilities

The members of the Committee of Management are responsible for compliance with the *Industrial Relations Act 1999*. Our responsibility is to express an opinion on compliance, based on our audit conducted in accordance with Australian Auditing Standards.

**BDO Audit Pty Ltd**



**T R Mann**  
Director

Brisbane, 19 April 2017

QUEENSLAND POLICE UNION OF EMPLOYEES  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2016

**QUEENSLAND POLICE UNION OF EMPLOYEES  
STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME  
FOR THE YEAR ENDED 31 DECEMBER 2016**

	Note	2016 \$	2015 \$
<b>REVENUE AND OTHER INCOME</b>			
Legal Defence Fund		2,162,221	1,442,960
Benevolent Fund		154,584	155,763
General Fund		8,810,193	8,570,853
	2	11,126,998	10,169,576
<b>EXPENSES</b>			
Legal Defence Fund		(2,162,221)	(1,442,960)
Benevolent Fund		(154,584)	(155,763)
General Fund		(5,991,020)	(7,930,068)
		(8,307,825)	(9,528,791)
Profit/(loss) before income tax expense		2,819,173	640,785
Income tax expense	1a	-	-
Profit/(loss) attributable to members of the entity		2,819,173	640,785
<b>OTHER COMPREHENSIVE INCOME</b>			
Items that will not be reclassified to profit or loss:			
Change in fair value of land and buildings		(40,000)	-
Total Comprehensive Income of the Union		2,779,173	640,785

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 2016**

<b>LEGAL DEFENCE FUND</b>	<b>2016</b>	<b>2015</b>
	<b>\$</b>	<b>\$</b>
<b>REVENUE AND OTHER INCOME</b>		
Legal Defence Reimbursements	126,751	93,080
From General Dues	2,035,470	1,349,880
	<u>2,162,221</u>	<u>1,442,960</u>
<b>EXPENDITURE</b>		
Legal Defence Payments	1,483,406	793,954
Staff Costs	417,647	522,701
Other Costs	261,168	126,305
	<u>2,162,221</u>	<u>1,442,960</u>
<b>NET PROFIT ATTRIBUTABLE TO MEMBERS</b>	<u>-</u>	<u>-</u>
<b>OTHER COMPREHENSIVE INCOME</b>	-	-
<b>TOTAL COMPREHENSIVE INCOME</b>	<u>-</u>	<u>-</u>
<b>BENEVOLENT FUND</b>	<b>2016</b>	<b>2015</b>
	<b>\$</b>	<b>\$</b>
<b>REVENUE AND OTHER INCOME</b>		
From General Dues	154,584	155,763
	<u>154,584</u>	<u>155,763</u>
<b>EXPENDITURE</b>		
Benefits Paid	22,584	89,763
Mortality Benefits	132,000	66,000
	<u>154,584</u>	<u>155,763</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 2016**

GENERAL FUND	Note	2016 \$	2015 \$
<b>REVENUE AND OTHER INCOME</b>			
Subscriptions		7,017,037	7,275,130
Investment Income		1,132,839	1,090,626
Journal Advertising Sales		55,627	68,394
Other Member Services		154,648	136,703
Fair Value Movement on Investments	2	450,042	-
		<u>8,810,193</u>	<u>8,570,853</u>
<b>EXPENDITURE</b>			
Affiliation Costs		235,695	313,891
Communication Costs		84,178	138,770
Financial Reporting Costs		36,984	167,194
Industrial Representation		574,181	616,762
Investment Income Expenses		296,434	351,716
Fair Value Movement on Investments	3	-	929,030
Loss on Disposal of Investments		9,435	51,572
Journal Publication Costs		265,198	393,626
Member Services		102,230	363
Membership Records & Costs		76,205	131,262
Other Operational Costs		281,375	526,944
Property Costs		312,335	348,575
Public Relations Costs		564,088	773,571
Representation - Branches, Executive & Full Time Officials		1,683,971	1,541,030
Staff Costs		1,456,982	1,700,924
Training of Members		11,729	15,375
		<u>5,991,020</u>	<u>7,930,068</u>
<b>NET PROFIT ATTRIBUTABLE TO MEMBERS</b>		<u>2,819,173</u>	<u>640,785</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		(40,000)	-
<b>TOTAL COMPREHENSIVE INCOME</b>		<u>2,779,173</u>	<u>640,785</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 2016**

	Note	2016	2015
CURRENT ASSETS		\$	\$
Cash and Cash Equivalents	4	4,877,423	3,414,331
Trade and Other Receivables	7	86,089	118,374
Financial Assets at fair value through profit or loss	5	13,448,592	12,195,532
Other Assets	8	258,500	180,376
<b>TOTAL CURRENT ASSETS</b>		<b>18,670,604</b>	<b>15,908,613</b>
NON CURRENT ASSETS			
Investment Property	6	4,655,000	4,360,000
Property Plant & Equipment	9	4,496,129	4,733,507
<b>TOTAL NON CURRENT ASSETS</b>		<b>9,151,129</b>	<b>9,093,507</b>
<b>TOTAL ASSETS</b>		<b>27,821,733</b>	<b>25,002,120</b>
CURRENT LIABILITIES			
Trade and Other Payables	10	1,065,676	990,592
Provisions	11	364,707	306,295
Other liabilities	12	312,933	406,731
<b>TOTAL CURRENT LIABILITIES</b>		<b>1,743,316</b>	<b>1,703,618</b>
NON CURRENT LIABILITIES			
Provisions	11	190,641	189,899
<b>TOTAL NON CURRENT LIABILITIES</b>		<b>190,641</b>	<b>189,899</b>
<b>TOTAL LIABILITIES</b>		<b>1,933,957</b>	<b>1,893,517</b>
<b>NET ASSETS</b>		<b>25,887,776</b>	<b>23,108,603</b>
MEMBERS' FUNDS			
Retained Earnings	14	22,294,556	19,475,383
Asset Revaluation Reserve	15	3,593,220	3,633,220
<b>TOTAL MEMBERS' FUNDS</b>		<b>25,887,776</b>	<b>23,108,603</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 2016**

	Note	2016 \$	2015 \$
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>			
Receipts from members		10,045,280	9,523,351
Receipts for legal defence		126,751	93,080
Receipts from other income		721,671	291,446
Payments to suppliers, members and employees		(9,518,800)	(10,260,380)
Funds misappropriated - recovered	22	-	1,259,725
Dividends received		578,655	580,956
Interest received		141,311	141,419
Rent received		363,180	362,569
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	18b	<u>2,458,048</u>	<u>1,992,166</u>
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>			
Proceeds from sale of financial assets		1,179,015	2,304,995
Payments for financial assets		(2,039,775)	(3,876,909)
Purchase of property, plant & equipment		(179,696)	(86,921)
Proceeds from sales of property, plant & equipment		45,500	29,999
<b>NET CASH USED IN INVESTING ACTIVITIES</b>		<u>(994,956)</u>	<u>(1,628,836)</u>
Net increase/(decrease) in cash and cash equivalents		1,463,092	363,330
Cash and cash equivalents at beginning of period		3,414,331	3,051,001
<b>CASH AND CASH EQUIVALENTS AT END OF PERIOD</b>	18a	<u>4,877,423</u>	<u>3,414,331</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 2016**

	Retained Earnings	Asset Revaluation Reserve	TOTAL
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
Profit for the year	2,819,173	-	2,819,173
Other comprehensive income	-	(40,000)	(40,000)
Total comprehensive income for the year	2,819,173	(40,000)	2,779,173
At 31 December 2016	22,294,556	3,593,220	25,887,776

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 2016 were authorised for issue in accordance with a resolution from the Management Committee on the 19<sup>th</sup> of April 2017 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 2016 are recoverable, and no provision for impairment of receivables has been made at 31 December 2016.

### 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

	2016	2015
REVENUE	\$	\$
Subscriptions	9,207,092	8,709,223
Interest	141,311	141,419
Dividends	578,655	580,956
Legal Defence Reimbursements	126,751	93,080
Rental income from Investment Property	363,180	362,569
Journal Advertising Sales	55,627	68,394
Other Revenue	147,396	203,466
	<u>10,620,012</u>	<u>10,159,107</u>
OTHER INCOME		
Fair Value movement in financial assets	435,042	-
Fair value movement in investment property	15,000	-
Profit on disposal of investments	49,693	5,682
Profit on disposal of property, plant and equipment	7,251	4,787
	<u>506,986</u>	<u>10,469</u>
TOTAL REVENUE AND OTHER INCOME	<u>11,126,998</u>	<u>10,169,576</u>

**NOTE 3: EXPENSES**

	2016 \$	2015 \$
Profit/(loss) before income tax includes the following specific expenses:		
Depreciation on non-current assets		
Land and Buildings	74,000	74,002
Furniture and Fittings	4,212	1,875
Motor Vehicles	29,103	30,780
Office Equipment	30,977	34,233
Unit 44, Oaks on North Quay - unit and furniture	535	11,198
Total Depreciation on property, plant and equipment	<u>138,825</u>	<u>152,088</u>
Fair Value movement in financial assets	-	884,030
Fair value movement in investment Property	-	45,000
Total Fair Value Movement	<u>-</u>	<u>929,030</u>
Auditing and Other Services	33,576	159,783
Loss on disposal of investments	9,435	51,572

**NOTE 4: CASH AND CASH EQUIVALENTS**

Cash at bank	4,876,323	3,413,731
Cash on hand	1,100	600
	<u>4,877,423</u>	<u>3,414,331</u>

**NOTE 5: FINANCIAL ASSETS**

	2016 \$	2015 \$
Financial assets at fair value through profit or loss:-		
Shares	9,731,112	8,418,976
Managed Funds	3,717,480	3,776,556
	<u>13,448,592</u>	<u>12,195,532</u>



**NOTE 6: INVESTMENT PROPERTY**

	2016 \$	2015 \$
At fair value		
Units, 43 Didsbury Street	1,350,000	1,350,000
Unit 344, Aurora Tower	565,000	610,000
50 Perkins Street, Townsville	1,000,000	950,000
301.1 Da Vinci Business Park	1,500,000	1,450,000
Unit 44, Park Regis Brisbane	240,000	-
	<u>4,655,000</u>	<u>4,360,000</u>
Balance at beginning of the year	4,360,000	4,405,000
Fair value movement in investment property	15,000	(45,000)
Transfer from property, plant and equipment - Unit 44, Park Regis Brisbane	280,000	-
Balance at the end of the year	<u>4,655,000</u>	<u>4,360,000</u>

The fair values at 31 December 2016 are based on independent valuations undertaken in December 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	32,029	44,100
Benevolent Fund Loans	30,345	30,900
Journal Debtors	22,915	42,574
Deposits	800	800
	<u>86,089</u>	<u>118,374</u>

**NOTE 8: OTHER ASSETS**

Prepayments	258,330	180,256
Shares in Qld Police Union Legal Group & QPCCF	170	120
	<u>258,500</u>	<u>180,376</u>

**NOTE 9: PROPERTY, PLANT AND EQUIPMENT**

	2016 \$	2015 \$
Land and buildings - at valuation 2014	4,400,000	4,400,000
Accumulated depreciation	(148,000)	(74,002)
	<u>4,252,000</u>	<u>4,325,998</u>
Furniture and fittings at cost	55,188	33,915
Accumulated depreciation	(10,267)	(28,062)
	<u>44,921</u>	<u>5,853</u>
Motor Vehicles at cost	132,943	132,309
Accumulated depreciation	(52,355)	(54,158)
	<u>80,588</u>	<u>78,151</u>
Office Equipment at cost	171,770	317,405
Accumulated depreciation	(106,550)	(262,702)
	<u>65,220</u>	<u>52,794</u>
Unit North Quay Hotel - at valuation 2014	-	280,000
Accumulated depreciation	-	(11,198)
	<u>-</u>	<u>268,802</u>
<b>TOTAL PROPERTY PLANT &amp; EQUIPMENT</b>	<u>4,442,729</u>	<u>4,733,507</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. At 31 December 2016, Unit North Quay Hotel was transferred from owner-occupied property to investment property.

**a. Movements in Carrying Amount**

	Land and buildings \$	Furniture & Fittings \$	Motor Vehicles \$	Office Equipment \$	Unit & Furniture \$	Total \$
Carrying amount at Beginning of Year	4,325,998	5,853	78,151	54,703	268,802	4,733,507
Additions	-	43,280	68,349	94,894	-	206,523
Disposals	-	-	(36,809)	-	-	(36,809)
Transfers	-	-	-	-	(268,267)	(268,267)
Depreciation expense	(74,000)	(4,212)	(29,103)	(30,977)	(535)	(138,825)
Carrying amount at End of Year	<u>4,252,000</u>	<u>44,921</u>	<u>80,588</u>	<u>118,620</u>	<u>-</u>	<u>4,496,129</u>

**NOTE 10: TRADE AND OTHER PAYABLES**

	2016 \$	2015 \$
Trade Payables	421,482	339,534
Accruals	621,071	558,794
Other Payables	23,123	92,264
	<u>1,065,676</u>	<u>990,592</u>

**NOTE 11: PROVISIONS****Current**

Provision for Long Service Leave	364,707	306,295
	<u>364,707</u>	<u>306,295</u>

**Non-Current**

Provision for Long Service Leave	190,641	189,899
	<u>190,641</u>	<u>189,899</u>

**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	312,933	406,731
	<u>312,933</u>	<u>406,731</u>

**NOTE 13: LEGAL FEES**

Legal fees were paid as follows:-

Legal Defence	1,483,406	793,954
Administration	43,646	194,253
Industrial	-	65,235
	<u>1,527,052</u>	<u>1,053,442</u>

Gilshenan and Luton, McInnes Wilson, Sciaccas, Hall Payne and Minter Ellison or their agents act as solicitors on behalf of the Queensland Police Union of Employees.

**NOTE 14: MEMBERS' FUNDS**

	2016	2015
	\$	\$
<b>General Fund</b>		
Opening Balance	10,704,500	10,063,715
Net profit / (loss) attributable to members	2,819,173	640,785
Closing Balance	<u>13,523,673</u>	<u>10,704,500</u>
<b>Legal Fund</b>		
Opening Balance	8,770,883	8,770,883
Net profit / (loss) attributable to members	-	-
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>22,294,556</u>	<u>19,475,383</u>

**NOTE 15: ASSET REVALUATION RESERVE**

Opening Balance	3,633,220	3,633,220
Increase/(decrease) in fair value of land and buildings	(40,000)	-
Closing Balance	<u>3,593,220</u>	<u>3,633,220</u>

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

**(a) Remuneration**

	2016	2015
	\$	\$
Income received by members of the Committee of Management	1,527,851	1,225,632

This includes salaries, superannuation, allowances paid, motor vehicle costs for FBT, telephone costs and fringe benefits paid.

**(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	Michael Kelly
Metropolitan South Region	Tony Collins
South Eastern Region	Phil Notaro

**NOTE 17: COMMITMENTS**

There are no ongoing commitments.

**NOTE 18: 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:-

	2016 \$	2015 \$
Cash at bank	4,876,323	3,413,731
Cash on hand	1,100	600
	4,877,423	3,414,331

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

Profit for the year		
General Fund	2,819,173	640,785
Legal Defence Fund	-	-
Benevolent Fund	-	-
Profit for the year	2,819,173	640,785
Depreciation	138,825	152,088
(Profit)/Loss on sale of investments	(37,258)	45,890
(Profit)/Loss on sale of property, plant and equipment	(7,251)	(4,787)
Fair value movement in financial assets	(435,042)	929,030
Fair value movement in investment properties	(15,000)	45,000
<b><i>Movements in operating assets and liabilities</i></b>		
(Increase) / decrease in trade and other receivables	32,285	(20,581)
(Increase) / decrease in other assets	(78,124)	438,035
Increase / (decrease) in trade and other payables	75,084	(155,579)
Increase / (decrease) in provisions	59,154	(113,402)
Increase / (decrease) in other liabilities	(93,798)	35,687
	2,458,048	1,992,166

**NOTE 19: EVENTS SUBSEQUENT TO BALANCE DATE**

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

## **NOTE 20: CONTINGENCIES**

### **Contingent Liabilities**

At 31 December 2016, Queensland Police Union of Employees had no contingent liabilities to disclose.

## **NOTE 21: 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 22: 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





**FINANCIAL DISCLOSURE STATEMENT**

Gifts, Hospitality and Other Benefits - 2016

**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
[REDACTED]	[REDACTED]	QPUE	\$418.09	Travel to Canberra for Wall to Wall meetings
[REDACTED]	[REDACTED]	QPUE	\$257.18	Travel from Mackay to Brisbane return
[REDACTED]	[REDACTED]	QPUE	\$33.97	Accommodation in Canberra for Wall to Wall meetings
[REDACTED]	[REDACTED]	QPUE	\$80.00	Incidentals for Canberra travel
[REDACTED]	[REDACTED]	QPUE	\$67.76	Travel to Canberra for Wall to Wall meetings
[REDACTED]	[REDACTED]	QPUE	\$61.81	Meals in Canberra for Wall to Wall meetings
[REDACTED]	[REDACTED]	QPUE	\$219.09	Travel to Brisbane for orientation and Women's Day
[REDACTED]	[REDACTED]	QPUE	\$546.35	Travel to Brisbane for orientation and Women's Day
[REDACTED]	[REDACTED]	QPUE	\$255.45	Travel to Brisbane for orientation and Women's Day
[REDACTED]	[REDACTED]	QPUE	\$477.12	Travel to Brisbane for orientation and Women's Day
[REDACTED]	[REDACTED]	QPUE	\$250.00	Meeting allowances
[REDACTED]	[REDACTED]	QPUE	\$165.48	Travel to Brisbane for meetings
[REDACTED]	[REDACTED]	QPUE	\$178.82	Accommodation whilst in Brisbane for meetings
[REDACTED]	[REDACTED]	QPUE	\$178.82	Accommodation whilst in Brisbane for meetings
[REDACTED]	[REDACTED]	QPUE	\$178.82	Accommodation whilst in Brisbane for meetings
[REDACTED]	[REDACTED]	QPUE	\$42.70	Travel whilst in Brisbane for meetings
[REDACTED]	[REDACTED]	QPUE	\$127.40	Meals whilst in Brisbane for meetings
[REDACTED]	[REDACTED]	QPUE	\$178.82	Accommodation whilst in Brisbane for meetings
[REDACTED]	[REDACTED]	QPUE	\$52.87	Travel whilst in Brisbane for meetings
[REDACTED]	[REDACTED]	QPUE	\$168.30	Meals whilst in Brisbane for meetings
[REDACTED]	[REDACTED]	QPUE	\$255.73	Accommodation whilst in Brisbane for meetings
[REDACTED]	[REDACTED]	QPUE	\$72.73	Travel whilst in Brisbane for meetings
[REDACTED]	[REDACTED]	QPUE	\$192.40	Travel whilst in Brisbane for meetings
[REDACTED]	[REDACTED]	QPUE	\$127.40	Meals whilst in Brisbane for meetings
[REDACTED]	[REDACTED]	QPUE	\$560.00	Travel to Canberra for Wall to Wall meetings
[REDACTED]	[REDACTED]	QPUE	\$388.18	Travel Gold Coast to Canberra - Wall to Wall meetings
[REDACTED]	[REDACTED]	QPUE	\$388.18	Travel Gold Coast to Canberra - Wall to Wall meetings
[REDACTED]	[REDACTED]	QPUE	\$80.00	Incidentals while in Canberra - Wall to Wall meetings
[REDACTED]	[REDACTED]	QPUE	\$80.00	Incidentals while in Canberra - Wall to Wall meetings
[REDACTED]	[REDACTED]	QPUE	\$127.40	Meals whilst in Brisbane for meetings
[REDACTED]	[REDACTED]	QPUE	\$94.12	Meals in Canberra - Wall to Wall meetings
[REDACTED]	[REDACTED]	QPUE	\$76.23	Meals in Canberra - Wall to Wall meetings
[REDACTED]	[REDACTED]	QPUE	\$264.54	Flight Mackay Brisbane return
[REDACTED]	[REDACTED]	QPUE	\$259.65	Meals Brisbane Branch Officials Training
[REDACTED]	[REDACTED]	QPUE	\$58.03	Travel to Brisbane Branch Officials Training
[REDACTED]	[REDACTED]	QPUE	\$259.65	Meals Brisbane Branch Officials Training
[REDACTED]	[REDACTED]	QPUE	\$259.65	Meals Brisbane Branch Officials Training
[REDACTED]	[REDACTED]	QPUE	\$274.00	Travel to Brisbane Branch Officials Training
[REDACTED]	[REDACTED]	QPUE	\$259.65	Meals Brisbane Branch Officials Training
[REDACTED]	[REDACTED]	QPUE	\$200.00	Meeting allowances
[REDACTED]	[REDACTED]	QPUE	\$259.65	Meals Brisbane Branch Officials Training
[REDACTED]	[REDACTED]	QPUE	\$186.00	Travel to Brisbane Branch Officials Training
[REDACTED]	[REDACTED]	QPUE	\$259.65	Meals Brisbane Branch Officials Training
[REDACTED]	[REDACTED]	QPUE	\$193.64	Accommodation Brisbane Branch Officials Training
[REDACTED]	[REDACTED]	QPUE	\$86.55	Meals Brisbane Branch Officials Training
[REDACTED]	[REDACTED]	QPUE	\$267.59	Travel to Brisbane Branch Officials Training
[REDACTED]	[REDACTED]	QPUE	\$345.45	Accommodation Brisbane Branch Officials Training
[REDACTED]	[REDACTED]	QPUE	\$345.45	Accommodation Brisbane Branch Officials Training
[REDACTED]	[REDACTED]	QPUE	\$345.45	Accommodation Brisbane Branch Officials Training
[REDACTED]	[REDACTED]	QPUE	\$345.45	Accommodation Brisbane Branch Officials Training
[REDACTED]	[REDACTED]	QPUE	\$345.45	Accommodation Brisbane Branch Officials Training
[REDACTED]	[REDACTED]	QPUE	\$345.45	Accommodation Brisbane Branch Officials Training
[REDACTED]	[REDACTED]	QPUE	\$620.72	Flight Canberra return Wall to Wall meetings
[REDACTED]	[REDACTED]	QPUE	\$212.23	Accommodation Canberra return Wall to Wall meetings
[REDACTED]	[REDACTED]	QPUE	\$424.45	Accommodation Canberra return Wall to Wall meetings

FINANCIAL DISCLOSURE STATEMENT (cont'd)

Gifts, Hospitality and Other Benefits - 2016 (cont'd)

Attachment 3 (cont'd)

[REDACTED]	QPUE	\$50.00	Meeting allowances
[REDACTED]	QPUE	\$13.50	Motor vehicle cost reimbursement
[REDACTED]	QPUE	\$600.00	Meeting allowances
[REDACTED]	QPUE	\$237.84	Accommodation Canberra Wall to Wall meetings
[REDACTED]	QPUE	\$136.09	Accommodation Brisbane - meetings
[REDACTED]	QPUE	\$249.82	Accommodation Brisbane
[REDACTED]	QPUE	\$655.00	Accommodation and meals Gold Coast
[REDACTED]	QPUE	\$424.59	Taxis Brisbane Melbourne PFA meeting
[REDACTED]	QPUE	\$638.06	Flight to Canberra Wall to Wall
[REDACTED]	QPUE	\$638.06	Flight to Canberra Wall to Wall
[REDACTED]	QPUE	\$401.42	Flights to Melbourne PFA meeting
[REDACTED]	QPUE	\$407.27	Accommodation Melbourne PFA meeting
[REDACTED]	QPUE	\$249.82	Accommodation Brisbane
[REDACTED]	QPUE	\$121.10	Travel allowances Canberra Wall to Wall
[REDACTED]	QPUE	\$601.35	Meal allowances Canberra Wall to Wall
[REDACTED]	QPUE	\$334.06	Flight from Canberra to Gold Coast Wall to Wall
[REDACTED]	QPUE	\$225.59	Flight to Sydney Wall to Wall
[REDACTED]	QPUE	\$80.00	Expenses Canberra Wall to Wall
[REDACTED]	QPUE	\$212.22	Accommodation Canberra Wall to Wall
[REDACTED]	QPUE	\$212.23	Accommodation Canberra Wall to Wall
[REDACTED]	QPUE	\$249.82	Accommodation Brisbane
[REDACTED]	QPUE	\$24.70	Taxi to airport Wall to Wall
[REDACTED]	QPUE	\$32.30	Meals Wall to Wall
[REDACTED]	QPUE	\$250.00	Meeting allowances
[REDACTED]	QPUE	\$196.00	Expenses Canberra Wall to Wall
[REDACTED]	QPUE	\$120.00	Expenses Canberra Wall to Wall
[REDACTED]	QPUE	\$54.54	Parking at airport Wall to Wall
[REDACTED]	QPUE	\$259.75	Accommodation Wall to Wall
[REDACTED]	QPUE	\$183.08	Accommodation Wall to Wall
[REDACTED]	QPUE	\$151.82	Accommodation Wall to Wall
[REDACTED]	QPUE	\$395.45	Accommodation Wall to Wall
[REDACTED]	QPUE	\$83.00	Meals Canberra Wall to Wall meeting
[REDACTED]	QPUE	\$911.30	Travel to Canberra for Wall to Wall meeting
[REDACTED]	QPUE	\$911.30	Travel to Canberra for Wall to Wall meeting
[REDACTED]	QPUE	\$18.45	Meals Canberra Wall to Wall meeting
[REDACTED]	QPUE	\$212.23	Accommodation Canberra Wall to Wall meeting
[REDACTED]	QPUE	\$80.00	Travel expenses Canberra Wall to Wall meeting
[REDACTED]	QPUE	\$41.82	Parking at airport Wall to Wall meeting
[REDACTED]	QPUE	\$16.61	Meals Canberra Wall to Wall meeting
[REDACTED]	QPUE	\$37.82	Meals Canberra Wall to Wall meeting
[REDACTED]	QPUE	\$212.22	Accommodation Canberra Wall to Wall meeting
[REDACTED]	QPUE	\$556.70	Flight to NZ PFA conference
[REDACTED]	QPUE	\$556.70	Flight to NZ PFA conference
[REDACTED]	QPUE	\$77.10	Taxis Canberra Wall to Wall meeting
[REDACTED]	QPUE	\$1,374.00	Accommodation Brisbane
[REDACTED]	QPUE	\$749.45	Accommodation Brisbane
[REDACTED]	QPUE	\$496.72	Return travel to Brisbane
[REDACTED]	QPUE	\$32.30	Melas in Canberra for Wall to Wall meeting
[REDACTED]	QPUE	\$32.30	Melas in Canberra for Wall to Wall meeting
[REDACTED]	QPUE	\$251.36	Accommodation Brisbane Airport
[REDACTED]	QPUE	\$249.82	Accommodation Brisbane
[REDACTED]	QPUE	\$502.37	Accommodation Brisbane
[REDACTED]	QPUE	\$158.61	Return taxi to Brisbane Airport
[REDACTED]	QPUE	\$624.55	Accommodation Brisbane
[REDACTED]	QPUE	\$499.64	Accommodation Brisbane
[REDACTED]	QPUE	\$350.00	Meeting allowances
[REDACTED]	QPUE	\$124.91	Accommodation Brisbane
[REDACTED]	QPUE	\$374.73	Accommodation Brisbane



### **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

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

**Schedule 5 – Police Federation of Australia, Queensland Police Branch Operating Report**

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

OPERATING REPORT for the period ended 31 December 2016

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

1. 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.
2. The results of those activities are that the reporting unit maintained 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.
3. There has been no significant change to the nature of those activities during the year.

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

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

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

5. 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**

6. 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**

7. The reporting unit had 11,650 members as at 31 December 2016.

### **Number of employees**

8. The reporting unit had 0 employees as at 31 December 2016.

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

9. 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 2016 to 31 December 2016
Shayne Maxwell	Branch Vice President	1 January 2016 to 31 December 2016
Grant Wilcox	Branch Treasurer	1 January 2016 to 31 December 2016
Peter John Thomas	Branch Assistant Treasurer	1 January 2016 to 31 December 2016
Michael Francis Kelly	Branch Assistant Treasurer	1 January 2016 to 31 December 2016
Peter John Thomas	Regional Representative – Northern Region	1 January 2016 to 31 December 2016
Grant Wilcox	Regional Representative – North Coast Region	1 January 2016 to 31 December 2016
Philip John Notaro	Regional Representative – South East Region	1 January 2016 to 31 December 2016
Anthony Paul Collins	Regional Representative – Metropolitan South Region	1 January 2016 to 31 December 2016
Martin Derek Bristow	Regional Representative – Far Northern Region	1 January 2016 to 31 December 2016
William Patrick Feldman	Regional Representative – Central Region	1 January 2016 to 31 December 2016
Christopher Proudlock	Regional Representative – Southern Region	1 January 2016 to 31 December 2016
Shayne Robert Maxwell	Regional Representative – Metropolitan North Region	1 January 2016 to 31 December 2016
Michael Francis Kelly	Regional Representative – Headquarters & Support	1 January 2016 to 31 December 2016

Signature of designated officer: .....



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





7 June 2017

Mr Ian Leavers  
Branch President  
Police Federation of Australia - Queensland Police Branch

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

Dear Mr Leavers,

### **Lodgement of Financial Report - Reminder to lodge**

The Registered Organisations Commission's (the ROC) records disclose that the financial year of the Police Federation of Australia - Queensland Police Branch (the reporting unit) ended on the 31 December 2016.

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 full financial report to be presented to a general meeting of members or a committee of management meeting is six months after the expiry date of its financial year (s.253, s254, s265, s.266, s.268). The full report must be lodged with the ROC within 14 days of that meeting.

The ROC 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 Commissioner 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 Commissioner 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 [regorgs@roc.gov.au](mailto:regorgs@roc.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) 9954 2931 or via email at [Sam.Gallichio@roc.gov.au](mailto:Sam.Gallichio@roc.gov.au).

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Sam Gallichio', written in a cursive style.

Sam Gallichio  
Adviser  
Registered Organisations Commission



25 January 2017

Mr Ian Leavers  
Branch President  
Police Federation of Australia  
Queensland Police Branch  
By Email: mbarnes@qpu.asn.au

Dear Mr Leavers,

**Re: Lodgement of Financial Report - [FR2016/370]  
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 2016.

This is a courtesy letter to remind you of the obligation to prepare and lodge the financial report for the reporting unit by the due date under s.268 of the RO Act, that being within 14 days after the meeting referred to in s.266 of the RO Act.

Also you are reminded of the obligation to prepare and lodge a statement showing the relevant particulars in relation to each loan, grant or donation of an amount exceeding \$1,000 for the reporting unit during its financial year. Section 237 requires this statement to be lodged with the FWC within 90 days of the end of the reporting unit's financial year, that is on or before 31 March 2017.

**The new Registered Organisations Commission**

The Registered Organisations Commission (the ROC) will be established in 2017.

Statements of loans, grants and donation and financial reports must be lodged with the Fair Work Commission until the ROC is established. Once the ROC is established, they must be lodged with the ROC.

It is not yet known when in 2017 the ROC will be established. The Fair Work Commission will be providing information on the transition to the ROC through its subscription service and its website. For details about the subscription service, go to [Subscriptions](#) and subscribe to the Registered organisations information service.

**Where to lodge Statements of Loans Grants and Donations and Financial Reports**

	<b>Before the ROC is established</b>	<b>From establishment of the ROC</b>
<b>Where to lodge</b>	Lodge your statement of loans grants donations and your financial report with the Fair Work Commission	Lodge your statement of loans grants donations and your financial report and with the ROC
<b>How to lodge</b>	The easiest way to lodge is via email: <a href="mailto:orgs@fwc.gov.au">orgs@fwc.gov.au</a>	Lodgement methods are not yet known

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)

## Our focus this year: timelines and disclosure of loans, grants and donations

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

### Timelines

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

As stated above, section 237 requires the loans, grants and donations statement to be lodged with the FWC within 90 days of the end of the reporting unit's financial year, that is on or before 31 March 2017. A sample statement of loans, grants or donations is available at [sample documents](#).

### Fact sheets, guidance notes and model statements

Fact sheets and guidance notes in relation to financial reporting under the RO Act are provided on the Fair Work Commission (FWC) website. This includes a model set of financial statements which have been developed by the FWC. It is not obligatory to use this model but it is a useful resource to ensure compliance with the RO Act, the Reporting Guidelines and the Australian Accounting Standards. The model statements, Reporting Guidelines and other resources can be accessed through our website under [Financial Reporting](#) in the Running a Registered Organisation section.

### Civil penalties may apply

**It should be noted that s.268 and s.237 are civil penalty provisions.** If a loan, grant or donation over \$1000 has been made, failure to lodge a statement of loans, grants and donations 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.

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

### Contact

Should you wish to seek any clarification in relation to the above, email [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au).

Yours sincerely,

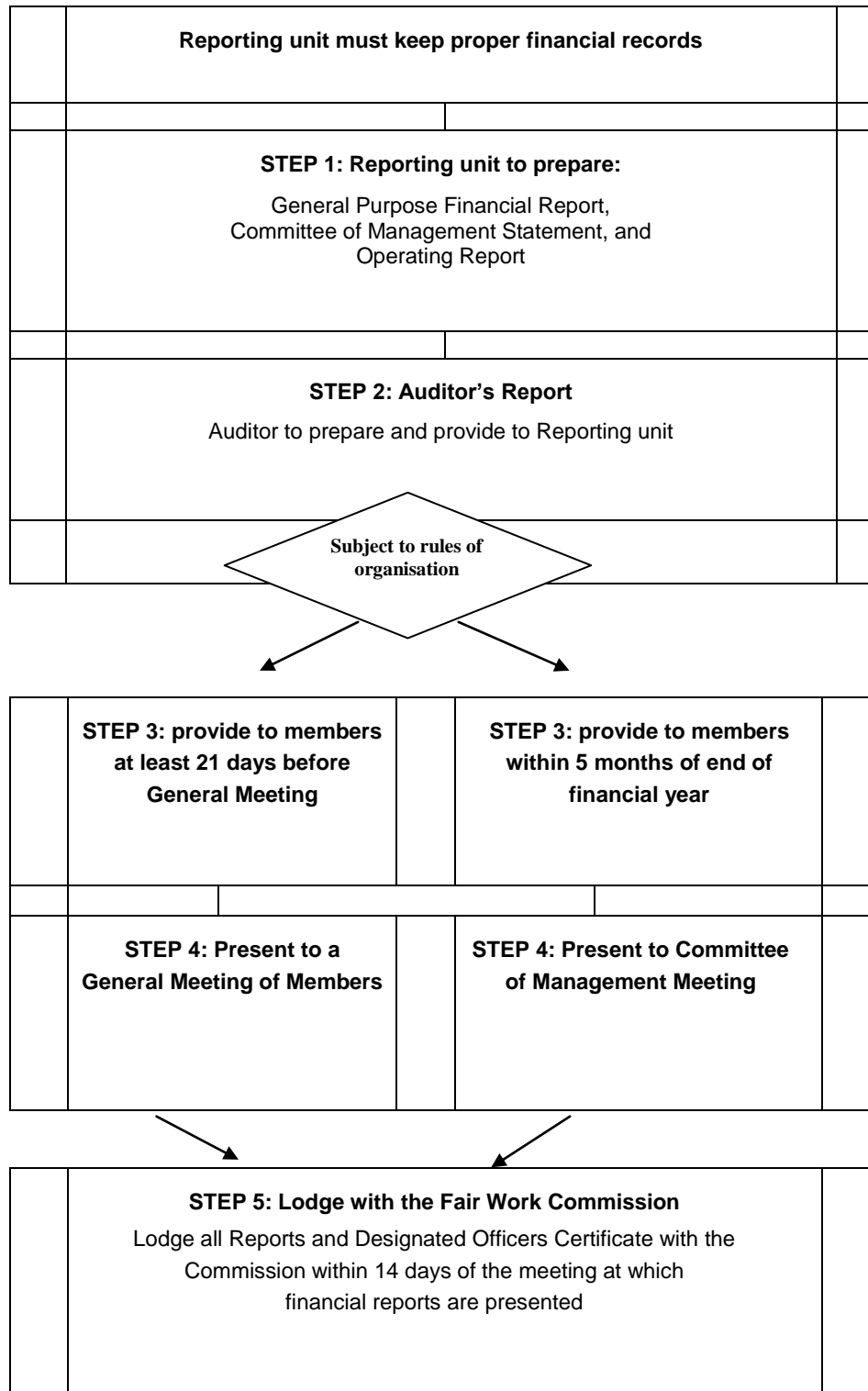


Marianne Kay  
Adviser  
Regulatory Compliance Branch

# Financial reporting timelines

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

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



# Fact Sheet - Loans, Grants & Donations

## The Loans, Grants & Donations Requirements

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

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

## The Loans, Grants & Donations Statement

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







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

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

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

## Common misconceptions

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

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

## Grants & Donations within the Financial Report

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

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

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

### Note 4E: Grants or donations\*

Grants:	2016	2015
Total paid that were \$1,000 or less	-	-
Total paid that exceeded \$1,000	-	-
Donations:		
Total paid that were \$1,000 or less	-	-
Total paid that exceeded \$1,000	-	-
<b>Total grants or donations</b>	<b>-</b>	<b>-</b>

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

### Implications for filing the Financial Report

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

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

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

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

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

### Further information

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