

25 August 2022

The Committee  
Western Australian Prison Officers' Union of Workers  
63 Railway Parade  
Mount Lawley WA 6050

Dear Committee Members,

We advise that we have completed our audit for Western Australian Prison Officers' Union of Workers ("Union") for the year ended 30 June 2022 and enclose the following documents for your attention:

- Signed financial statements for WAPOU; and
- Our management letters for the year ended 30 June 2022.

Please do not hesitate to contact us should you have any queries in relation to the audit.

Yours sincerely  
**AMW AUDIT**  
Chartered Accountants



**BILLY-JOE THOMAS**  
Director

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

**ABN 98 518 622 745**

**SPECIAL PURPOSE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2022**

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

**CONTENTS**

Independent Auditors' Report.....	3-4
Operating Report.....	5-8
Committee of Management Statement .....	9
Auditor's Independence Declaration .....	10
Statement of Income and expenditure .....	11-12
Statement of Financial Position .....	13
Statement of Changes of Equity .....	14
Cash Flow Statement.....	15
Notes to and Forming Part of the Financial Statements.....	16-38

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS  
OF THE WESTERN AUSTRALIAN PRISON OFFICERS' UNION OF WORKERS**

**Report on the Audit of the Financial Report**

**Opinion**

I have audited the financial report of The Western Australian Prison Officers' Union of Workers ("Union") which comprises the Statement of Financial Position as at 30 June 2022, the statement of income and expenditure, the statement of changes in equity, the statement of cash flows for the year then ended on that date, notes to the financial statements, including a summary of significant accounting policies; operating report and the committee of management statement.

In our opinion, the accompanying financial report presents fairly, in all material aspects, the financial position of The Western Australian Prison Officers' Union of Workers as at 30 June 2022, and its financial performance and its cash flows for the year ended on that date in accordance with accounting policies described in Note 1 to the financial report, including:

- a) The Union has kept accounting records in a form that have enabled an informed opinion to be expressed
- b) All the information, records, documents and explanations that, under Section 65A of the Industrial Relations Act 1979, I required officers of the Union to furnish, were furnished.
- c) No official of the Union has contravened or failed to comply with Section 74 of the Industrial Relations Act 1979.

***Basis for Opinion***

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of my report. I am independent of the Union in accordance with 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 my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code.

I confirm that the independence declaration required by Section 307C of the *Corporations Act 2001*, which has been given to the Committee of Management of The Western Australian Prison Officers' Union of Workers, would be in the same terms if given to the directors as at the time of this auditor's report.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

***Emphasis of Matter – Basis of Accounting***

I 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 committee of management's financial reporting responsibilities. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

**Information Other than the Financial Report and Auditor's Report Thereon**

The Committee of Management is responsible for the other information. The other information obtained at the date of this auditor's report is in the Operating Report accompanying the financial report.

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

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or my knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I have nothing to report in this regard.

## Responsibilities of Committee of Management for the Financial Report

The Committee of Management of the Union is responsible for the preparation of the financial report in accordance with the accounting policies described in Note 1 of the financial statements and for such internal control as committee of management determines is necessary to enable the preparation of the financial report that 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 Union's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Committee of Management either intend to liquidate the Union or to cease operations, or have no realistic alternative but to do so.

## Auditor's Responsibilities for the Audit of the Financial Report

My objective is 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 my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with 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 the financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Obtain an understanding of internal control relevant to the audit 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 Union's internal control.

Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Committee of Management.

Conclude on the appropriateness of the Committee of Management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Branch's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Union to cease to continue as a going concern.

Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Union to express an opinion on the financial report. I am responsible for the direction, supervision and performance of the Union audit. I remain solely responsible for my audit opinion.

I communicate with the Committee of Management regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

I declare that I am an approved auditor, a member of Chartered Accountants Australia and New Zealand and hold a current Public Practice Certificate.

*AMW Audit*  
**AMW AUDIT**

Chartered Accountants

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



**BILLY-JOE THOMAS**

Director & Registered Company Auditor

Member of the Chartered Accountants Australia and New Zealand

RO Registration number AA2017/62

Dated at Perth, Western Australia this 25<sup>th</sup> day of August 2022

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

**OPERATING REPORT  
FOR THE YEAR ENDED 30 JUNE 2022**

The Committee of Management ("the Committee") present their operating report on the Western Australian Prison Officers' Union of Workers ("the Union") for the financial year ended 30 June 2022.

**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 Union during the year ending 30 June 2022 were as follows:

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

**Operating Results**

The Union's surplus for the year amounted to \$129,654 (2021: surplus \$417,411).

**Review of Operations**

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

**Significant changes in financial affairs**

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

**Right of members to resign**

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

**Officers or members who are superannuation fund trustee(s) (include position details) or director of a company that is a superannuation fund trustee where being a member or officer of a registered organisation is a criterion for them holding such position**

Nil

**Number of members**

Number of members as at 30 June 2022: 2,512 (2021: 2,737).

**Number of employees**

At the end of the financial period the Union employed 8 staff (2021: 9 staff).

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

**OPERATING REPORT (CONTINUED)  
FOR THE YEAR ENDED 30 JUNE 2022**

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

**Members of the Committee of Management**

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

PRESIDENT	BROWN	Kenneth	01-Jul-21	30-Jun-22
SECRETARY	SMITH	Andrew	01-Jul-21	30-Jun-22
VICE-PRESIDENT	CROMB	Michael	01-Jul-21	30-Jun-22
TREASURER	HAMPTON-MEAGHER	Julie	01-Jul-21	30-Jun-22
EXECUTIVE MEMBER	KENNEDY	Terrence	01-Jul-21	11-Feb-22
EXECUTIVE MEMBER	MCATEER	Derick	01-Jul-21	30-Jun-22
EXECUTIVE MEMBER	LOUW	Adrian	01-Jul-21	30-Jun-22
EXECUTIVE MEMBER	HATTO	Scott	01-Jul-21	30-Jun-22

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

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

ACACIA	MAKINSON	Steven	01-Jul-21	30-Jun-22
ACADEMY	GUILFOYLE	Jamie	01-Jul-21	03-May-22
ALBANY	PENNICOTT	Jason	01-Jul-21	30-Jun-22
ALBANY	FERGUSON	Clare	01-Jul-21	30-Jun-22
BANDYUP	MORELL	Tabitha	01-Jul-21	30-Jun-22
BANDYUP	DEIMEL	Bernadine	01-Jul-21	30-Jun-22
BORONIA	HARRIS	Bernadette	01-Jul-21	30-Jun-22
BUNBURY	DOW	Dennis	01-Jul-21	30-Jun-22
BUNBURY	BEET	Richard	01-Jul-21	30-Jun-22
BUNBURY	SNAILUM	Martin	01-Jul-21	30-Jun-22
CASUARINA	BISSON	Roger	01-Jul-21	30-Jun-22
CASUARINA	THIEL	Uwe	01-Jul-21	03-Dec-21
CASUARINA	HEARD	Dean	01-Jul-21	30-Jun-22
CASUARINA	SHERIDAN	Tim	01-Jul-21	30-Jun-22
CASUARINA	GUILFOYLE	Jamie	01-Jun-22	30-Jun-22
DDU	MARRIOTT	Glen	01-Jul-21	30-Jun-22
EASTERN GOLDFIELDS	PARKER	Steven	01-Jul-21	30-Jun-22
EASTERN GOLDFIELDS	CAVAZZI	Keith	01-Jul-21	30-Jun-22
GREENOUGH	MITCHELL	Nicholas	01-Jul-21	06-Dec-21
GREENOUGH	PIZZEY	Caroline	01-Jul-21	30-Jun-22
GREENOUGH	STAIGER	Jason	01-Jul-21	30-Jun-22
ACACIA	MAKINSON	Steven	01-Jul-21	30-Jun-22
HAKEA	TAULANGA	Benjamin	01-Jul-21	30-Jun-22
HAKEA	MILLS	Kevin	01-Jul-21	30-Jun-22
HAKEA	MITCHELL	Clive	01-Jul-21	30-Jun-22
HAKEA	POWELL	Andy	01-Jul-21	30-Jun-22
KARNET	HARVEY	Stuart	01-Jul-21	30-Jun-22
KARNET	NIELD	Peter	01-Jul-21	30-Jun-22

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

**OPERATING REPORT (CONTINUED)  
FOR THE YEAR ENDED 30 JUNE 2022**

MELALEUCA	IRVING	Bruce	01-Jul-21	31-Aug-21
MELALEUCA	GREGORY	Ashlee	01-Jul-21	07-Jan-22
MELALEUCA	KAMARA	Alusine	01-Jul-21	30-Jun-22
MELALEUCA	EDWARDS	Will	01-Jul-21	30-Jun-22
PARDELUP	BURNS	Boyd	01-Jul-21	30-Jun-22
ROEBOURNE	OORLOFF	Henry	01-Jul-21	01-Nov-21
ROEBOURNE	GRANT	Daniel	01-Jul-21	30-Jun-22
SPECIAL OPERATIONS	REID	Eliot	01-Jul-21	28-Feb-22
WANDOO	CARTER	Harry	01-Jul-21	21-Nov-21
WANDOO	O'HARA	Richard	01-Jul-21	30-Jun-22
WEST KIMBERLEY	REEVES	Michael	01-Jul-21	21-Jul-21
WEST KIMBERLEY	MENDES	Sameer	01-Jul-21	23-Dec-21
WEST KIMBERLEY	PUHA	Pamela	01-Jul-21	30-Jun-22
WEST KIMBERLEY	MORRIS	Paul	01-Jul-21	30-Jun-22
WOOROLOO	KIRWAN	Alasdair	01-Jul-21	30-Jun-22
WOOROLOO	ROBBINS	Brent	01-Jul-21	30-Jun-22
WORK CAMPS	ZOUCH	Adrian	01-Jul-21	23-Feb-22
WORK CAMPS	BRANIGAN	Neil	23-Feb-22	30-Jun-22

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

**Officers & employees who are directors of a company or a member of a board**

Name of Officer	Name of Company/Board	Principal Activity	Position Due to Nomination
NIL			

**Indemnification of Officer of Auditor**

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

**Proceedings on Behalf of the Union**

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

**Wages Recovery Activity**

The Union has not undertaken any recovery of wages activity for the financial year ended 30 June 2022.



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

**OPERATING REPORT (CONTINUED)  
FOR THE YEAR ENDED 30 JUNE 2022**

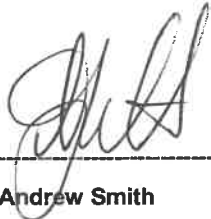
**Other Information**

There is no other information that the Union considers relevant.

**Auditor's Independent Declaration**

A copy of the auditor's independence declaration is set out on page 10.

Signed in accordance with a resolution of the Committee of Management passed on the 24<sup>th</sup> day of August 2022.

A handwritten signature in black ink, appearing to read 'AS', is written over a horizontal dashed line.

**Andrew Smith**  
Secretary

Dated: 24 August 2022

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

**COMMITTEE OF MANAGEMENT STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2022**

On 24 August 2022 the of Committee of Management of Western Australian Prison Officers' Union of Workers ("the Union") passed the following resolution in relation to the special purpose financial report ("SPFR") for the year ended 30 June 2022:

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

- (a) the financial statements and notes comply with the Australian Accounting Standards and other mandatory professional reporting requirements;
- (b) comply with the reporting guidelines of the Industrial Registrar;
- (c) the financial statements and notes give a true and fair view of the Union's financial performance, financial position and cash flows, and the changes in equity for the year then ended;
- (d) there are reasonable grounds to believe that the Union will be able to pay its debts as and when they become due and payable; and
- (e) during the financial year to which the SPFR relates and since the end of that year:
  - (i) meetings of the Committee of Management were held in accordance with the rules of the Union;
  - (ii) the financial affairs of the Union have been managed in accordance with the rules of the organisation including the rules of a branch concerned;
  - (iii) the financial records of the Union have been kept and maintained in accordance with the *Industrial Relations Act 1979 (WA)* ("IR Act") and *Industrial Relations Commission Regulations 2005 (WA)* ("IRC Regulations");
  - (iv) the Union is a sole reporting unit, therefore the financial records of the Union have been kept in a consistent manner specifically in relation to the Union.
- (f) the Committee of Management of the Union declares that the Union has not undertaken any recovery of wages activity during the financial year.

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



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**Andrew Smith**  
Secretary

Dated: 24 August 2022



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**Julie Hampton-Meagher**  
Treasurer

**AUDITORS' INDEPENDENCE DECLARATION**  
**TO THE MEMBERS OF**  
**WESTERN AUSTRALIAN PRISON OFFICERS' UNION OF WORKERS**

As auditor for the audit of Western Australian Prison Officers' Union of Workers ("Union") for the period ended 30 June 2022, I declare that, to the best of my knowledge and belief, during the period ended 30 June 2022 there has been:

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

*AMW Audit*

**AMW AUDIT**

Chartered Accountants



**Billy-Joe Thomas**

Director

Dated at Perth, Western Australia this 25<sup>th</sup> day of August 2022

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

**STATEMENT OF INCOME AND EXPENDITURE  
FOR THE YEAR ENDED 30 JUNE 2022**

	<b>2022</b>	<b>2021</b>
	<b>\$</b>	<b>\$</b>
<b>Income</b>		
Membership Subscription	2,162,462	2,258,557
Funeral Benefit Fund Subscriptions	69,579	85,493
Death Benefit Levy	116,670	128,776
Rental Revenue	130,268	95,715
Advertising Income	4,341	9,659
Interest Received	6,138	10,721
Other Income	87,970	154,933
<b>Total income</b>	<b>2,577,428</b>	<b>2,743,854</b>
<b>Expenditure</b>		
Advertising	1,592	1,658
Accounting fees	3,900	2,350
Affiliation and membership fees	58,748	62,190
Agency staff	-	1,642
Transfers to CPSU-SPSF Group – Western Australian Prison Officers' (WAPOU) Branch	45,757	48,285
Audit fees	18,600	18,682
Bank fees	7,700	8,089
Computer and software expenses	28,530	34,877
Conferences	109,209	118,875
Consultant fees	4,088	2,777
Council and delegate expenses	108,456	98,470
Death benefit levy	114,425	94,920
Depreciation	91,587	66,796
Donations	3,514	8,030
Election expenses	1,584	-
Entertainment	334	2,323
Executive committee expenses	24,073	34,895
Fringe benefit tax	17,110	14,173
Funeral benefits paid	65,000	58,000
General office expenses	2,254	(763)
Gifts	1,040	1,552
Insurance expenses	16,800	15,856
Industrial officer expenses	21,868	20,851
<b>Sub-total</b>	<b>746,169</b>	<b>714,528</b>

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

**STATEMENT OF INCOME AND EXPENDITURE  
FOR THE YEAR ENDED 30 JUNE 2022**

	<b>2022</b>	<b>2021</b>
	<b>\$</b>	<b>\$</b>
Legal fees	332,152	256,037
Membership expenses	53,168	55,097
Meeting room expenses	3,054	2,505
Motor vehicle expenses	42,238	36,532
Payroll tax	7,258	(12,564)
Rental property expenses	65,791	108,517
Property expenses	74,470	59,206
Promotional material	2,034	24,758
Printing, Postage and Stationery	6,902	10,944
Subscriptions	1,948	2,691
Leave expense	26,334	(4,299)
Salaries and wages	908,306	926,270
Staff amenities	1,839	2,465
Staff training	4,045	1,290
Staff travel, accommodation and allowances	48	49
Superannuation	126,856	98,021
Training expenses	29,107	32,575
Telephone and internet	15,841	11,821
Workers' compensation	214	-
Sub-total	<u>1,701,605</u>	<u>1,611,915</u>
<b>Total expenditure</b>	<u><b>2,447,774</b></u>	<u><b>2,326,443</b></u>
<b>Surplus for the year</b>	<u><b>129,654</b></u>	<u><b>417,411</b></u>

The accompanying notes form part of these financial statements.

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

**STATEMENT OF FINANCIAL POSITION  
AS AT 30 JUNE 2022**

	Note	2022 \$	2021 \$
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash and Cash Equivalents	3	2,473,964	2,268,924
Trade and Other Receivables	4	30,563	60,552
Other Current Assets	5	34,643	14,228
<b>TOTAL CURRENT ASSETS</b>		<b>2,539,170</b>	2,343,704
<b>NON-CURRENT ASSETS</b>			
Property, Plant and Equipment	6	3,060,946	3,088,620
<b>TOTAL NON-CURRENT ASSETS</b>		<b>3,060,946</b>	3,088,620
<b>TOTAL ASSETS</b>		<b>5,600,116</b>	5,432,324
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
Trade Payables	7A	72,600	77,362
Other payables	7B	78,939	70,908
Employee Provisions	8	197,486	186,038
<b>TOTAL CURRENT LIABILITIES</b>		<b>349,025</b>	334,308
<b>NON-CURRENT LIABILITIES</b>			
Employee Provisions	8	44,919	21,498
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>44,919</b>	21,498
<b>TOTAL LIABILITIES</b>		<b>393,944</b>	355,806
<b>NET ASSETS</b>		<b>5,206,172</b>	5,076,518
<b>EQUITY</b>			
Retained Earnings		4,913,816	4,784,162
Reserves	9	292,356	292,356
<b>TOTAL EQUITY</b>		<b>5,206,172</b>	5,076,518

The accompanying notes form part of these financial statements.

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

**STATEMENT OF CHANGES OF EQUITY  
FOR THE YEAR ENDED 30 JUNE 2022**

	Retained Earnings	Funeral and Death Benefit Fund Reserve	Crisis Relief Fund Reserve	Other Reserves	Total
	\$	\$	\$	\$	\$
<b>Balance at 1 July 2020</b>	4,376,780	42,143	240,184	-	4,659,107
Surplus for the Year	417,411	-	-	-	417,411
Transfers to/(from) reserves	(10,029)	-	10,029	-	-
<b>Balance at 30 June 2021</b>	4,784,162	42,143	250,213	-	5,076,518
Surplus for the Year	129,654	-	-	-	129,654
<b>Balance at 30 June 2022</b>	<b>4,913,816</b>	<b>42,143</b>	<b>250,213</b>	<b>-</b>	<b>5,206,172</b>

The accompanying notes form part of these financial statements.

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

**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30 JUNE 2022**

	Note	2022 \$	2021 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Receipt from Members		2,596,622	2,723,995
Payments to CPSU-SPSF Group – Western Australian Prison Officers' Union (WAPOU) Branch		(45,757)	(48,285)
Payment to Suppliers and Employees		(2,292,959)	(2,099,219)
Interest Received		10,721	10,721
<b>Net cash generated from Operating Activities</b>	3B	<b>268,627</b>	587,212
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Purchase of Non-Current Assets		(79,596)	(1,088,986)
Proceeds on Disposal of Non-Current Assets		16,009	42,319
<b>Cash Used in Investing Activities</b>		<b>(63,587)</b>	(1,046,667)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
<b>Cash Used in Financing Activities</b>		-	-
Net increase/(decrease) in cash held		205,040	(459,455)
Cash and Cash Equivalents at the Beginning of the Year		2,268,924	2,728,379
<b>Cash and Cash Equivalents at the End of the Year</b>	3A	<b>2,473,964</b>	2,268,924

The accompanying notes form part of these financial statements



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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022**

**Note 1 Summary of significant accounting policies**

**1.1 Basis of preparation of the financial statements**

The financial statements are special purpose financial statements and have been prepared in accordance with Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board ("AASB") that apply for the reporting period, and the *Industrial Regulations Act 1979 (WA)* ("IR Act") and *Industrial Relations Commission Regulations 2005 (WA)* ("IRC Regulations"). For the purpose of preparing the special purpose financial statements, the Union is a not-for-profit entity.

The financial statements have been prepared on an accrual basis and in accordance with the historical cost, except for certain assets and liabilities measured at fair value, as explained in the accounting policies below. Historical cost is generally based on the fair values of the consideration given in exchange for assets. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position. The financial statements are presented in Australian dollars.

**1.2 Comparative amounts**

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

**1.3 Significant accounting judgements and estimates**

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

**Key estimates**

*Impairment*

Nil

**Key judgments**

*Available-for-sale investments*

Nil

**1.4 New Australian Accounting Standards**

No new accounting standards had a material effect on the financial statements.

**Future Australian Accounting Standards**

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

**1.5 Basis of consolidation**

The financial statements have not been consolidated.

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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022**

**Note 1 Summary of significant accounting policies (continued)**

**1.6 Investment in associates and joint arrangements**

The Union does not have any investment in associates and joint ventures.

**1.7 Business combinations**

The Union does not have any business combinations to account for.

**1.8 Acquisition of assets and/or liabilities that do not constitute a business combination**

No merger has taken place.

**1.9 Revenue**

The Union enters into various arrangements where it received consideration from another party. These arrangements include consideration in the form of membership subscriptions, capitation fees, levies, grants, and donations.

The timing of recognition of these amounts as either revenue or income depends on the rights and obligations in those arrangements.

**Revenue from contracts with customers**

Where the Union has a contract with a customer, the Union recognises revenue when or as it transfers control of goods or services to the customer. The Union accounts for an arrangement as a contract with a customer if the following criteria are met:

- the arrangement is enforceable; and
- the arrangement contains promises (that are also known as performance obligations) to transfer goods or services to the customer (or to other parties on behalf of the customer) that are sufficiently specific so that it can be determined when the performance obligation has been satisfied.

**Membership subscriptions**

For membership subscription arrangements that meet the criteria to be contracts with customers, revenue is recognised when the promised goods or services transfer to the customer as a member of the Union.

If there is only one distinct membership service promised in the arrangement, the Union recognises revenue as the membership service is provided, which is typically based on the passage of time over the subscription period to reflect the Union's promise to stand ready to provide assistance and support to the member as required.

If there is more than one distinct good or service promised in the membership subscription, the Union allocates the transaction price to each performance obligation based on the relative standalone selling prices of each promised good or service. In performing this allocation, standalone selling prices are estimated if there is no observable evidence of the price that the Union charges for that good or service in a standalone sale. When a performance obligation is satisfied, which is either when the customer obtains control of the good (for example, books or clothing) or as the service transfers to the customer (for example, member services or training course), the Union recognises revenue at the amount of the transaction price that was allocated to that performance obligation.

For member subscriptions paid annually in advance, the Union has elected to apply the practical expedient to not adjust the transaction price for the effects of a significant financing component because the period from when the customer pays and the good or services will transfer to the customer will be one year or less.

When a member subsequently purchases additional goods or services from the Union at their standalone selling price, the Union accounts for those sales as a separate contract with a customer.

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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022**

**Note 1 Summary of significant accounting policies (continued)**

**Capitation fees**

Where the Union's arrangement with a branch or another reporting unit meets the criteria to be a contract with a customer, the Union recognises the capitation fees promised under that arrangement when or as it transfers the funds.

In circumstances where the criteria for a contract with a customer are not met, the Union will recognise capitation fees as income upon receipt (as specified in the income recognition policy below).

**Levies**

Levies paid by a member (or other party) in an arrangement that meets the criteria to be a contract with a customer is recognised as revenue when or as the Union transfers the funds.

In circumstances where the criteria for a contract with a customer are not met, the Union will recognise levies as income upon receipt (as specified in the income recognition policy below).

**Income of the Union as a Not-for-Profit Entity**

Consideration is received by the Union to enable the entity to further its objectives. The Union recognises each of these amounts of consideration as income when the consideration is received (which is when the Union obtains control of the cash) because, based on the rights and obligations in each arrangement:

- the arrangements do not meet the criteria to be contracts with customers because either the arrangement is unenforceable or lacks sufficiently specific promises to transfer goods or services to the customer; and
- the Union's recognition of the cash contribution does not give to any related liabilities.

Cash consideration received by the Union will be recognised as income upon receipt.

**Volunteer services**

In circumstances where the fair value of the volunteer services can be measured reliably, the Union recognises the fair value of volunteer services received as income together with a corresponding expense where the economic benefits of the volunteer services are consumed as the services are acquired. Where the volunteer services will contribute to the development of an asset, the fair value is included in the carrying amount of that asset.

**Income recognised from transfers**

Where, as part of an enforceable agreement, the Union receives consideration to acquire or construct a non-financial asset such as property, plant and equipment to an identified specification and for the Union's own use, a liability is recognised for the obligation to acquire or construct the asset. Income is recognised as the obligation to acquire or construct the asset is satisfied, which is typically over time. The asset that is being acquired or constructed is recognised in accordance with the policy on property, plant and equipment.

**Gains from sale of assets**

An item of property, plant and equipment is derecognised upon disposal (which is at the date the recipient obtains control) or when no future economic benefits are expected from its use or disposal. Any gain or loss arising on derecognition of the asset (calculated as the difference between the net disposal proceeds and the carrying amount of the asset) is included in the statement of profit or loss when the asset is derecognised.

**Interest income**

Interest revenue is recognised on an accrual basis using the effective interest method.

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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022**

**Note 1 Summary of significant accounting policies (continued)**

**Rental income**

Leases in which the Union as a lessor, does not transfer substantially all the risks and rewards incidental to ownership of an asset are classified as operating leases. Rental income arising is accounted for on a straight-line basis over the relevant lease term. Initial direct costs incurred in negotiating and arranging an operating lease are added to the carrying amount of the leased asset and recognised over the lease term on the same basis as rental income. Contingent rents are recognised as revenue in the period in which they are earned.

**1.10 Government grants**

Government grants are not recognised until there is reasonable assurance that the Union will comply with the conditions attaching to them and that the grants will be received.

Government grants are recognised in profit or loss on a systematic basis over the periods in which the Union recognises as expenses the related costs for which the grants are intended to compensate. Specifically, government grants whose primary condition is that the Union should purchase, construct otherwise acquire non-current assets are recognised as deferred revenue in the statement of financial position and transferred to profit or loss on a systematic and rational basis over the useful lives of the related assets.

Government grants that are receivable as compensation for expenses or losses already incurred or for the purpose of giving immediate financial support to the Union with no future related costs are recognised in profit or loss in the period in which they become receivable.

**1.11 Employee benefits**

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

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

Other long-term employee benefits which are expected to be settled beyond twelve months are measured as the present value of the estimated future cash outflows to be made by the Union in respect of services provided by employees up to reporting date.

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

Provision is made for separation and redundancy benefit payments. The Union recognises a provision for termination as part of a broader restructuring when it has developed a detailed formal plan for the terminations and has informed those employees affected that it will carry out the terminations. A provision for voluntary termination is recognised when the employee has accepted the offer of termination.

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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022**

**Note 1 Summary of significant accounting policies (continued)**

**1.12 Leases**

The Union assesses at contract inception whether a contract is, or contains, a lease. That is, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration.

**Union as a lessee**

The Union applies a single recognition and measurement approach for all leases, except for short-term leases and leases of low-value assets. The Union recognises lease liabilities to make lease payments and right-of-use assets representing the right to use the underlying assets.

**Right-of-use assets**

The Union recognises right-of-use assets at the commencement date of the lease (i.e., the date the underlying asset is available for use). Right-of-use assets are measured at cost, less any accumulated depreciation and impairment losses, and adjusted for any remeasurement of lease liabilities. The cost of right-of-use assets includes the amount of lease liabilities recognised, initial direct costs incurred, and lease payments made at or before the commencement date less any lease incentives received. Right-of-use assets are amortised on a straight-line basis over the shorter of the lease term and the estimated useful lives of the assets.

If ownership of the leased asset transfers to the Union at the end of the lease term or the cost reflects the exercise of a purchase option, depreciation is calculated using the estimated useful life of the asset. The right-of-use assets are also subject to impairment.

**Lease liabilities**

At the commencement date of the lease, the Union recognises lease liabilities measured at the present value of lease payments to be made over the lease term. The lease payments include fixed payments (including in-substance fixed payments) less any lease incentives receivable, variable lease payments that depend on an index or a rate, and amounts expected to be paid under residual value guarantees. The lease payments also include the exercise price of a purchase option reasonably certain to be exercised by the Union and payments of penalties for terminating the lease, if the lease term reflects the Union exercising the option to terminate. Variable lease payments that do not depend on an index or a rate are recognised as expenses (unless they are incurred to produce inventories) in the period in which the event or condition that triggers the payment occurs.

In calculating the present value of lease payments, the Union uses the [implicit the interest rate or incremental borrowing rate if the implicit lease rate is not readily determinable, Union to use as applicable]. After the commencement date, the amount of lease liabilities is increased to reflect the accretion of interest and reduced for the lease payments made. In addition, the carrying amount of lease liabilities is remeasured if there is a modification, a change in the lease term, a change in the lease payments (e.g., changes to future payments resulting from a change in an index or rate used to determine such lease payments) or a change in the assessment of an option to purchase the underlying asset.

**Peppercorn or below market leases**

The Union has elected to recognise the fair value of the leased property at inception of the lease. The difference between the fair value of the leased asset and the lease liability measured at the present value of the 'peppercorn' lease rental, is recognised as income.

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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022**

**Note 1 Summary of significant accounting policies (continued)**

**Short-term leases and leases of low-value assets**

The Union's short-term leases are those that have a lease term of 12 months or less from the commencement. It also applies the lease of low-value assets recognition exemption to leases that are below \$7,000. Lease payments on short-term leases and leases of low-value assets are recognised as expense on a straight-line basis over the lease term.

**1.13 Borrowing costs**

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

**1.14 Cash and cash equivalents**

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

**1.15 Financial instruments**

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

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

**1.16 Financial assets**

**Contract assets and receivables**

A contract asset is recognised when the Union's right to consideration in exchange goods or services that has transferred to the customer when that right is conditioned on the Union's future performance or some other condition.

A receivable is recognised if an amount of consideration that is unconditional is due from the customer (i.e., only the passage of time is required before payment of the consideration is due).

Contract assets and receivables are subject to impairment assessment. Refer to accounting policies on impairment of financial assets below.

**Initial recognition and measurement**

Financial assets are classified, at initial recognition, and subsequently measured at amortised cost, fair value through other comprehensive income (OCI), or fair value through profit or loss.

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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022**

**Note 1 Summary of significant accounting policies (continued)**

The classification of financial assets at initial recognition depends on the financial asset's contractual cash flow characteristics and the Union's business model for managing them. With the exception of trade receivables that do not contain a significant financing component, the Union initially measures a financial asset at its fair value plus, in the case of a financial asset not at fair value through profit or loss, transaction costs.

In order for a financial asset to be classified and measured at amortised cost or fair value through OCI, it needs to give rise to cash flows that are 'solely payments of principal and interest' (SPPI) on the principal amount outstanding. This assessment is referred to as the SPPI test and is performed at an instrument level.

The Union's business model for managing financial assets refers to how it manages its financial assets in order to generate cash flows. The business model determines whether cash flows will result from collecting contractual cash flows, selling the financial assets, or both.

Purchases or sales of financial assets that require delivery of assets within a time frame established by regulation or convention in the market place (regular way trades) are recognised on the trade date, i.e., the date that the Union commits to purchase or sell the asset.

**Subsequent measurement**

For purposes of subsequent measurement, financial assets are classified in five categories:

- (Other) financial assets at amortised cost
- (Other) financial assets at fair value through other comprehensive income
- Investments in equity instruments designated at fair value through other comprehensive income
- (Other) financial assets at fair value through profit or loss
- (Other) financial assets designated at fair value through profit or loss

**Financial assets at amortised cost**

The Union measures financial assets at amortised cost if both of the following conditions are met:

- The financial asset is held within a business model with the objective to hold financial assets in order to collect contractual cash flows and
- The contractual terms of the financial asset give rise on specified dates to cash flows that are solely payments of principal and interest on the principal amount outstanding.

Financial assets at amortised cost are subsequently measured using the effective interest (EIR) method and are subject to impairment. Gains and losses are recognised in profit or loss when the asset is derecognised, modified or impaired.

The Union's financial assets at amortised cost includes trade receivables and loans to related parties.

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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022**

**Note 1 Summary of significant accounting policies (continued)**

**Financial assets at fair value through other comprehensive income**

The Union measures debt instruments at fair value through OCI if both of the following conditions are met:

- The financial asset is held within a business model with the objective of both holding to collect contractual cash flows and selling and
- The contractual terms of the financial asset give rise on specified dates to cash flows that are solely payments of principal and interest on the principal amount outstanding.

For debt instruments at fair value through OCI, interest income, foreign exchange revaluation and impairment losses or reversals are recognised in profit or loss and computed in the same manner as for financial assets measured at amortised cost.

The remaining fair value changes are recognised in OCI. Upon derecognition, the cumulative fair value change recognised in OCI is recycled to profit or loss.

The Union's debt instruments at fair value through OCI includes investments in quoted debt instruments included under other non-current financial assets.

**Investments in equity instruments designated at fair value through other comprehensive income**

Upon initial recognition, the Union can elect to classify irrevocably its equity investments as equity instruments designated at fair value through other comprehensive income when they meet the definition of equity under AASB 132 Financial Instruments: Presentation and are not held for trading. The classification is determined on an instrument-by-instrument basis.

Gains and losses on these financial assets are never recycled to profit or loss. Dividends are recognised as other income in profit or loss when the right of payment has been established, except when the Union benefits from such proceeds as a recovery of part of the cost of the financial asset, in which case, such gains are recorded in OCI. Equity instruments designated at fair value through other comprehensive income are not subject to impairment assessment.

**Financial assets at fair value through profit or loss (including designated)**

Financial assets at fair value through profit or loss include financial assets held for trading, financial assets designated upon initial recognition at fair value through profit or loss, or financial assets mandatorily required to be measured at fair value. Financial assets are classified as held for trading if they are acquired for the purpose of selling or repurchasing in the near term. Derivatives, including separated embedded derivatives, are also classified as held for trading unless they are designated as effective hedging instruments. Financial assets with cash flows that are not solely payments of principal and interest are classified and measured at fair value through profit or loss, irrespective of the business model. Notwithstanding the criteria for debt instruments to be classified at amortised cost or at fair value through other comprehensive income, as described above, debt instruments may be designated at fair value through profit or loss on initial recognition if doing so eliminates, or significantly reduces, an accounting mismatch.

Financial assets at fair value through profit or loss are carried in the statement of financial position at fair value with net changes in fair value recognised in profit or loss.



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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022**

**Note 1 Summary of significant accounting policies (continued)**

**Derecognition**

A financial asset is derecognised when:

- The rights to receive cash flows from the asset have expired or
- The Union has transferred its rights to receive cash flows from the asset or has assumed an obligation to pay the received cash flows in full without material delay to a third party under a 'pass-through' arrangement; and either:
  - a) the Union has transferred substantially all the risks and rewards of the asset, or
  - b) the Union has neither transferred nor retained substantially all the risks and rewards of the asset but has transferred control of the asset.

When the Union has transferred its rights to receive cash flows from an asset or has entered into a pass-through arrangement, it evaluates if, and to what extent, it has retained the risks and rewards of ownership.

When it has neither transferred nor retained substantially all of the risks and rewards of the asset, nor transferred control of the asset, the Union continues to recognise the transferred asset to the extent of its continuing involvement together with associated liability.

**Offsetting**

Financial assets and financial liabilities are offset and the net amount is reported in the statement of financial position if there is a currently enforceable legal right to offset the recognised amounts and there is an intention to settle on a net basis, to realise the assets and settle the liabilities simultaneously.

**Impairment**

**Expected credit losses**

Receivables for goods and services, which have 30-day terms, are recognised at the nominal amounts due less any loss allowance due to expected credit losses at each reporting date. A provision matrix that is based on historical credit loss experience, adjusted for forward-looking factors specific to the debtors and the economic environment has been established.

**(i) Trade receivables**

For trade receivables that do not have a significant financing component, the Union applies a simplified approach in calculating expected credit losses (**ECLs**) which requires lifetime expected credit losses to be recognised from initial recognition of the receivables.

Therefore, the Union does not track changes in credit risk, but instead recognises a loss allowance based on lifetime ECLs at each reporting date. The Union has established a provision matrix that is based on its historical credit loss experience, adjusted for forward-looking factors specific to the debtors and the economic environment.

**(ii) Debt instruments other than trade receivables**

For all debt instruments other than trade receivables and debt instruments not held at fair value through profit or loss, the Union recognises an allowance for expected credit losses using the general approach. ECLs are based on the difference between the contractual cash flows due in accordance with the contract and all the cash flows that the Union expects to receive, discounted at an approximation of the original effective interest rate.

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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022**

**Note 1 Summary of significant accounting policies (continued)**

ECLs are recognised in two stages:

- Where there has not been a significant increase in credit risk since initial recognition, ECLs are provided for credit losses from possible default events within the next 12-months (a 12-month ECL).
- Where there has been a significant increase in credit risk since initial recognition, a loss allowance is required for credit losses expected over the remaining life of the debt, irrespective of the timing of the default (a lifetime ECL).

The Union considers a financial asset in default when contractual payments are 90 days past due. However, in certain cases, the Union may also consider a financial asset to be in default when internal or external information indicates that the Union is unlikely to receive the outstanding contractual amounts in full. A financial asset is written off when there is no reasonable expectation of recovering the contractual cash flows.

**1.17 Financial Liabilities**

**Initial recognition and measurement**

Financial liabilities are classified, at initial recognition, at amortised cost unless or at fair value through profit or loss.

All financial liabilities are recognised initially at fair value and, in the case of financial liabilities at amortised cost, net of directly attributable transaction costs.

The Union's financial liabilities include trade and other payables.

**Subsequent measurement**

**Financial liabilities at amortised cost**

After initial recognition, trade payables and interest-bearing loans and borrowings are subsequently measured at amortised cost using the EIR method. Gains and losses are recognised in profit or loss when the liabilities are derecognised as well as through the EIR amortisation process.

Amortised cost is calculated by taking into account any discount or premium on acquisition and fees or costs that are an integral part of the EIR. The EIR amortisation is included as finance costs in profit or loss.

**Derecognition**

A financial liability is derecognised when the obligation under the liability is discharged or cancelled or expires. When an existing financial liability is replaced by another from the same lender on substantially different terms, or the terms of an existing liability are substantially modified, such an exchange or modification is treated as the derecognition of the original liability and the recognition of a new liability. The difference in the respective carrying amounts is recognised in profit or loss.

**1.18 Contingent Liabilities and Contingent Assets**

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

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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022**

**Note 1 Summary of significant accounting policies (continued)**

**1.19 Land, Buildings, Plant and Equipment**

**Asset recognition threshold**

Purchases of land, buildings, plant and equipment are recognised initially at cost in the Statement of Financial Position. The initial cost of an asset includes an estimate of the cost of dismantling and removing the item and restoring the site on which it is located.

**Revaluations – land and buildings**

Following initial recognition at cost, land and buildings are carried at fair value less subsequent accumulated depreciation and accumulated impairment losses. Revaluations are performed with sufficient frequency such that the carrying amount of assets do not differ materially from those that would be determined using fair values as at the reporting date.

Revaluation adjustments are made on a class basis. Any revaluation increment is credited to equity under the heading of asset revaluation reserve except to the extent that it reversed a previous revaluation decrement of the same asset class that was previously recognised in the surplus/deficit. Revaluation decrements for a class of assets are recognised directly in the profit or loss except to the extent that they reverse a previous revaluation increment for that class. Any accumulated depreciation as at the revaluation date is eliminated against the gross carrying amount of the asset and the asset is restated to the revalued amount.

**Depreciation**

Depreciable property, plant and equipment assets, excluding buildings and improvements, are written-off to their estimated residual values over their estimated useful life using the diminishing value method of depreciation. Depreciation rates (useful lives), residual values and methods are reviewed at each reporting date and necessary adjustments are recognised in the current, or current and future reporting periods, as appropriate.

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

<b>Class of Fixed Asset</b>	<b>Depreciation Rate</b>
Buildings and improvements	2.5% - 25%
Furniture and equipment	5% - 40%
Motor vehicles	25%

**Derecognition**

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

**1.20 Investment property**

Investment properties are properties held to earn rentals and/or for capital appreciation (including property under construction for such purposes). Investment properties are measured initially at its cost, including transaction costs. Subsequent to initial recognition, investment properties are measured at fair value. Gains and losses arising from changes in the fair value of investment properties are included in profit and loss in the period in which they arise.

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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022**

**Note 1 Summary of significant accounting policies (continued)**

An investment property is derecognised upon disposal or when the investment property is permanently withdrawn from use and no future economic benefits are expected from the disposal. Any gain or loss arising on derecognition of the property (calculated as the difference between the net disposal proceeds and the carrying amount of the asset) is included in profit or loss in the period in which the property is derecognised.

**1.21 Impairment of non-financial assets**

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

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

**1.22 Taxation**

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

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

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

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

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

**1.23 Fair value measurement**

The Union measures financial instruments, such as, financial asset as at fair value through the profit and loss, available for sale financial assets, and non-financial assets such as land and buildings and investment properties, at fair value at each balance sheet date. Also, fair values of financial instruments measured at amortised cost are disclosed in Note 15A.

Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The fair value measurement is based on the presumption that the transaction to sell the asset or transfer the liability takes place either:

- *In the principal market for the asset or liability, or*
- *In the absence of a principal market, in the most advantageous market for the asset or liability*

The principal or the most advantageous market must be accessible by the Union. The fair value of an asset or a liability is measured using the assumptions that market participants would use when pricing the asset or liability, assuming that market participants act in their economic best interest.

A fair value measurement of a non-financial asset takes into account a market participant's ability to generate economic benefits by using the asset in its highest and best use or by selling it to another market participant that would use the asset in its highest and best use.

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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022**

**Note 1 Summary of significant accounting policies (continued)**

The Union uses valuation techniques that are appropriate in the circumstances and for which sufficient data are available to measure fair value, maximising the use of relevant observable inputs and minimising the use of unobservable inputs

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within the fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

Level 1 – Quoted (unadjusted) market prices in active markets for identical assets or liabilities

Level 2 – Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable.

Level 3 – Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

For assets and liabilities that are recognised in the financial statements on a recurring basis, the Union determines whether transfers have occurred between Levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

External valuers are involved for valuation of significant assets, such as land and buildings and investment properties. Selection criteria include market knowledge, reputation, independence and whether professional standards are maintained. For the purpose of fair value disclosures, the Union has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy.

**1.24 Accounts payable and other payables**

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

**1.25 Going concern**

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

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

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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022**

**Note 2 Events after the reporting period**

There has not been any matter or circumstance occurring subsequent to the end of the financial year that has significantly affected, or may significantly affect, the operations of the Union, the results of those operations, or the state of affairs of the Union in subsequent financial periods.

	<b>2022</b>	<b>2021</b>
	<b>\$</b>	<b>\$</b>
<b>Note 3 Cash and cash equivalents</b>		
a) Cash at bank	1,560,134	1,359,263
Cash on hand	1,000	1,000
Short term deposits	912,830	908,661
<b>Total cash and cash equivalents</b>	<b>2,473,964</b>	<b>2,268,924</b>
b) <b><u>Reconciliation of operating cash flows from operating activities:</u></b>		
Surplus for the year	129,654	417,411
<b>Adjustments for non-cash items:</b>		
– Depreciation of non-current assets	91,587	66,796
– Gain/loss on sale of plant and equipment	(326)	-
<b>Changes in assets/liabilities</b>		
– (Increase)/decrease in trade and other receivables	29,989	(13,529)
– (Increase)/decrease in other current assets	(20,415)	3,762
– Increase/(decrease) in trade payables	(4,762)	42,742
– Increase/(decrease) in other payables	8,031	74,637
– Increase/(decrease) in employee provisions	34,869	(4,607)
<b>Net cash generated from operating activities</b>	<b>268,627</b>	<b>587,212</b>
<b>Note 4 Trade and other receivables</b>		
Trade receivables	30,563	60,552
Receivables from other reporting units	-	-
Less provision for doubtful debts	-	-
<b>Total trade and other receivables</b>	<b>30,563</b>	<b>60,552</b>
<b>Note 5 Other current assets</b>		
Prepayments	34,231	13,564
Accrued income	412	664
<b>Total other current assets</b>	<b>34,643</b>	<b>14,228</b>

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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022**

	<b>2022</b>	<b>2021</b>
	<b>\$</b>	<b>\$</b>
<b>Note 6 Non-current assets</b>		
<b>Note 6A Land and buildings</b>		
<b>Land and buildings:</b>		
Cost	920,770	920,770
Accumulated depreciation	(179,902)	(172,106)
<b>Total land and buildings</b>	<b>740,868</b>	<b>748,664</b>

<b>Reconciliation of the opening and closing balances of land and buildings:</b>	<b>Land and Building</b>	<b>Total</b>
	<b>\$</b>	<b>\$</b>
As at 30 June 2021		
Gross book value	920,770	920,770
Accumulated depreciation and impairment	(172,106)	(172,106)
Net book value 30 June 2021	748,664	748,664
Movements:		
Additions by purchase	-	-
Depreciation expense	(7,796)	(7,796)
Disposals	-	-
Net book value 30 June 2022	740,868	740,868
Net book value as of 30 June represented by:		
Gross book value	920,770	920,770
Accumulated depreciation and impairment	(179,902)	(179,902)
<b>Net book value 30 June 2022</b>	<b>740,868</b>	<b>740,868</b>

	<b>2022</b>	<b>2021</b>
	<b>\$</b>	<b>\$</b>
<b>Note 6B Plant and equipment</b>		
<b>Plant and equipment:</b>		
Cost	377,048	389,772
Accumulated depreciation	(168,705)	(176,529)
<b>Total plant and equipment</b>	<b>208,343</b>	<b>213,243</b>

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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022**

**Note 6 Non-current assets (continued)**

**Note 6B Plant and equipment (continued)**

**Reconciliation of the opening and closing balances of plant and equipment:**

	<b>Fixtures and Fittings</b>	<b>Motor Vehicles</b>	<b>Computer Equipment</b>	<b>Office Furniture and Equipment</b>	<b>Total</b>
As at 30 June 2021					
Gross book value	53,667	185,434	93,810	56,861	389,772
Accumulated depreciation and impairment	(25,864)	(46,165)	(66,469)	(38,031)	(176,529)
<b>Net book value 30 June 2021</b>	<b>27,803</b>	<b>139,269</b>	<b>27,341</b>	<b>18,830</b>	<b>213,243</b>
Movements:					
Additions by purchase	-	33,250	30,789	516	64,555
Depreciation expense	(2,998)	(34,496)	(13,162)	(3,717)	(54,373)
Disposals	-	(8,895)	(6,134)	(53)	(15,082)
<b>Net book value 30 June 2022</b>	<b>24,805</b>	<b>129,128</b>	<b>38,834</b>	<b>15,576</b>	<b>208,343</b>
Net book value as of 30 June represented by:					
Gross book value	53,667	192,931	73,434	57,017	377,049
Accumulated depreciation and impairment	(28,862)	(63,803)	(34,600)	(41,441)	(168,706)
<b>Net book value 30 June 2022</b>	<b>24,805</b>	<b>129,128</b>	<b>38,834</b>	<b>15,576</b>	<b>208,343</b>

<b>2022</b>	<b>2021</b>
<b>\$</b>	<b>\$</b>

**Note 6C Investment property**

Investment property:

Cost	2,427,873	2,410,920
Accumulated depreciation	(316,138)	(284,206)
<b>Total investment property</b>	<b>2,111,735</b>	<b>2,126,714</b>



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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022**

**Note 6 Non-current assets (continued)**

**Note 6C Investment property (continued)**

**Reconciliation of the opening and closing balances of investment property:**

	<b>Furniture, Fixtures and Fittings</b>	<b>Land and Building</b>	<b>Total</b>
As at 30 June 2021			
Gross book value	125,775	2,285,145	2,410,920
Accumulated depreciation and impairment	(51,007)	(233,199)	(284,206)
<b>Net book value 30 June 2021</b>	<b>74,768</b>	<b>2,051,946</b>	<b>2,126,714</b>
Movements:			
Additions by purchase	3,141	11,900	15,041
Depreciation expense	(10,580)	(18,838)	(29,418)
Disposals	(602)	-	(602)
<b>Net book value 30 June 2022</b>	<b>66,727</b>	<b>2,045,008</b>	<b>2,111,735</b>
Net book value as of 30 June represented by:			
Gross book value	127,507	2,300,366	2,427,873
Accumulated depreciation and impairment	(60,780)	(255,358)	(316,138)
<b>Net book value 30 June 2022</b>	<b>66,727</b>	<b>2,045,008</b>	<b>2,111,735</b>

The highest and best use of the investment properties is not considered to be different from its current use. Additions during the year relate to the purchase of new fridges, bathroom renovations, electrical work and carpet replacements.

Rental income earned and received from the investment properties during the year ended 30 June 2022 was \$130,268 (2021: \$95,715).

Direct expenses incurred in relation to the investment properties that generated rental income during the year ended 30 June 2022 was \$65,791 (2021: \$108,517). During the financial year, no restrictions on the realisability of investment property or the remittance of income and proceeds of disposal were present. The Union does not have any contractual obligations to purchase, construct or develop investment property or for repairs, maintenance or enhancements.

	<b>2022</b>	<b>2021</b>
	<b>\$</b>	<b>\$</b>
<b>Reconciliation to Statement of Financial Position</b>		
<b>6D Property, plant and equipment</b>		
Land & buildings – net book value	<b>6A</b> 740,868	748,663
Plant and equipment- net book value	<b>6B</b> 208,343	213,243
Investment property – net book value	<b>6C</b> 2,111,735	2,126,714
<b>Total property, plant and equipment</b>	<b>3,060,946</b>	<b>3,088,620</b>

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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022**

	<b>2022</b>	<b>2021</b>
	<b>\$</b>	<b>\$</b>
<b>Note 7 Current liabilities</b>		
<b>Note 7A Trade payables</b>		
Trade creditors and accrued expenses	72,600	77,362
Payables to:		
CPSU-SPSF Group Western Australian Prison Officers' Union (WAPOU) Branch	-	-
	-	-
<b>Total trade payables</b>	<b>72,600</b>	<b>77,362</b>

Settlement is usually made within 30 days.

<b>Note 7B Other payables</b>		
Superannuation	13,156	8,248
Credit cards	13,883	11,238
Legal costs		
Litigation	-	-
Other legal costs	-	-
GST payable	28,026	34,360
PAYG payable	23,874	17,062
<b>Total other payables</b>	<b>78,939</b>	<b>70,908</b>

Other payables are expected to be settled in no more than 12 months.

<b>Note 8 Employee provisions</b>		
Office holders:		
– Annual leave	23,925	19,878
– Long service leave	49,224	43,073
Subtotal employee provisions – office holders	73,149	62,951
Employees other than office holders:		
– Annual leave	91,253	53,267
– Long service leave	78,003	91,318
Subtotal employee provisions – employees other than office holders	169,256	144,585
<b>Total employee provisions</b>	<b>242,405</b>	<b>207,536</b>

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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022**

	<b>2022</b>	<b>2021</b>
	<b>\$</b>	<b>\$</b>
<b>Note 8 Employee provisions (continued)</b>		
Current	197,486	186,038
Non-current	44,919	21,498
<b>Total employee provisions</b>	<b>242,405</b>	<b>207,536</b>
<b>Note 9 Reserves</b>		
<b>Other reserves</b>		
Provision for Future Funds	-	-
Provision for Vehicles	-	-
<b>Sub-total other reserves</b>	-	-
Funeral and Death benefit fund reserve	42,143	42,143
Crisis Relief fund reserve	250,213	250,213
<b>Total reserves</b>	<b>292,356</b>	<b>292,356</b>

**Note 10 Consideration for employers for payroll deductions**

There are no expenses incurred as consideration for employers making payroll deductions of membership subscriptions.

**Note 11 Segment information**

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

**Note 12 Contingent liabilities, assets and commitments**

**Note 12A: Commitments and contingencies**

**Operating lease commitments – as lessee**

The Union has no operating lease commitments for the year ended 30 June 2022.

**Operating lease commitments – as lessor**

The Union has no operating lease commitments for the year ended 30 June 2022.

**Capital commitments**

As at 30 June 2022 the Union had not committed to any capital expenditure.

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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022**

**Note 12 Contingent liabilities, assets and commitments (continued)**

**Note 12A Commitments and contingencies**

**Finance lease commitments**

The Union has no finance lease commitments for the year ended 30 June 2022.

**Other contingent assets and liabilities**

The Union has no contingent assets and liabilities for the year ended 30 June 2022.

	<b>2022</b>	<b>2021</b>
	<b>\$</b>	<b>\$</b>
<b>Note 13 Remuneration of Auditors</b>		
<b>Value of services provided</b>		
Financial statement audit services	15,950	16,032
Other services and membership audit	2,650	2,650
<b>Total remuneration of auditors</b>	<b>18,600</b>	<b>18,682</b>

Other services include preparation of financial statements and membership audit.

**Note 14 Financial Instruments**

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

**Note 14A Categories of financial instruments**

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

***Financial assets***

Cash and cash equivalents	2,473,964	2,268,924
Trade and other receivables	30,563	60,552
<b><i>Total financial assets</i></b>	<b>2,504,527</b>	<b>2,329,476</b>

***Financial liabilities***

Trade payables	72,600	77,362
Other payables	78,938	70,908
<b><i>Total financial liabilities</i></b>	<b>151,538</b>	<b>148,270</b>

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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022**

	2022	2021
	\$	\$
<b>Note 14B Net income and expense from financial assets</b>		
Interest revenue	<u>6,138</u>	<u>10,721</u>

The net income/expense from financial assets not at fair value from profit and loss is \$6,138 (2021: \$10,721).

**Note 14C Net income and expense from financial liabilities**

The Union had no net income and expense from financial liabilities during the year ended 30 June 2022.

**Note 14D Credit risk**

The Union is exposed to credit risk on account of (a) default by individual members to pay their maximum membership fee; and (b) default by users to pay the service recovery funds charges.

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

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

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

**Credit quality of financial instruments not past due or individually determined as impaired**

	Not Past Due nor Impaired	Past due or impaired	Not Past Due nor Impaired	Past due or impaired
	2022	2022	2021	2021
	\$	\$	\$	\$
Trade and other receivables	30,563	-	60,552	-
	<u>30,563</u>	<u>-</u>	<u>60,552</u>	<u>-</u>

**Ageing of financial assets that were past due but not impaired for 30 June 2022**

	0 to 30 days	31 to 60 days	61 to 90 days	90+ days	Total
	\$	\$	\$	\$	\$
Trade and other receivables	9,629	123	429	20,382	30,563
	<u>9,629</u>	<u>123</u>	<u>429</u>	<u>20,382</u>	<u>30,563</u>

**Ageing of financial assets that were past due but not impaired for 30 June 2021**

	0 to 30 days	31 to 60 days	61 to 90 days	90+ days	Total
	\$	\$	\$	\$	\$
Trade and other receivables	16,540	1,415	-	42,597	60,552
	<u>16,540</u>	<u>1,415</u>	<u>-</u>	<u>42,597</u>	<u>60,552</u>

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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022**

**Note 14E Liquidity risk**

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

The Union is not exposed to any significant liquidity risk and is therefore not actively managing its liquidity risk.

**Contractual maturities for financial liabilities 30 June 2022**

	On Demand	1 – 2 years	2 – 5 years	> 5 years	Total
	\$	\$	\$	\$	\$
Trade payables	72,600	-	-	-	72,600
Other payables	78,938	-	-	-	78,938
	<b>151,538</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>151,538</b>

**Contractual maturities for financial liabilities 30 June 2021**

Trade payables	77,362	-	-	-	77,362
Other payables	70,908	-	-	-	70,908
	<b>148,270</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>148,270</b>

**Note 14F Market risk**

***Interest rate risk***

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

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

***Other price risk***

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

***Sensitivity analysis***

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

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

	Change in risk variable %	Effect on	
		Profit	Equity
		\$	\$
<b>Year ended 30 June 2022</b>			
Interest rate risk	+/-1%	-	-
<b>Year ended 30 June 2021</b>			
Interest rate risk	+/-1%	-	-

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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022**

**Note 14F Market risk (continued)**

No sensitivity analysis has been performed on foreign exchange risk as the Union has no material exposures to currency risk. There have been no changes in any of the assumptions used to prepare the above sensitivity analysis from the prior year.

**Note 15 Fair value measurements**

**Note 15A Financial assets and liabilities**

Management of the Union assessed that cash and cash equivalents, trade receivables, trade payables, accruals and other current liabilities approximate their carrying amounts largely due to the short-term maturities of these instruments. The fair value of financial assets and liabilities is included at the amount which the instrument could be exchanged in a current transaction between willing parties. The following methods and assumptions were used to estimate the fair values:

- Fair values of the Union's interest-bearing borrowings and loans are determined by using a discounted cash flow method. The discount rate used reflects the issuer's borrowing rate as at the end of the reporting period. The own performance risk as at 30 June 2022 was assessed to be insignificant
- Fair value of available-for-sale financial assets is derived from quoted market prices in active markets.
- Long-term fixed-rate and variable-rate receivables/borrowings are evaluated by the Union based on parameters such as interest rates and individual credit worthiness of the customer. Based on this evaluation, allowances are taken into account for the expected losses of these receivables. As at 30 June 2022 the carrying amounts of such receivables, net of allowances, were not materially different from their calculated fair values.

The following table contains the carrying amounts and related fair values for the Union's financial assets and liabilities:

	<b>Carrying amount 2022 \$</b>	<b>Fair value 2022 \$</b>	<b>Carrying amount 2021 \$</b>	<b>Fair value 2021 \$</b>
<b>Financial Assets</b>				
Cash and cash equivalents	2,473,964	2,473,964	2,268,924	2,268,924
Trade and other receivables	30,563	30,563	60,552	60,552
<b>Total financial assets</b>	<b>2,504,527</b>	<b>2,504,527</b>	<b>2,329,476</b>	<b>2,329,476</b>
<b>Financial Liabilities</b>				
Trade payables	72,600	72,600	77,362	77,362
Other payables	78,938	78,938	70,908	70,908
<b>Total financial liabilities</b>	<b>151,538</b>	<b>151,538</b>	<b>148,270</b>	<b>148,270</b>

25 August 2022

The Committee  
Western Australian Prison Officers' Union of Workers  
63 Railway Parade  
Mount Lawley WA 6050

Dear Committee Members,

**MANAGEMENT LETTER FOR THE YEAR ENDED 30 JUNE 2022**

We advise that we have recently completed the final audit of Western Australian Prison Officers' Union of Workers ("Union") for the year ended 30 June 2022.

It must be appreciated that the matters dealt with in this letter came to our notice during the conduct of our normal audit procedures which are designed primarily with a view to the expression of our opinion on the accounts of the entity. Our comments cannot be expected to include all possible improvements in internal control which a more extensive special examination might develop.

During the audit, we noted the following matters which we believe need to be brought to your attention.

**Annual leave**

During our audit, we noted that Gerald Upham's annual leave taken of 128 hours, between 4 January 2022 and 25 January 2022, were not deducted from his entitlement summary in MYOB. This led to Gerald's leave hours shown in excess to what he's entitled to in MYOB. We have since adjusted the yearend annual leave provision balance in the financial statements to reduce the liability at yearend. We have also discussed this matter with the Finance and Administration Manager who advised us that this could have arisen due to Gerald's change in Level.

We recommend that in future additional processes be put in place to ensure that any leave taken by an employee is correctly deducted from their leave entitlements in MYOB after the employee is paid. The additional process could be included as part of the fortnightly pay run reviews.

**Audit Adjustments and Errors**

During our audit we identified several errors/differences in the accounts that have been communicated and acknowledged in the representation letter.

Please do not hesitate to call me on 9300 0400 if you would like to discuss any of the above.

We take this opportunity to thank Andrew and Pem for helping us with our queries and providing information as required to enable us to finalise the audit.

Yours faithfully

**AMW AUDIT**  
Chartered Accountants



**BILLY-JOE THOMAS**  
Director