

**AUSTRALIAN FEDERATED UNION OF EMPLOYEES,
QUEENSLAND UNION OF EMPLOYEES (AFULEQUE)**

**Certificate of State Secretary
For the period ended 30 June 2014**

Industrial Relations Act 1999 (Act) s 570

I, Gregory William Smith, being the State Secretary of the Australian Federated Union of Locomotive Employees, Queensland Union of Employees, certify that the originals of the audit report and annual financial disclosure statement for the AFULEQUE for the financial year ended 30 June 2014 were presented to a meeting of the Committee of Management (Divisional Council) of the AFULEQUE on 27 November 2014.

Signature of State Secretary



GREGORY WILLIAM SMITH

Dated

27-11-2014

AUSTRALIAN FEDERATED UNION OF EMPLOYEES, QUEENSLAND UNION OF EMPLOYEES (AFULEQUE)

Certificate by Officer responsible for keeping accounting records

For the period ended 30 June 2014

Industrial Relations Act 1999 (Act) s 555(3)

***Industrial Relations Regulation 2011 (Regulation) section 43 and
Schedule 4 Part 1***

I, Gregory William Smith, being the State Secretary and the officer responsible for keeping the accounting records of the Australian Federated Union of Locomotive Employees, Queensland Union of Employees, certify as follows:

NOTE 1: The AFULEQUE is the state-registered organisation, related to the federally-registered organisation called the Australian Federated Union of Locomotive Employees (AFULE). The AFULE holds all of the funds. Accordingly, the AFULEQUE has no accounts as it has no income, expenditure, assets or liabilities.

1. Number of members

| | |
|---|------|
| Total number of members of AFULEQUE as at 30 June 2014: | 1344 |
| Number of members that were financial: | 1344 |
| Number of members that were not financial: | none |

2. Financial affairs

See NOTE 1 above.

3. Members' payments

No member payments were collected by AFULEQUE. Members payments were collected by the AFULE (see Note 1 above). A record was kept of all the amounts paid by or collected from the AFULE's members and all amounts so paid or collected have been credited to a financial institution account to which the amounts must be credited under the AFULE's Rules.

4. Approval for expenditures

No expenditure was made by AFULEQUE. All expenditure was made by the AFULE (see NOTE 1 above). All such expenditure was approved under the AFULE's Rules before it was incurred.

5. Payments from special accounts

AFULEQUE kept no special account as all accounts are in the name of AFULE (see NOTE 1 above).

6. Loans and financial benefits

AFULEQUE gave no loans or any other financial benefits to its employees or officers.

7. Members' register

AFULEQUE's member register was kept under the Act.

Signature of officer responsible for keeping the accounting records:



.....
Name: GREGORY WILLIAM SMITH

Position: STATE SECRETARY, AFULEQUE

Dated 30 October 2014

AUSTRALIAN FEDERATED UNION OF EMPLOYEES, QUEENSLAND UNION OF EMPLOYEES (AFULEQUE)

Certificate by Committee of Management For the period ended 30 June 2014

Industrial Relations Act 1999 (Act) s 555(3)

***Industrial Relations Regulation 2011 (Regulation) section 43 and
Schedule 4 Part 2***

We, Warren Neville Hinds, being the State President of the Australian Federated Union of Locomotive Employees, Queensland Union of Employees, and Gregory William Smith, being the State Secretary of the Australian Federated Union of Locomotive Employees, Queensland Union of Employees, in accordance with the resolution of the Committee of Management dated 30 October 2014, certify as follows:

NOTE 1: The AFULEQUE is a state-registered organisation related to the federally-registered organisation called the Australian Federated Union of Employees (the AFULE). The AFULE holds all the funds. Accordingly, the AFULEQUE has no accounts as it has no income, expenditure, assets or liabilities.

NOTE 2: In this document, references to the “management committee” refer to the AFULEQUE’s supreme governing body, the Divisional Council, rather than the AFULEQUE’s Committee of Management, a smaller governing body of the AFULEQUE, which can be convened where necessary to deal with matters of urgency.

8. Financial Affairs

See NOTE 1 above.

9. Organisation’s solvency

See NOTE 1 above.

10. Management committee meetings

The management committee considers that the management committee’s meetings were held under the AFULEQUE’s Rules during the year ending 30 June 2014.

11. Whether records have not been given under Act or rules

No committee member is aware of any instance in which any of the AFULEQUE's records or rules, or copies of them, have not been given to the AFULEQUE's members as required by the Act, Regulation section 43 or the AFULEQUE's rules.

12. Audit report and accounts for the last financial year

See NOTE 1 above.

Signed on behalf of the management committee by:



.....
Name: WARREN NEVILLE HINDS

Position: STATE PRESIDENT, AFULEQUE

Dated 30 October 2014



.....
Name: GREGORY WILLIAM SMITH

Position: STATE SECRETARY, AFULEQUE

Dated 30 October 2014

AUSTRALIAN FEDERATED UNION OF EMPLOYEES, QUEENSLAND UNION OF EMPLOYEES (AFULEQUE)

Annual Financial Disclosure Statement

1 July 2013 – 30 June 2014

Industrial Relations Act 1999 (Act) s 557O

Industrial Relations Regulation 2011 (Regulation)

NOTE 1: The AFULEQUE is a state-registered organisation related to the federally-registered organisation called the Australian Federated Union of Employees (the AFULE). The AFULE holds all the funds. Accordingly, the AFULEQUE has no accounts as it has no income, expenditure, assets or liabilities.

1. Act s557P; Act s 555 Accounts

See NOTE 1 above. Auditor's statement attached.

2. Act s557Q Remuneration and benefits for highest paid officers*

| Name of Officer | Paid Remuneration | Non-cash benefit and value | Board member remuneration (excluding travel or accommodation) |
|-----------------|-------------------|----------------------------|---|
| Shayne Ware | 0 | 0 | 0 |
| Glen McGaw | 0 | 0 | 0 |
| Gregory Smith | 0 | 0 | 0 |
| Warren Hinds | 0 | 0 | 0 |
| John Pedersen | 0 | 0 | 0 |
| Darryl Torrens | 0 | 0 | 0 |
| Wayne Robeck | 0 | 0 | 0 |
| Kevin Voll | 0 | 0 | 0 |
| Ian Casey | 0 | 0 | 0 |
| Stewart Rach | 0 | 0 | 0 |

* The officials listed in this table are dual state and federal representatives, however their remuneration is entirely paid from AFULE Federal funds.

3. Act s557R Financial Registers

| Act | Financial Register required under division 2 Part 12 or Chapter 12 of the Act | Address of website on which the register is published under s 557F of the Act |
|--------|---|---|
| S 557A | Gifts, Hospitality and Other Benefits | http://www.AFULEQUE.org.au/ |
| S 557B | Political Spending | http://www.AFULEQUE.org.au/ |
| S 557C | Credit Card and Cab Charge Accounts | http://www.AFULEQUE.org.au/ |
| S557E | Loans Grants and Donations | http://www.AFULEQUE.org.au/ |

4. Act s 557S Spending for Political Purposes

| Amount spent on political purposes | Nature of the spending | Political object to which the spending relates | Was spending authorised by an expenditure ballot? |
|------------------------------------|------------------------|--|---|
| Nil | N/A | N/A | N/A |

See NOTE 1 above. The AFULEQUE has no accounts, therefore no spending for political purposes has occurred.

5. Act s 557T Political party affiliation fees

| Political Party with which AFULEQUE was affiliated during the year | Amount paid to the political party for the affiliation |
|--|--|
| None | Nil |

6. **Act s 557U Financial Policies***

| Name of policy under s553A | Date policy adopted | Date policy last reviewed | Brief description of policy |
|--|----------------------------|----------------------------------|--|
| Financial Matters Policy (includes Financial Matters, Complaints about Financial Matters and Outside Employment) | 10 December 2013 | 10 December 2013 | <p>This policy covers:</p> <ul style="list-style-type: none"> a) AFULEQUE's decision making about and reporting of its financial matters (Act s553A(1)(a)); b) AFULEQUE's procedures for dealing with complaints about financial matters (Act s553A(1)(h)); c) Another matter relating to the financial management or accountability of the organisation prescribed under a regulation – the restrictions on officers of AFULEQUE obtaining employment outside of their AFULEQUE role (Act s553A(1)(i) and Regulation s40C). |
| Spending Policy s553A(1)(b) | 10 December 2013 | 10 December 2013 | <p>This policy sets out AFULEQUE's authorisations and delegations in relation to its spending. In accordance with Regulation s40B and Schedule 2B, it provides for instruments of authorisation and delegation under which AFULEQUE officers or employees must be authorised before they can spend or approve spending on behalf of AFULEQUE and sets out procedures for the approval and documenting of AFULEQUE's spending.</p> |
| Credit Cards Policy s553A(1)(c) | 10 December 2013 | 27 March 2014 | <p>This policy covers AFULEQUE's issuing, use and cancellation of credit cards and accountability, reporting about, audit of and use of those credit cards. In accordance with Regulation s40B and Schedule 2B, it states</p> <ul style="list-style-type: none"> a) The circumstances in which an officer or employee or AFULEQUE may be issued with an AFULEQUE credit card b) The purposes for which that credit card may be used; c) The purposes for which the use of that credit card is prohibited. <p>The policy includes procedures for reporting the use of a credit card of AFULEQUE for unauthorised or prohibited transactions and requires:</p> <ul style="list-style-type: none"> a) Payment of an invoice for a credit card of the organisation to be approved by an officer or employee of AFULEQUE other than the officer or employee to whom the credit card is issued; b) Credit card usage and payments to be regularly reported to AFULEQUE's management committee; and c) A sample of the invoices and payments of AFULEQUE's credit cards periodically to be audited. |

| | | | |
|---|------------------|------------------|--|
| Contracting Policy s553A(1)(d) | 10 December 2013 | 10 December 2013 | <p>AFULEQUE's policy for contracting activities deals with tender and selection processes, reviewing significant contracts, and disclosing the identity of, and arrangements with, key service providers. In accordance with Regulation s40B and Schedule 2B, the policy:</p> <ul style="list-style-type: none"> a) Requires AFULEQUE's major costs incurred through contracting activities to be reviewed annually; b) States the circumstances in which a contract for the supply of goods or services is considered by AFULEQUE to be a significant contract; and c) Requires AFULEQUE regularly to invite tenders for its significant contracts for the supply of goods or services; d) Requires AFULEQUE's contracting activities with a supplier to impose an obligation on the supplier to disclose to AFULEQUE any conflict of interest arising: <ul style="list-style-type: none"> a. During a tender process or negotiations for a contract; b. When a contract is entered into; or c. While a contract is in force. e) Requires AFULEQUE to: <ul style="list-style-type: none"> a. Keep a register of conflicts of interest disclosed by suppliers under an obligation mentioned in paragraph (d); and b. Ensure the register is reviewed at each meeting of the AFULEQUE management committee. |
| Travel and Accommodation Policy s553A(1)(e) | 10 December 2013 | 10 December 2013 | <p>This policy deals with travel and accommodation of AFULEQUE officers and employees when they are working away from home, including:</p> <ul style="list-style-type: none"> a) Spending by AFULEQUE; and b) Receipt of sponsored hospitality benefits by its officers or employees from other entities. |
| Entertainment and Hospitality Policy s553A(1)(f) | 10 December 2013 | 27 March 2014 | <p>AFULEQUE'S policy for spending on and receipt of, entertainment and hospitality (in accordance with Regulation s40B and Schedule 2B):</p> <ul style="list-style-type: none"> a) States the circumstances in which an AFULEQUE officer or employee: <ul style="list-style-type: none"> a. may accept entertainment or hospitality from an entity other than AFULEQUE; b. Must refuse entertainment or hospitality from an entity other than AFULEQUE; and b) Includes procedures about reporting and documenting the receipt of entertainment and hospitality. |

| | | | |
|----------------------|------------------------|------------------|--|
| Gifts s553A(1)(g) | 10 December 2013 | 27 March 2014 | AFULEQUE's policy for the giving, receiving and disposing of gifts (in accordance with Regulation s40B and Schedule 2B): a) States the circumstances in which an AFULEQUE officer or employee: a. May accept a gift from an entity other than AFULEQUE; and b. Must refuse a gift from an entity other than AFULEQUE; and b) Includes procedures about reporting and documenting the receipt of gifts. |
|----------------------|------------------------|------------------|--|

* The AFULEQUE has produced all of these financial policies. However, as the AFULEQUE has no accounts or financial activity for the year, it is only required to produce policies in relation to hospitality benefits and gifts.

7. Act s 557V Officers' financial management training*

| Officer to whom s553B applies | Description of Officer's role in the organisation | Date training most recently completed |
|--------------------------------------|--|--|
| Warren Hinds | State President | 22 November 2013 |
| Gregory Smith | State Secretary | 22 November 2013 |
| Glen McGaw | State Vice President | 22 November 2013 |
| Stewart Rach | No 3 Divisional Councillor | 19 December 2013 |
| Bruce Hodby | No 3 Proxy Divisional Councillor | 26 June 2014 |
| John Pedersen | No 4 Divisional Councillor | 22 November 2013 |
| Shayne Ware | No 4 Proxy Divisional Councillor | 22 November 2013 |
| Ian Casey | No 5 Divisional Councillor | 26 June 2014 |
| Darryl Torrens | No 5 Proxy Divisional Councillor | 19 December 2013 |
| Wayne Robeck | No 6 Divisional Councillor | 22 November 2013 |
| Jim Melgert | No 6 Proxy Divisional Councillor | 30 April 2014 |
| Kevin Voll | No 7 Divisional Councillor | 22 November 2013 |
| Ben Levis | No 7 Proxy Divisional Councillor | 19 December 2013 |
| Renny Eyears | Trustee | 22 November 2013 |

*The organisation has no accounts for the financial year, therefore no financial officers needed to complete financial management training. The AFULEQUE had all of the above officers complete training in any event.

Independent Auditor's Report
To the members of the Australian Federated Union of Locomotive Employees
Queensland Union of Employees

Report on the Financial Report

We have audited the accompanying annual financial disclosure statement of the Australian Federated Union of Locomotive Employees Queensland Union of Employees (AFULEQUE).

Committee's Responsibility

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

Auditor's Responsibility

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the company's preparation of the financial report that gives a true and fair view 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 company's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Committee of Management, as well as evaluating the overall presentation of the financial report.

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

Independence

In conducting our audit, we have complied with the applicable professional standards independence requirements.

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Opinion

In our opinion the financial report of the Australian Federated Union of Locomotive Employees is in accordance with the *Industrial Relations Act 1999* ("the Act") and associated Guidelines, including:

- (a) AFULEQUE has advised that the AFULEQUE has no accounts;
- (b) s.560(b) of the Act is not applicable as the AFULEQUE has no accounts;
- (c) s.560(c) of the Act is not applicable as the AFULEQUE has no accounts;
- (d) The annual financial disclosure statement for the year ended 30 June 2014 was prepared by the AFULEQUE under the Act;
- (e) s.560(e) of the Act is not applicable as the AFULEQUE has no accounts;
- (f) s.560(g) of the Act is not applicable as the AFULEQUE has no accounts; and
- (g) information and explanation's required from the AFULEQUE's Officers or Employees in conjunction with our audit procedures were given.

Peter Sheville

Vincent's Audit & Assurance

31 October 2014