



Mr Jeffrey Griffiths  
National Vice President  
Australian Petroleum Agents and Distributors Association  
369 High Street  
KEW VIC 3101

By email: [admin@apada.com.au](mailto:admin@apada.com.au)

Dear Mr Griffiths

**Re: Schedule 1 of the Workplace Relations Act 1996 (RAO Schedule)  
Financial Report for year ended 30 June 2007 – FR2007/508**

I acknowledge receipt of the financial reports of the Australian Petroleum Agents and Distributors Association for the year ended 30 June 2007 and the Certificate of Authorised Officer dated 7 December 2007. The documents were lodged in the Industrial Registry on 5 October and 11 December 2007 respectively.

The documents have been filed.

Although the documents have been filed, I would like to comment on some minor issues arising out of the reports. I make these comments to assist you when you next prepare the financial reports. You *do not* need to take any further action in respect of the financial reports already lodged and filed.

**1. Auditor's Report**

In future financial years the Auditor's Report should provide details of the auditor's qualifications to confirm that he is an 'approved auditor' under s.256 of the RAO Schedule and reg.4 of the *Workplace Relations (Registration and Accountability of Organisations) Regulations 2003* (RAO Regulations).

Regulation 4 defines an approved auditor as a person who is a member of CPA Australia, The Institute of Chartered Accountants in Australia or the National Institute of Accountants *and holds a current Public Practice Certificate*. In all likelihood your auditor is such a person, however, it is our preference that this is made explicit in the Report. Please draw this comment to the attention of your auditor.

**2. General Purpose Financial Report – References to Schedule 1B**

Note 16 of the notes to the financial report contained a reference to Schedule 1B of the *Workplace Relations Act 1996*. Such references should now be Schedule 1 or the RAO Schedule.

**3. Operating Report**

The requisite information of the Operating Report is outlined in subsection 254(2) of the RAO Schedule and reg.159 of the RAO Regulations.

Subsection 254(2) of the RAO Schedule states:

*“The operating report must:*

- (a) contain a review of the reporting unit's principal activities during the year, the results of those activities and any significant changes in the nature of those activities during the year; and*
- (b) give details of any significant changes in the reporting unit's financial affairs during the year; and*
- (c) give details of the right of members to resign from the reporting unit under section 174; and*
- (d) give details (including details of the position held) of any officer or member of the reporting unit who is:*
  - (i) a trustee of a superannuation entity or an exempt public sector superannuation scheme; or*
  - (ii) a director of a company that is a trustee of a superannuation entity or an exempt public sector superannuation scheme; and*

*where a criterion for the officer or member being the trustee or director is that the officer or member is an officer or member of a registered organisation; and*

- (e) contain any other information that the reporting unit considers is relevant; and*
- (f) contain any prescribed information.”*

I note some of the required information of the Operating Report was found in the Director's Report. To comply with s.254 and reg.159 I recommend the two Reports be amalgamated into one, entitled the "Operating Report".

Furthermore, I note that subsection 254(2)(b) was not addressed. If there were no significant changes in the financial affairs during the year, a statement to that effect should be contained in the Report.

Subsection 254(2)(d) regarding details of trustees or directors of a company that is a trustee of a superannuation entity or an exempt public sector superannuation scheme is not limited to the superannuation funds of APADA. This paragraph applies to *any* superannuation entity or scheme.

If no officers or members of your organisation is a trustee of a superannuation entity our preferred wording to satisfy subsection 254(2)(d) is:

*“No officer or member of the reporting unit holds a position as a trustee or director of a superannuation entity or exempt public sector superannuation scheme where the criterion for holding such position is that they are an officer or member of an organisation.”*

#### **4. Committee of Management Statement**

In sub-paragraph (e)(i) and (e)(ii) of the Statement the words *“including the rules of a branch concerned”* can be omitted as APADA is a single reporting unit and is not divided into branches.

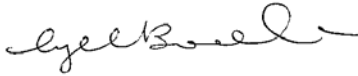
#### **5. Electronic Lodgement**

For future lodgements, I encourage you to take advantage of the electronic lodgement service provided by the Registry. You may register as a user and then lodge your documents via the Electronic Lodgement page of the AIRC website at [www.airc.gov.au](http://www.airc.gov.au). Alternatively, you may send

an email with the documents attached to [riateam3@air.gov.au](mailto:riateam3@air.gov.au). Please note that the Rules of the Commission allow for electronic signatures to be used, other than for statutory declarations (see sub-rule 74A(1)). Where documents are lodged electronically, there will be no need to forward hard copies of the documents.

Should you wish to discuss any of the matters raised in this letter, or if you require further information on the financial reporting requirements of the Act, I may be contacted on (03) 8661 7989 on Wednesdays and Thursdays or by email at [Cynthia.lobooth@air.gov.au](mailto:Cynthia.lobooth@air.gov.au)

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Cynthia Lo-Booth', with a stylized flourish at the end.

Cynthia Lo-Booth  
Statutory Services Branch

20 December 2007

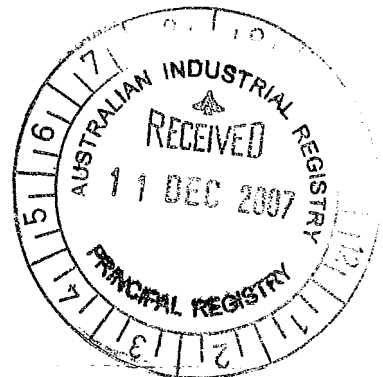
**Certificate of Secretary or other Authorised Officer**  
s268 of Schedule 1 *Workplace Relations Act 1996*

I, Jeffery Griffiths being the National President of the Australian Petroleum Agents and Distributors Association, certify:

- that the documents lodged herewith are copies of the full report, referred to in s268 of the RAO Schedule; and
- that the full report was provided to members on 30 August 2007; and
- that the full report was presented to a general meeting of members of the reporting unit on 25 September 2007, in accordance with section 266 of the RAO Schedule.

Signature .....

Date: 2/12/07 .....



FR2007/5038



Australian Petroleum Agents  
and Distributors Association

2 October 2007

369 High Street,  
Kew, VIC, 3101  
Telephone: (03) 9855 5490  
Facsimile: (03) 9855 5494  
Email: [admin@apada.com.au](mailto:admin@apada.com.au)  
[www.apada.com.au](http://www.apada.com.au)

Industrial Registrar  
Australian Industrial Registry  
11 Exhibition Street  
MELBOURNE VIC 3000

Dear Sir

**Lodgment of Financial Reports for year ended 30 June 2007**

We enclose documentation relating to the financial reports of this organization for the year ended 30 June 2007 for filing.

Any questions regarding this report should be directed in the first instance to our General Manager, David Killeen, on (03) 9855 5917.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Jeffery Griffiths', with a long horizontal flourish extending to the left.

Jeffery Griffiths  
National Vice President

Enc :

2 October 2007

**AUSTRALIAN PETROLEUM AGENTS AND DISTRIBUTORS ASSOCIATION – FINANCIAL  
ACCOUNTS – YEAR ENDED 30 JUNE 2007**

I hereby certify that the documents filed herewith are true and correct financial statements that were presented at the Annual General Meeting of Members of this organization held at the Sydney Exhibition Centre, Darling Harbour, New South Wales, on 25 September 2007.

A handwritten signature in black ink, appearing to read 'J. Griffiths', with a long horizontal flourish extending to the right.

Jeffery Griffiths  
National Vice President

**AUSTRALIAN PETROLEUM AGENTS AND  
DISTRIBUTORS ASSOCIATION**

**FINANCIAL REPORT**

**30 JUNE 2007**

Director's Report

Income Statement

Balance Sheet

Statement of Changes in Equity

Cash Flow Statement

Notes To and Forming Part of the Financial Report

Committee of Management Statement

Auditor's Report

Auditor's Independence Declaration

Additional Information for Members

Operating Report

Certificate of Authorised Officer

# AUSTRALIAN PETROLEUM AGENTS AND DISTRIBUTORS ASSOCIATION

FOR THE YEAR ENDED 30 JUNE 2007

## Directors Report

Your directors submit the financial report of the Australian Petroleum Agents and Distributors Association for the financial year ended 30 June 2007

## Directors

The names of the directors throughout the year and at the date of this report are:

Robert Perry – South Australia  
Jeffery Griffiths – Victoria  
Graeme Gough – New South Wales (resigned on 30 October 2006)  
Nic Moulis – from 1 November 2006  
Brian Jasper – Western Australia  
Philip Molineux – Tasmania  
John Clark – Queensland

All directors held office throughout the full reporting period.

## Principal Activities

The principal activities of the association during the financial year were:

To represent the interests of its members with the oil companies, state and federal governments, the various regulatory authorities, the unions and the media.

## Significant Changes

No significant change to the nature of these activities occurred during the year.

## Operating Result

The profit from ordinary activities after providing for income tax amounted to \$45,580  
(2006 - \$287,754)

Signed in accordance with a resolution of the members of the Board.



Jeffery Guy Griffiths – Vice President



Philip Molineux – Treasurer

Dated this *24<sup>th</sup>* day of *August* 2007



**AUSTRALIAN PETROLEUM AGENTS AND DISTRIBUTORS ASSOCIATION**

**INCOME STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2007**

	<b>NOTE</b>	<b>2007</b>	<b>2006</b>
		<b>\$</b>	<b>\$</b>
Revenues from ordinary activities	2	901,454	729,449
Employee benefits expense		(314,936)	(221,905)
Administration costs		(101,279)	(132,572)
Legal expenses		(348,302)	(19,219)
Convention expenses		(71,477)	(43,000)
Other expenses		(18,774)	(24,342)
Depreciation and amortisation expenses		(453)	(657)
Loss on disposal of fixed assets		(653)	-
Total changes in equity of the association		<u>45,580</u>	<u>287,754</u>

The accompanying notes form part of this financial report.

**AUSTRALIAN PETROLEUM AGENTS AND DISTRIBUTORS ASSOCIATION**

**BALANCE SHEET  
AS AT 30 JUNE 2007**

	<b>NOTE</b>	<b>2007</b>	<b>2006</b>
		<b>\$</b>	<b>\$</b>
<b>CURRENT ASSETS</b>			
Cash	4	2,407,406	928,833
Receivables	5	8,333	8,333
Prepayments	6	-	12,636
Investments	7	-	1,369,180
<b>TOTAL CURRENT ASSETS</b>		<u>2,415,739</u>	<u>2,318,882</u>
<b>NON-CURRENT ASSETS</b>			
Plant & Equipment	8	781	1,887
<b>TOTAL NON-CURRENT ASSETS</b>		<u>781</u>	<u>1,887</u>
<b>TOTAL ASSETS</b>		<u>2,416,520</u>	<u>2,320,869</u>
<b>CURRENT LIABILITIES</b>			
Accounts Payable	9	13,740	30,366
Provisions	10	55,946	125,371
Other	11	261,070	113,508
<b>TOTAL CURRENT LIABILITIES</b>		<u>330,756</u>	<u>269,245</u>
<b>NON-CURRENT LIABILITIES</b>			
Provision	10	-	11,440
<b>TOTAL NON-CURRENT LIABILITIES</b>		<u>-</u>	<u>11,440</u>
<b>TOTAL LIABILITIES</b>		330,756	280,685
<b>NET ASSETS</b>		<u>2,085,764</u>	<u>2,040,184</u>
<b>MEMBERS' FUNDS</b>			
Retained Surplus		860,743	815,163
Reserves		1,225,021	1,225,021
<b>TOTAL MEMBERS' FUNDS</b>		<u>2,085,764</u>	<u>2,040,184</u>

The accompanying notes form part of this financial report.

**AUSTRALIAN PETROLEUM AGENTS AND DISTRIBUTORS ASSOCIATION**

**STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 30 JUNE 2007**

	<b>Retained Earnings \$</b>	<b>Financial Assets Reserve \$</b>	<b>Total \$</b>
Balance at 1 July 2005	527,409	-	527,409
Profit attributable to members	287,754		287,754
Adjustment on adoption of AASB 139		1,225,021	1,225,021
Balance at 30 June 2006	<u>815,163</u>	<u>1,225,021</u>	<u>2,040,184</u>
Profit attributable to members	45,580		45,580
Balance at 30 June 2007	<u>860,743</u>	<u>1,225,021</u>	<u>2,085,764</u>

**AUSTRALIAN PETROLEUM AGENTS AND DISTRIBUTORS ASSOCIATION****CASH FLOW STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2007**

	NOTE	2007 \$	2006 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Receipts from members		252,829	153,082
Interest received		81,836	47,398
Dividends Received		44,428	66,642
Commission Received		100,000	100,000
Other Income received		18,473	86,231
Payments to suppliers and employees		(762,147)	(391,232)
Net cash provided by/(used in) operating Activities	14(b)	<u>(264,581)</u>	<u>62,121</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Receipts from Investments		1,773,068	-
Payment for Property, Plant and Equipment		-	-
Net cash used in investing activities		<u>1,773,068</u>	<u>-</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Interest Received		21,830	1,925
Payment of Fidelity Fund Outgoings		(51,744)	(37,022)
Net cash provided by/(used in) Financing Activities		<u>(29,914)</u>	<u>(35,097)</u>
Net increase/(decrease) in cash held		1,478,573	27,024
Cash at beginning of financial year		928,833	901,809
Cash at end of financial year	14(a)	<u>2,407,406</u>	<u>928,833</u>

The accompanying notes form part of this financial report.

# AUSTRALIAN PETROLEUM AGENTS AND DISTRIBUTORS ASSOCIATION

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2007

### NOTE 1: STATEMENT OF ACCOUNTING POLICIES

The financial report is a general purpose financial report that has been prepared in accordance with Accounting Standards, Urgent Issues Group Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board.

The financial report complies with all Australian equivalents to International Financial Reporting Standards (AIFRS).

The following is a summary of the material accounting policies adopted by the association in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

#### **Basis of preparation**

##### *Reporting Basis and Conventions*

The financial report has been prepared on an accruals basis and is based on historical costs modified by the revaluation of selected non-current assets, and financial assets and financial liabilities for which the fair value basis of accounting has been applied.

The following is a summary of the material accounting policies adopted by the Association in the preparation of the financial report.

(a) ***Income Tax***

No provision for income tax is necessary as the Association is exempt from income tax under the provisions of the Income Tax Assessment Act 1997, Section 50-15.

Fringe benefits tax does apply and is paid as it is incurred.

(b) ***Fixed Assets***

The depreciable amount of all fixed assets are depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

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

<u>Class of Fixed Asset</u>	<u>Depreciation Rate</u>
Computers	20%
Furniture, Fittings and Office Equipment	20%

The carrying amount of fixed assets is reviewed annually by committee members to ensure it is not in excess of the recoverable amount of those assets.

The recoverable amount is assessed on the basis of expected net cash flows which will be received from the assets' employment and subsequent disposal. The expected net cash flows have not been discounted to their present values in determining the recoverable amounts.

**AUSTRALIAN PETROLEUM AGENTS AND DISTRIBUTORS ASSOCIATION**

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2007**

**NOTE 1: STATEMENT OF ACCOUNTING POLICIES (continued)**

(c) *Employee Entitlements*

Provision is made for the Association's liability for employee entitlements arising from services rendered by employees to balance date. Employee entitlements expected to be settled within one year, together with entitlements arising from wages and salaries and annual leave which will be settled after one year, have been measured at the present value of the estimated future cash outflows to be made for those entitlements.

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

(d) *Cash*

For the purposes of the Statement of Cash Flows, cash includes cash on hand, at banks and on deposit.

(e) *Shares - OAMPS Ltd*

In October 2006, APADA accepted Wesfarmers Insurance Investments Pty Ltd offer for the shares in OAMPS Ltd at the price of \$4.39. This meant the sale of 403,888 ordinary shares for a total consideration of \$1,773,068.32.

**AUSTRALIAN PETROLEUM AGENTS AND DISTRIBUTORS ASSOCIATION**

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2007**

	2007	2006
	\$	\$
<b>NOTE 2: REVENUE</b>		
Operating activities		
- Members Fees	190,838	208,023
- Interest Received	81,836	47,398
- Commission Received	100,000	100,000
- Business Partner program	-	1,000
- Other Income	2,473	3,928
- Convention Income	61,990	44,015
- Training Courses	-	2,360
- Dividends	44,428	66,642
- Profit on Sale of Shares	403,888	-
- Fidelity Fund Administration	16,000	6,083
- Fidelity Fund Reversal of Claims Provision	-	250,000
	<hr/>	<hr/>
Total Revenue	901,453	729,449
	<hr/>	<hr/>

**NOTE 3: PROFIT FROM ORDINARY ACTIVITIES**

Profit from ordinary activities has been determined after:

- Depreciation	453	657
- Remuneration of auditor		
- audit or review services	6,250	6,850
- other services	500	2,355
Total remuneration	<hr/>	<hr/>
	6,750	9,205
Rental expense	23,818	20,182

**NOTE 4: CASH**

Cash at Bank – BT	2,304,940	840,550
Cash at Bank – NAB	102,362	88,270
Petty Cash	104	13
	<hr/>	<hr/>
	2,407,406	928,833
	<hr/>	<hr/>

**NOTE 5: RECEIVABLES**

**CURRENT**

Commission Receivable	8,333	8,333
Other Receivables	-	-
	<hr/>	<hr/>
	8,333	8,333
	<hr/>	<hr/>

**AUSTRALIAN PETROLEUM AGENTS AND DISTRIBUTORS ASSOCIATION**

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2007**

	2007	2006
	\$	\$
<b>NOTE 6: PREPAYMENTS</b>		
CURRENT		
Convention Prepayments	-	12,636
	<u>-</u>	<u>12,636</u>
<b>NOTE 7: INVESTMENTS</b>		
CURRENT		
Investments in OAMPS Ltd Shares At Fair Value	-	1,369,180
	<u>-</u>	<u>1,369,180</u>
<b>NOTE 8: PLANT &amp; EQUIPMENT</b>		
Furniture, Fittings and Office Equipment at cost	3,992	6,769
Less: Accumulated Depreciation	(3,211)	(4,882)
	<u>781</u>	<u>1,887</u>
<b>NOTE 9: ACCOUNTS PAYABLE</b>		
Trade Creditors	13,740	30,366
	<u>13,740</u>	<u>30,366</u>
<b>NOTE 10: PROVISIONS</b>		
CURRENT		
Holiday Pay	8,588	43,169
Long Service Leave	39,022	43,952
Fidelity Fund Contributions	8,336	38,250
	<u>55,946</u>	<u>125,371</u>
NON CURRENT		
Long Service Leave	<u>-</u>	<u>11,440</u>



# AUSTRALIAN PETROLEUM AGENTS AND DISTRIBUTORS ASSOCIATION

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2007

	2007	2006
	\$	\$
<b>NOTE 11: OTHER LIABILITIES</b>		
<b>CURRENT</b>		
Accrued expenses	164,925	26,353
Subscriptions in advance	96,145	87,155
	<u>261,070</u>	<u>113,508</u>

### NOTE 12: FIDELITY FUND CONTRIBUTIONS

Balance at 1 July 2006	38,250	323,347
Interest earned	21,830	1,925
Refund of contributions	(35,744)	(30,939)
Administration Fees	(16,000)	(6,083)
Fund claims provision transferred to Income Statement	-	(250,000)
Balance at 30 June 2007	<u>8,336</u>	<u>38,250</u>

### NOTE 13: APADA FIDELITY FUND

The Apada (1988) Fidelity Trust ("the Trust") was terminated on 1 March 1999 and at that date APADA reviewed outstanding and potential claims against the Trust and set aside a sum of \$250,000 to cover these claims.

The quantum of eventual payment is ultimately dependent upon the establishment of the claim and the discretion of APADA as to the amount to be paid.

During the year ended 30 June 2006 no claims were registered, and it was resolved to write down the provision for potential claims.

The balance of the provision for Fidelity and Future Contributions reflects the amount of contributions expected to be paid in the future.

**AUSTRALIAN PETROLEUM AGENTS AND DISTRIBUTORS ASSOCIATION**

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2007**

<b>2007</b>	<b>2006</b>
\$	\$

**NOTE 14: NOTES TO THE STATEMENT OF CASH FLOWS**

(a) Reconciliation of Cash

Cash at the end of the year is shown in the balance sheet as:

Cash at bank – BT	2,304,940	840,550
Cash at bank – NAB	102,362	88,270
Petty Cash	104	13
	<u>2,407,406</u>	<u>928,833</u>

(b) Reconciliation of net cash provided by operating activities to Operating Profit/(Loss)

Operating Profit/(Loss)	45,580	287,754
Non-cash flows in operating profit/(loss)		
Depreciation	453	657
Loss on disposal of fixed assets	653	-
Profit on sale of investments	(403,888)	-
Fidelity Fund claim provision write back	-	(250,000)
Changes in assets and liabilities		
(Increase)/decrease in prepayments	12,636	(6,138)
(Increase)/decrease in receivables	-	-
(Decrease)/Increase in accounts payable	130,936	3,600
(Decrease)/Increase in employee provisions	(50,951)	26,248
(Decrease)/Increase in other liabilities	-	-
Net cash provided by/(used in) operating Activities	<u>(264,581)</u>	<u>62,121</u>

(c) The Association has no credit stand-by or financing facilities in place.

(d) There were no non-cash financing or investing activities during the year.

# AUSTRALIAN PETROLEUM AGENTS AND DISTRIBUTORS ASSOCIATION

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2007

### NOTE 15: FINANCIAL INSTRUMENTS

#### a. Interest Rate Risk

The association's exposure to interest rate risk, which is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates and the effective weighted average interest rates on those financial assets and financial liabilities, is as follows:

	Weighted Average Effective Interest Rate		Floating Interest Rate	
	2007	2006	2007	2006
FINANCIAL ASSETS				
Cash	102,466	88,283	3.00%	3.00%
Cash on Deposit	2,304,940	840,550	6.21%	5.30%
TOTAL FINANCIAL ASSETS	<u>\$2,407,406</u>	<u>\$928,833</u>		

#### b. Credit Risk

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

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

#### c. Net Fair Values

For financial assets and other liabilities the net fair value approximates their carrying value.

### NOTE 16: PRESCRIBED INFORMATION NOTICE

According to subsections 272(1), (2) and (3) of Schedule 1B to the Workplace Relations Act (the Registration and Accountability of Organisations Schedule):-

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

### NOTE 17: SEGMENT REPORTING

The Association operates in the petroleum sector, promoting and defending the interests of petroleum agents and distributors with the government, media and various organisations within Australia.

**AUSTRALIAN PETROLEUM AGENTS AND DISTRIBUTORS ASSOCIATION**

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2007**

**NOTE 18: APADA & AACS PROPOSED MERGER**

APADA members have voted to merge the organisation with The Australasian Association of Convenience Stores (AACS) due to the enormous synergies that exist. Due to APADA's registration, this is currently subject to the approval of the Australian Industrial Relations Commission (AIRC)

**NOTE 19: ASSOCIATION DETAILS**

The registered office is:

Australian Petroleum Agents and Distributors Association  
369 High Street  
Kew Victoria 3101

The principal places of business is:

Australian Petroleum Agents and Distributors Association  
369 High Street  
Kew Victoria 3101

# AUSTRALIAN PETROLEUM AGENTS AND DISTRIBUTORS ASSOCIATION

## Committee of Management Statement

On 24 August 2007 the Committee of Management of the Australian Petroleum Agents & Distributors Association passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30 June 2006.


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

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the GPFR relates and since the end of that year:
  - (i) meetings of the committee of management were held in accordance with the rules of the organisation including the rules of a branch concerned; and
  - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
  - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
  - (iv) there is only one reporting unit
  - (v) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member or Registrar; and
  - (vi) no orders have been made by the commission under Section 273 of the RAO Schedule during the period.

For Committee of Management: Jeffery Guy Griffiths

Title of Office held: National Vice President

Signature:



Date: 24 August 2007

## **AUDITORS' REPORT TO MEMBERS OF AUSTRALIAN PETROLEUM AGENTS AND DISTRIBUTORS ASSOCIATION**

**30 JUNE 2007**

### **Scope**

The financial report and committee's responsibility

The financial report comprises the income statement, balance sheet, statement of changes in equity, statement of cash flows, accompanying notes to the financial statements, and the statement by members of the board of management for Australian Petroleum Agents and Distributors Association. (the association), for the year ended 30 June 2007.

The board of the association is responsible for the preparation and true and fair presentation of the financial report. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

### **Audit Approach**

We conducted an independent audit in order to express an opinion to the members of the association. Our audit was conducted in accordance with Australian Auditing Standards and the Workplace Relations Act 1996, in order to provide reasonable assurance as to whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgment, selective testing, the inherent limitations of internal control, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

We performed procedures to assess whether in all material respects the financial report presents fairly, in compliance with Accounting Standards and other mandatory financial reporting requirements in Australia, a view which is consistent with our understanding of the association's financial position, and of its performance as represented by the results of its operations and cash flows.

We formed our audit opinion on the basis of these procedures, which included:

- examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report, and
- assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the committee.

## Scope

While we considered the effectiveness of management's internal controls over financial reporting when determining the nature and extent of our procedures, our audit was not designed to provide assurance on internal controls.

## Independence

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements.

## Audit Opinion

In our opinion, the general purpose financial report of Australian Petroleum Agents and Distributors Association is presented fairly in accordance with applicable Australian Accounting Standards, Part 3 of Chapter 8 of Schedule 1 of the Workplace Relations Act 1996 and other mandatory professional reporting requirements in Australia, the financial position of Australian Petroleum Agents and Distributors Association as at 30 June 2007, and the results of its operations and its cash flows for the year then ended.

*Hayes Knight Audit*

**Hayes Knight Audit Pty Ltd**



**Geoff Parker**  
Director

Dated at Melbourne this 28 day of August, 2007

## **Auditor's Independence Declaration**

UNDER SECTION 307C OF THE CORPORATIONS ACT 2001

TO THE BOARD MEMBERS OF  
AUSTRALIAN PETROLEUM AGENTS AND DISTRIBUTORS ASSOCIATION

I declare that, to the best of my knowledge and belief, during the year ended 30 June 2007 there have been:

1. no contraventions of the auditor independence requirements as set out in the *Corporations Act 2001* in relation to the audit, and
2. no contraventions of any applicable code of professional conduct in relation to the audit.

**Hayes Knight Audit Pty Ltd**



**G. S. Parker**  
Director

Dated this 24 day of August 2007



# AUSTRALIAN PETROLEUM AGENTS AND DISTRIBUTORS ASSOCIATION

## ADDITIONAL INFORMATION FOR MEMBERS

### INCOME & EXPENDITURE STATEMENT FOR THE YEAR ENDED 30 JUNE 2007

	NOTE	2007 \$	2006 \$
<b>INCOME</b>			
Members' Fees	A	190,839	208,023
Interest Received		81,836	47,398
Commission Received	B	100,000	100,000
Business Partner Program		-	1,000
Other Income	C	2,473	3,928
Convention Income		61,990	44,015
Training Courses		-	2,360
Dividends		44,428	66,642
Profit on Sale of Shares		403,888	-
Fidelity Fund Administration		16,000	6,083
Fidelity Fund claims provision write back		-	250,000
<b>TOTAL INCOME</b>		<u>901,454</u>	<u>729,449</u>
<b>EXPENDITURE</b>			
Aboveground Guidelines		-	3,468
Accounting & Audit		7,065	9,205
Computer Expenses		1,017	1,597
Convention Expenses		71,477	43,000
Depreciation		453	657
Emergency Response		-	1,300
Entertainment - FBT		1,866	2,694
Entertainment - Non FBT		936	892
Fringe Benefits Tax		1,290	1,369
Legal Costs		348,302	19,219
Loss on Disposal of Fixed Assets		653	-
Marketing & Promotion		528	3,648
Meeting Costs	D	12,832	11,344
Office Expenses	E	39,533	41,928
President's Allowance		3,000	3,000
Professional Advice		11,181	1,800
Rent		23,818	20,182
Salaries & Wages - employees		159,619	151,589
Staff Superannuation		155,317	70,316
Subscriptions & References		6,481	9,840
Training Expenses		-	4,921
Travel & Accommodation		10,506	39,726
<b>TOTAL OPERATING EXPENDITURE</b>		<u>855,874</u>	<u>441,695</u>
<b>NET PROFIT/(LOSS)</b>		<u>45,580</u>	<u>287,754</u>

**AUSTRALIAN PETROLEUM AGENTS AND DISTRIBUTORS ASSOCIATION**

**INCOME & EXPENDITURE STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2007**

	2007 \$	2006 \$
<b>Note A: MEMBERS FEES</b>		
Full Members Fees - Victoria	42,850	48,425
- New South Wales	45,910	54,850
- Queensland	45,173	41,400
- Western Australia	21,900	21,900
- Tasmania	8,755	11,904
- South Australia / NT	20,000	24,200
Subscriber Members	-	1,300
Trade Subscriptions	6,250	4,044
	<u>190,838</u>	<u>208,023</u>
<b>Note B: COMMISSION RECEIVED</b>		
Commission – OAMPS	100,000	100,000
	<u>100,000</u>	<u>100,000</u>
<b>Note C: OTHER INCOME</b>		
Advertising Income	400	200
Sundry Income	-	135
AIP Storage Tank	-	1,033
Sponsorships	2,073	2,560
	<u>2,473</u>	<u>3,928</u>
<b>Note D: MEETING COSTS</b>		
(Including travel & accommodation)		
Regional	59	534
National Board	10,728	10,310
Special Meeting	1,045	500
	<u>12,832</u>	<u>11,344</u>

**AUSTRALIAN PETROLEUM AGENTS AND DISTRIBUTORS ASSOCIATION**

**INCOME & EXPENDITURE STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2007**

	2007 \$	2006 \$
<b>Note E: OFFICE EXPENSES</b>		
Bank Charges	4,151	3,538
Casual Labour	10,373	8,868
Car Parking	54	1,775
General Expenses	2,308	2,960
Insurance	6,629	7,287
Internet	1,489	1,124
Management Charges	445	1,410
Postage & Couriers	2,607	2,020
Printing & Stationery	3,446	4,141
Staff Amenities	258	139
Seminars	441	1,571
Storage	1,615	1,524
Telephone & Fax	4,871	4,765
WorkCover	846	806
	<u>39,533</u>	<u>41,928</u>

# AUSTRALIAN PETROLEUM AGENTS AND DISTRIBUTORS ASSOCIATION

## OPERATING REPORT – For year ended 30 June 2007

The following Operating Report is now required under the new guidelines set under the RAO schedules of the Workplace Relations Act 1996. It will form the basis of the Presidents address to be given at APADA's Annual General Meeting.

### **Membership at 30 June 2007.**

Full Distributor Members	101
Associate Members	10
Business Partners	6
Trade Members	16
Life Members	3
	-----
	136

### **APADA Staff. 3**

General Manager  
Workplace Relations Mgr  
Membership / Admin Asst

### **APADA Board**

Robert Perry  
Jeffrey Griffiths  
Brian Jasper  
Nic Moulis  
John Clark  
Philip Molineux

### **Financial position**

- Positive result for 2006 / 2007 - \$45,580 (Net Profit).
- Financial position sound for the coming year - 2007 / 2008 period

### **Key Activities over the past 12 months.**

- Workplace relations support: (on-going & diverse) and includes:
  - Monitoring and Disseminating impact of WorkChoices legislation/regulations in order to provide members with current information.
  - Conducting workplace training for members and their employees.
  - General advice relating to workplace relations issues, including discrimination and occupational health and safety.
  - Advocacy before federal/state tribunals on behalf of members.
  - Negotiating with unions as appropriate.
- Representing Distributor sector on the numerous State & Federal Government Inquiry working groups:
  - Federal Government dept meetings on Supply & national emergency response plans.
  - Ethanol and bio-diesel discussions with Federal Government and producers.
  - Federal Government reviews on market reform and revised Oilcode
- Assisted members with various franchise and supply agreements with their major fuel suppliers.

- Submissions to and face-to-face discussions with the Federal Government & ACCC on industry issues, particularly in relation to the supermarket alliances influence on the petroleum marketplace..
- Continuing involvement in the various State EPA's on Underground Storage Tanks policy review & its implications nationally.
- On-going discussions with the Australian Government Treasury on Fuel Tax Credit Reform.
- Participation on the industry Service Station Security Committee
- Contact with the media, predominately on the concern for small business in regional & rural Australia, as well as the normal discussions on the general issue of fuel pricing and fluctuations.
- Distributor Business valuations
- Facilitating on-line Trade Practice Act compliance training.
- On-going participation with Re-Car (ISS) & OAMPS in the Emergency Response Call Centre Program.
- Provision of advice on industry matters to media & government
- On-going information exchange with like associations in the USA and Canada.
- Established close and permanent working relationships with the Australasian Association of Convenience Stores.
- Increasing involvement with the bio-fuels industry

Right of members to resign (s 143 of the Constitution, as required by s254 of ROA)

Any members may resign his membership by notice in writing addressed to the General Manager of the Association, and shall be delivered to him personally or by leaving it in an envelope addressed to the General Manger at the registered office of the Association, or by posting it to the General Manager at the registered office of the Association.

**Trustees of superannuation entities.**

This is not applicable as there is no association fund, and therefore no director involvement.



Signed by: Jeffrey Griffiths  
National Vice President

Dated this *24<sup>th</sup>* day of *August* 2007