



**Australian Government**  
**Australian Industrial Registry**

Australian Industrial Registry  
Level 35,  
80 Collins Street  
MELBOURNE VIC 3000  
Telephone: (03) 8661 7888  
Fax: (03) 9654 6672

**Ref: FR2005/622-[024N-QLD]**

Mr Robert Edward Dellar  
Secretary/Treasurer  
Australian Hotels Association  
Queensland Hotels Association  
GPO Box 343  
BRISBANE QLD 4001

Dear Mr Dellar,

**Courtesy letter - financial reports for year ending 31 December 2005**

Our records show that your branch's financial year ended recently.

As you know, major changes made by Schedule 1B of the *Workplace Relations Act 1996* (the RAO Schedule) were introduced in May 2003 and first applied to financial reports ending 31 December 2004.

In our letter to you of 14 November 2005, we advised you of certain discrepancies found in the lodged financial reports of 31 December 2004 which were directed at assisting you with the future preparation of financial reports. A copy of our letter is attached for your information. Among a number of matters raised in the letter were the significant issues of the preparation of a *special purpose financial report* and the failure to prepare an operating report.

I wish to remind the branch that a reporting unit is required by s253 of the RAO Schedule to prepare a general purpose financial report from its financial records. A *special purpose financial report* will not satisfy these requirements and will not be accepted by the Industrial Registry. A copy of this letter has also been sent to your auditor. Further, the Industrial Registry will not accept financial reports that do not include an operating report as required by the RAO Schedule.

If you believe your financial reports, which are required to be lodged within six months of end of financial year, will be delayed or you have any queries, please contact me on (03) 8661 7817 or by email at [robert.pfeiffer@air.gov.au](mailto:robert.pfeiffer@air.gov.au).

We recommend you and your accountant/auditor also refer to the following documents on the Commission's website at [www.airc.gov.au](http://www.airc.gov.au):

- [RAO Schedule](#)
- [RAO Regulations](#)
- [Registrar's Reporting Guidelines](#) - All GPFR's must comply with these Guidelines. Please note that the Guidelines set out requirements that are *in addition* to those required by the Australian Accounting Standards.
- [RAO Fact Sheets](#) - These Fact Sheets explain the requirements of the RAO Schedule - many of them deal with financial reporting matters.

Yours sincerely

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

Robert Pfeiffer  
Assistant Team Manager - RIA Team 4  
Statutory Services Branch (Melbourne)

30 January 2006

c.c. MA Quinn & Co  
Chartered Accountants  
1/37 Sunderland Drive  
BANKSIA BEACH QLD 4507



**Australian Government**  
**Australian Industrial Registry**

Level 35, Nauru House  
80 Collins Street, Melbourne, VIC 3000  
GPO Box 1994S, Melbourne, VIC 3001  
Telephone: (03) 8661 7799  
Fax: (03) 9654 6672

Mr Robert Edward Dellar  
Secretary/Treasurer  
Australian Hotels Association  
Queensland Hotels Association  
GPO Box 343  
BRISBANE QLD 4001

By email: [admin@qha.asn.au](mailto:admin@qha.asn.au)

Dear Mr Dellar,

Attention: Mr Justin O'Connor, Chief Executive

**Re: Financial Documents - year ended 31 December 2004 (FR2004/649)**

**Schedule 1B - Workplace Relations Act 1996 (RAO Schedule)**

I have received the financial reports for the Queensland Branch of the Australian Hotels Association for the year ended 31 December 2004. The documents were lodged in the Registry on 1 September 2005 under s268 of Schedule 1B (RAO Schedule) of the Workplace Relations Act 1996.

This is the first lodgment by the branch of its audited financial reports under the *Registration and Accountability of Organisations (RAO) Schedule* which commenced on 12 May 2003.

Such financial accounts are also required to comply with the Industrial Registrar's *Reporting Guidelines* issued under s253 of the RAO Schedule – a copy of these Guidelines is enclosed.

For your assistance I also enclose a *Timeline* which sets out the fundamental financial reporting requirements of the RAO Schedule.

The documents have not yet been filed as the following matter requires your further attention:

Presentation of documents to meeting

There is no indication in the accounts as to whether the financial reports have been presented to a general meeting of members – see the *Timeline*.

Accordingly, could you please lodge in the Industrial Registry by Friday 2 December 2005 a certificate signed by a designated officer of the branch under s268 of the RAO Schedule that:

- confirms that the lodged documents are copies of those presented to the meeting,
- confirms that the meeting was a general meeting of members, and
- provides the date of the meeting.

In the event that the branch has not yet presented the financial reports to a general meeting could you please advise the Registry, by the same date, as to when the documents are expected to be presented to such a meeting. Once the financial reports are presented, a certificate under s268 would then need to be lodged to confirm that this has occurred.

Note: while the RAO Schedule does allow financial reports to be presented to a Committee of Management meeting, this is only allowable where the rules of the branch allow up to 5% of members to call a general meeting to be held to consider the report - see s266(3). The Queensland Branch Rules of the AHA, at the present time, do not appear to contain such a provision – see Rule 31 of the Branch Rules.

#### Comments to assist future financial reports

The following comments may assist you when you next prepare financial reports. No further action is required regarding these issues with respect to the lodged documents.

#### Special Purpose Financial Report

The financial report has been drawn up as a *Special Purpose Financial Report* (SPFR) based on the determination by the Committee of Management 'that the association is not a reporting entity'.

This approach is not consistent with the requirements of the RAO Schedule.

The Schedule expressly requires a *General Purpose Financial Report* (GPFR) to be prepared and it makes no provision of any kind for the use of SPFR's.

While s270 of the RAO Schedule does make provision for reduced reporting requirements this only applies to whole organisations (not just branches) which have a total income of less than \$100,000.

In the light of the above, the Queensland Branch of the AHA will be required in future financial years to prepare a full GPFR in accordance with s253 of the RAO Schedule and the Reporting Guidelines issued with respect to s253.

#### Operating Report

In future financial years the branch must prepare an *Operating Report* in accordance with the requirements of s254 of the RAO Schedule. Please also refer to Regulation 159(2) of the RAO Regulations.

#### Statement of Cash Flows

In future financial years the branch must prepare a *Statement of Cash Flows* in accordance with s253(2)(a)(iii) of the RAO Schedule.

#### Auditor's Report

In future financial years the Auditor's Report should be amended so that it:

- specifically confirms whether, in the Auditor's opinion, the accounts are presented fairly in accordance with the *Australian Accounting Standards* and the requirements of the relevant sections of the RAO Schedule (see s257 RAO), and
- provides details of the Auditor's qualifications to confirm he or she is an 'approved auditor' under s256 of the RAO Schedule and Regulation 4 of the 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.

### Committee of Management Statement

In future financial years the wording of the Committee of Management Statement should be based on Items 16 to 18 of the Reporting Guidelines. The Certificate should also confirm that it has been made in accordance with a resolution passed by the Committee and provide the date of the resolution.

### Disclosure of Expenditure

An organisation is required to separately disclose a wide range of expenditure items in the main body of the accounts – these include:

- Affiliation Fees or Subscriptions to political parties or industrial bodies
- Grants or Donations
- Employment benefits to *holders of office*
- Employment benefits to *employees (other than holders of office)*
- Legal costs
- Conferences - fees/allowance for attendance
- Conference Expenses
- Penalties imposed on the reporting unit by WR Act
- Capitation fees/membership subscriptions
- Levies imposed on the reporting unit

For further information relating to these expenditure items – please see Item 11 of the Reporting Guidelines.

### Certificates undated

It is noted that a number of certificates and statements (such as the Committee of Management Statement) were not dated – all certificate and statements prepared under the relevant legislation must be dated as a matter of course.

### Accounting Officer's Certificate

The Accounting Officer's Certificate was a document required under the former financial reporting requirements of the *Workplace Relations Act 1996*. This certificate is not required under the RAO Schedule as it has, in effect, been replaced by the Operating Report.

### Due date for next financial return is 15 July 2006

Financial reports for the financial year ending 31 December 2005 should be lodged by 15 July 2006 - see sections 265(5) and 266 of the RAO Schedule.

### RAO Schedule available on internet

For the benefit of registered organisations you can view the full text of the following documents on the Australian Industrial Relations Commission's website at [www.airc.gov.au](http://www.airc.gov.au): - then select *Organisations*, then select *Registration and Accountability*:

- Workplace Relations Act 1996,
- the RAO Schedule,
- the RAO Regulations,
- the RAO Reporting Guidelines,
- the RAO Fact Sheets.

Copies of financial reports lodged by other organisations on internet

For copies of financial returns as lodged by other organisations under the RAO Schedule go to [www.airc.gov.au](http://www.airc.gov.au) then select *Organisations* then select *Organisations Files*.

If you have any queries please contact me on (03) 8661 7799.

Yours faithfully,

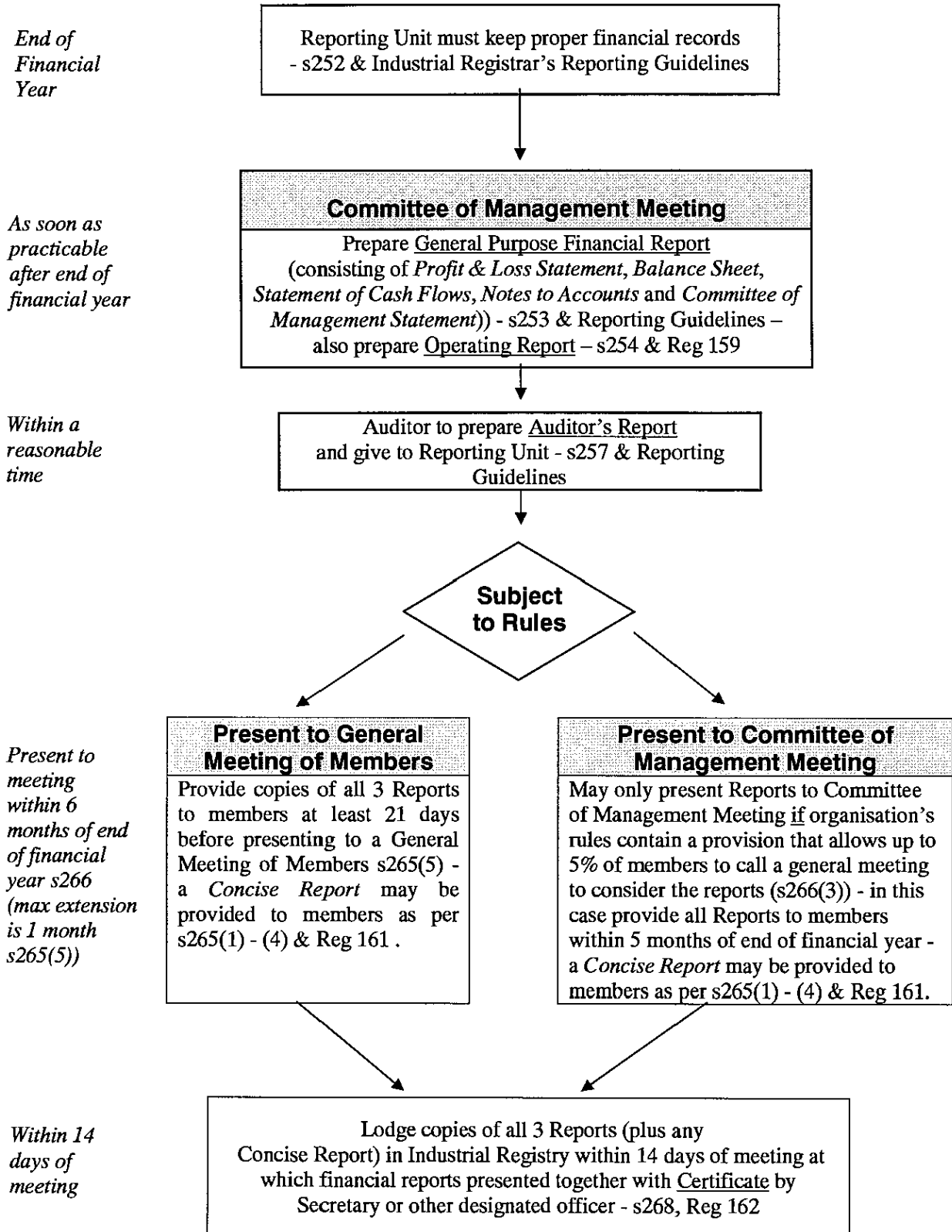
A handwritten signature in black ink, appearing to read 'Andrew Schultz', with a long horizontal stroke extending to the left.

Andrew Schultz  
Statutory Services Branch

14 November 2005

# Financial Reporting Timeline (RAO Schedule)

Lodge financial reports within 6½ months of end of financial year by completing the following steps:





FR2005/622

**QUEENSLAND HOTELS ASSOCIATION**

QHA HOUSE, LEVEL 3 /160 EDWARD ST, BRISBANE QLD 4000 GPO BOX 343 BRISBANE QLD 4001  
Ph: 07 3221 6999 Fax: 07 3221 6649 Email: info@qha.asn.au **ABN 54 878 166 941**

20 June 2006

Mr Robert Pfeiffer  
Leader, Team 4  
Statutory Services Branch (Melbourne)  
Australian Industrial Registry  
GPO Box 1994S  
MELBOURNE VIC 3001

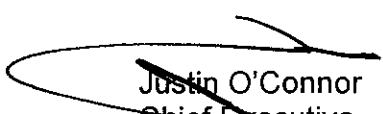
Dear Mr Pfeiffer

**Subject: Financial Documents for Financial Year Ended 31 December 2005  
for the Australian Hotels Association (Queensland Branch)**

In accordance with the provisions of Schedule 1B of the Registration and  
Accountability of Organisations Schedule of the Workplace Relations Act 1996,  
please find attached the following documents:

- Operating Report
- General Purpose Financial Report (GPFR)
- Statement of Cash Flows
- Auditor's Report which has been prepared in accordance with the provisions  
of the Australian Accounting Standards
- Committee of Management Statement
- Secretary's Certificate under s268 of the RAO Schedule

Yours faithfully

  
Justin O'Connor  
Chief Executive

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*Serving Hospitality*

www.queenslandhotels.com.au



## **AUSTRALIAN HOTELS ASSOCIATION (QUEENSLAND BRANCH) AND ITS CONTROLLED ENTITIES**

### **OPERATING REPORT 2005**

#### **Introduction**

This Operating Report covers the results of the activities and operations of the Australian Hotels Association (Queensland Branch) and its controlled entities for the Financial Year ended 31 December 2005. It is provided as a standing requirement of Schedule 1B (Registration and Accountability of Organisations [RAO] Schedule) of the *Workplace Relations Act 1996*.

#### **Principal Objects of the Association**

The principal objects of the Association during the reporting year were to:

- Promote and represent the interests and objectives of the members of the Australian Hotels Association (Queensland Branch) and its entities;
- Provide a range of services to members of the Association including but not limited to training, industrial relations, employment relations, business development, workplace health & safety, and compliance;
- Provide industry advice to members, government agencies and liquor industry stakeholders;
- Promote and develop the hotel and hospitality industries in Queensland through the publication of magazines and newsletters, and sponsorship of trade shows, recreational events and members' functions; and
- Contribute to the development of the national liquor, hotel and hospitality industries through participation in programs and events conducted by the Australian Hotels Association.

#### **Principal Activities during the Reporting Year**

The principal activities of the Association during the reporting year were to:

- Participate in a wide range of industry and government forums dealing with development or review of policies or legislation related to the sale of liquor, the administration of gaming, the application of law and order policies specific to the licensed industry in Queensland, responsible service and promotion of alcohol, responsible gambling, patron care and community safety, alcohol management plans, and related subjects.
- Provide advice and support to members of the Association through a range of media including but not limited to a dedicated members' Internet site, Association magazines, Association newsletters, members' information forums, members' networking functions, and telephone response line.

- Organise members' events such as charity days, sponsors' sporting and promotional events, and industry forums to promote the objectives of the Association and to raise funds for donation to community causes.
- Organise events to promote excellence in the Queensland hotel and hospitality industries including but not limited to trade and hospitality expos, Awards for Excellence program and awards presentation functions, and sponsors events.
- Provide a range of specific-to-industry training to members and associates in specific fields including gaming, hotel operations, alcohol service, responsible service and practice, and workplace health and safety.
- Provide advice and industry audit services to members and associates on food safety, workplace health and safety and compliance with legislation.
- Provide industrial and employment relations advice and support to members and associates related to employment conditions and contracts, industrial agreements, industrial representation, administration and interpretation of industrial legislation, industrial award interpretation, and liaison on behalf of members with trade unions and similar bodies.
- Provide advice on and administer Federal and State industrial awards and variations of awards following legislative and administrative change.
- Act as a Registered Training Organisation;
- Represent members and interests of the Association through participation in a range of Government and industry forums including the Queensland Government's Responsible Gambling Advisory Committee, Liquor Consultative Group and the Wine Industry Development Council.
- Conduct and promote public affairs activities related to the objectives of the Association including media interviews and media releases, contributions to Association and industry publications, and support for product, media or policy launches relevant to the licensed industry.
- Provide information, business management and counseling support to members affected by natural disaster, or financial or personal hardship.
- Promote community and charity events, and fundraising events specific to particular charitable causes.
- Raise funds for medical research and regional hospitals in Queensland through the annual Hotel Care Week activities.

### **Members' Rights of Resignation**

The Registered Rules of the Australian Hotels Association (Queensland Branch) provide that a member of the Association may resign his/her membership by notice in writing if:

- He/she ceases to be an employer in the (hotel) industry or ceases to be engaged therein;
- On giving the (Association) Zone Secretary notice of his/her intention so to do and the payment of all dues to the date of his/her resignation.

The same Rules also provide for the vacation of and/or resignation from elected office by elected members.

### **Number of Members**

As at 31 December 2005, the Association recorded 885 financial members.

### **Changes to the Association's Financial Position**

During the reporting year, there were no substantial changes to the financial position or asset holdings of the Association. The full financial position of the Association is reflected in the financial accounts attached to this report.

### **Number of Employees**

During the reporting year, the Association employed 14 full time equivalent (FTE) employees, 13 of whom were based in Brisbane and one of whom was based in Townsville, North Queensland.

### **Committee of Management**

During the reporting year, the Committee of management of the Association comprised the following elected officers:

Appointment:

Incumbent:

President

Mr Charles J. Stewart  
Hotelier  
18 Kitchener Road  
ASCOT QLD 4007

Senior-Vice President  
(Appointed President  
Under the Rules on  
3 January 2006)

Mr Thomas McGuire  
Hotelier and Company Director  
C/- Colmlie Hotel  
Cnr Wynnum and Junction Roads  
MORNINGSIDE QLD 4170

Vice President

Mr Michael White  
Hotelier  
Bracken Ridge Tavern  
Cnr Barrett and Denham Streets  
BRACKEN RIDGE QLD 4017

Vice-President  
(Accommodation)

Mr Andreas Bossard  
Hotel Manager  
Hilton Hotel  
Elizabeth Street  
BRISBANE QLD 4000

Secretary/Treasurer

Mr Robert Dellar  
Hotelier  
AHA (Qld Branch)  
GPO Box 343  
BRISBANE QLD 4001

### **Election of Delegates**

During the reporting year, the following representatives were either elected to or maintained representation on the following committees:

Position	Delegate(s)	Date of Election
Representative to AHA National Accommodation Division	Mr Don Goode Rydges South Bank Hotel	October 2005
Representatives to the AHA National Board	Mr C.J. Stewart Mr T.H. McGuire Mr R. Dellar Mr M. White Mr J. Paine	April 2005

### **Trusteeships and/or Directorships**

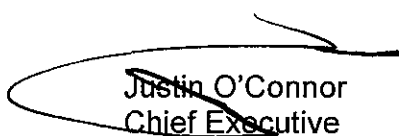
(Involvement of officers or members or staff members relating to superannuation trust funds – section 254) During the reporting year, the following members or staff members were involved in trusteeships or directorships on behalf of the Association as Directors of the Intrust Superannuation Fund:

Mr Sandy McDonald    Board Member  
Mr Michael Hudson    General Manager  
Ms Peta Irvine         Manager, Accommodation Department

No remuneration was provided or received for duties associated with these directorships.

## Penalties Imposed

No penalties were imposed on the Association under the Workplace Relations Act during the reporting period, and no contingent penalties are foreseeable.



Justin O'Connor  
Chief Executive

**Queensland Hotels Association  
Union of Employers  
ABN 54 878 166 941  
Income and Expenditure Statement  
For the year ended 31 December 2005**

	2005 \$	2004 \$
<b>Income</b>		
Education & Training	283,430.96	199,382.97
Industrial Relations Services	52,102.13	27,948.53
Platinum Sponsorship	70,000.00	148,100.00
Awards for Excellence	79,746.97	285,771.61
Profit on Sale of Stock	5,170.01	2,024.03
Publication Sales	8,212.26	12,315.00
Residential Levies	101,168.77	85,721.98
Subscription Income	779,293.16	860,934.40
WHS Consultancy	16,473.05	57,646.99
Commissions Received	211,355.40	234,568.68
Other Functions		9,339.51
Other Sponsorship	298,351.76	
Trade Show	83,222.61	
Interest received	212,605.19	175,411.01
Other income	51,983.38	45,597.44
Loss on Sale of Asset	(64,615.00)	
Rents received	13,098.54	10,153.07
<b>Total income</b>	<u>2,201,599.19</u>	<u>2,154,915.22</u>
<b>Expenses</b>		
Advertising	10,475.65	4,864.50
Awards for Excellence	161,903.69	151,034.93
Auditors Remuneration	15,363.00	8,600.00
Bad Debts		3,675.14
Bank Fees And Charges	5,453.71	6,793.36
Bookkeeping Fees	30,600.00	27,800.00
Capitation Fees	136,548.00	136,848.00
Cleaning & Waste Removal	8,969.35	9,612.04
Commissions	3,258.67	3,283.31
Catering & Venue	31,028.29	44,926.17
Committee Expenses - Northern Zone		7,791.67

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

**Queensland Hotels Association  
Union of Employers  
ABN 54 878 166 941  
Income and Expenditure Statement  
For the year ended 31 December 2005**

	2005 \$	2004 \$
Computer repairs	5,066.40	
Consultants fees	355,122.11	181,865.01
Depreciation - other	38,010.00	29,403.17
Donations	3,181.81	
Education & Training	11,543.87	4,106.58
Electricity	11,709.08	12,244.91
Entertainment	5,926.63	11,035.47
Equipment	4,342.88	
Fringe benefits tax	(2,249.28)	4,000.54
General expenses	3,403.07	25,047.52
Hire/rent of Plant & Equipment	14,938.20	4,565.78
Industrial Relations	2,571.30	800.00
Instructors Expenses		47,434.09
Insurance	14,439.28	14,897.14
Interest	478.69	
Legal fees	33,426.64	14,912.65
Membership Liaison Expenses	20,439.99	23,067.52
Meeting costs	3,240.32	
Motor Vehicle Expenses	12,533.64	12,790.19
National Board Expenses		3,600.88
Postage	36,874.17	43,344.60
Printing & stationery	78,448.70	75,864.23
Rent on land & buildings	48,000.00	48,000.00
Registration & fees	783.64	
Repairs & maintenance	5,854.42	41,499.99
Research	9,000.00	100.00
Resources	4,449.44	
Salaries & Wages	640,660.73	656,095.76
Salary Sacrifice expenses	26,960.37	
Sponsorship	1,809.09	
State Board Expenses		6,449.73
State President	66,905.20	133,333.29
Subscriptions	1,828.18	15,691.63
Superannuation	238,881.81	153,680.19
Telephone	55,731.40	58,141.74

**The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.**

**Queensland Hotels Association  
Union of Employers  
ABN 54 878 166 941  
Income and Expenditure Statement  
For the year ended 31 December 2005**

	2005 \$	2004 \$
Training manuals	22,882.19	
Transport costs - taxi & parking	15,913.64	25,284.99
Travel, accom & conference	88,624.96	55,493.84
Website Expenses	14,447.71	748.30
<b>Total expenses</b>	<b>2,299,780.64</b>	<b>2,108,728.86</b>
<b>Profit (loss) from ordinary activities before income tax</b>	<b>(98,181.45)</b>	<b>46,186.36</b>
Income tax revenue relating to ordinary activities		
<b>Net profit (loss) attributable to the association</b>	<b>(98,181.45)</b>	<b>46,186.36</b>
<b>Items recognised directly in equity:</b>		
Net increase in Asset Revaluation Reserve	287,085.17	203,962.03
<b>Total revenues, expenses and valuation adjustments attributable to the association and recognised directly in equity</b>	<b>287,085.17</b>	<b>203,962.03</b>
<b>Total changes in equity of the association</b>	<b>188,903.72</b>	<b>250,148.39</b>
Opening retained profits	2,972,843.01	2,926,656.65
Net profit (loss) attributable to the association	(98,181.45)	46,186.36
<b>Closing retained profits</b>	<b>2,874,661.56</b>	<b>2,972,843.01</b>

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.



**Queensland Hotels Association  
Union of Employers  
ABN 54 878 166 941  
Statement of Financial Position As At 31 December 2005**

	Note	2005 \$	2004 \$
<b>Current Assets</b>			
Cash assets		4,378,423.07	3,788,005.49
Receivables		150,734.02	52,397.12
Other		15,495.36	9,901.44
<b>Total Current Assets</b>		<b>4,544,652.45</b>	<b>3,850,304.05</b>
<b>Non-Current Assets</b>			
Other financial assets		300.00	300.00
Property, plant and equipment		71,435.08	124,638.61
<b>Total Non-Current Assets</b>		<b>71,735.08</b>	<b>124,938.61</b>
<b>Total Assets</b>		<b>4,616,387.53</b>	<b>3,975,242.66</b>
<b>Current Liabilities</b>			
Payables		141,139.99	70,876.60
Interest-bearing liabilities		775,139.37	523,687.70
Current tax liabilities		29,367.36	24,023.13
Provisions		88,802.14	78,774.57
Other			72,322.77
<b>Total Current Liabilities</b>		<b>1,034,448.86</b>	<b>769,684.77</b>
<b>Non-Current Liabilities</b>			
Interest-bearing liabilities		307,407.06	119,930.00
<b>Total Non-Current Liabilities</b>		<b>307,407.06</b>	<b>119,930.00</b>
<b>Total Liabilities</b>		<b>1,341,855.92</b>	<b>889,614.77</b>
<b>Net Assets</b>		<b>3,274,531.61</b>	<b>3,085,627.89</b>

**Equity**

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

**Queensland Hotels Association**

**Union of Employers**

**ABN 54 878 166 941**

**Statement of Financial Position As At 31 December 2005**

	Note	2005 \$	2004 \$
Reserves		399,870.05	112,784.88
Retained profits		<u>2,874,661.56</u>	<u>2,972,843.01</u>
<b>Total Members' Funds</b>		<b><u>3,274,531.61</u></b>	<b><u>3,085,627.89</u></b>

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The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

**Queensland Hotels Association  
Union of Employers  
ABN 54 878 166 941  
Notes to the Financial Statements  
For the year ended 31 December 2005**

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**Note 1: Statement of Significant Accounting Policies**

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

The financial report covers Queensland Hotels Association as an individual entity.

The financial report has been prepared on an accruals basis and is based on historical costs and does not take into account changing money values or, except where stated, current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets.

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

**Income tax**

No provision for income tax is necessary as the Association is exempt from tax under Section 50-15 of the ITAA 1997.

**Inventories**

Inventories are measured at the lower of cost and net realisable value. Costs are assigned on a first-in first-out basis.

**Property, Plant and Equipment**

Each class of property, plant and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation.

a) Property

Freehold land and buildings are measured on the fair value basis, being the amount for which an asset could be exchanged between knowledgeable willing parties in an arm's length transaction. It is a policy of Queensland Hotels Association to have an independent valuation every three years, with annual appraisals being made by the directors.

The revaluation of freehold land and buildings has not taken account of the potential capital gains tax on assets acquired after the introduction of capital gains tax.

b) Plant and equipment

The carrying amount of plant and equipment is reviewed annually to ensure it is not in excess of the recoverable amount from those assets. The recoverable amount is assessed on the basis of the expected net cash flows that will be received from the assets employment and subsequent disposal. The expected net cash flows have not been discounted to present values in determining the recoverable amounts.

c) Depreciation

**Queensland Hotels Association  
Union of Employers  
ABN 54 878 166 941**

**Notes to the Financial Statements  
For the year ended 31 December 2005**

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The depreciable amount of all fixed assets including buildings and capitalised leased assets, but excluding freehold land, is depreciated on a straight line basis over their useful lives to Queensland Hotels Association commencing from the time the asset is held ready for use. Properties held for investment purposes are not subject to a depreciation charge. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

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

Class of Asset	Depreciation Rate %
Plant & Other Equipment	10-40%

### **Leases**

Leases of fixed assets, where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to Queensland Hotels Association are classified as finance leases. Finance leases are capitalised recording an asset and a liability equal to the present value of the minimum lease payments, including any guaranteed residual value.

Leased assets are depreciated on a straight line basis over their estimated useful lives where it is likely that ownership of the asset will be obtained or over the term of the lease. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Lease payments under operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

Lease incentives under operating leases are recognised as a liability. Lease payments received reduce the liability.

### **Investments**

Shares in listed companies held as current assets are valued at those shares' market value at each balance date. The gains or losses, whether realised or unrealised, are included in profit from ordinary activities before income tax.

Non-current investments are measured on the cost basis. The carrying amount of non-current investments is reviewed annually to ensure it is not in excess of the recoverable amount of these investments. The recoverable amount is assessed from the quoted market value for listed investments or the underlying net assets for other non-listed investments.

The expected net cash flows from investments have not been discounted to their present value in determining the recoverable amounts.

**Queensland Hotels Association  
Union of Employers  
ABN 54 878 166 941  
Notes to the Financial Statements  
For the year ended 31 December 2005**

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### **Employee entitlements**

Provision is made for the liability for employee entitlements arising from services rendered by employees to balance date. Employee entitlements expected to be settled within one year together with entitlements arising from wages and salaries, annual leave and sick leave which will be settled after one year, have been measured at their nominal amount. Other employee entitlements payable later than one year have been measured at the present value of the estimated future cash out flows to be made for those entitlements.

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

Queensland Hotels Association does not record, as an asset or a liability, the difference between the employer established defined benefit superannuation plan's accrued benefits and the net market value of the plans assets.

Queensland Hotels Association operates an ownership-based remuneration scheme, details of which are provided in the Notes to Accounts. Profits or losses incurred by employees, being the difference between the market value and the par value of the shares acquired, are not recorded as remuneration paid to employees.

### **Cash**

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

### **Comparative Figures**

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

### **Revenue**

Revenue from the sale of goods is recognised upon the delivery of goods to customers.

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

Dividend revenue is recognised when the right to receive a dividend has been established. Dividends received from associates and joint venture entities are accounted for in accordance with the equity method of accounting.

Revenue from the rendering of a service is recognised upon the delivery of the service to the customers.

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

### **Change in Accounting Policy**

The Committee Members are of the opinion that there will be no significant impact on the Association's accounting policies which will arise from the adoption of IFRS.

**Queensland Hotels Association  
Union Of Employers  
ABN 54 878 166 941  
Statement of Cash Flows  
For the year ended 31 December 2005**

	2005	2004
	\$	\$
<b>Cash Flow From Operating Activities</b>		
Receipts from customers	2,201,599.19	2,159,512.89
Payments to Suppliers and employees	(2,263,465.12)	(2,135,676.19)
Interest received	212,605.19	175,411.01
Interest and other costs of finance	(478.69)	
Net cash provided by (used in) operating activities (note 2)	150,260.57	199,247.71
<b>Cash Flow From Financing Activities</b>		
Proceeds of borrowings	438,928.73	523,687.70
Repayment of borrowings	(529.28)	(2405.70)
Net cash provided by (used in) financing activities	438,399.45	540,521.03
Net increase (decrease) in cash held	590,417.58	739,768.74
Cash at the beginning of the year	3,788,005.49	3,048,236.75
Cash at the end of the year (note 1)	4,378,423.07	3,788,005.49

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**The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.**

**Queensland Hotels Association  
Union of Employers  
ABN 54 878 166 941**

**Independent Audit Report  
to the Members of  
Queensland Hotels Association  
Union of Employers**

**Scope**

**The Financial Report and Committees' Responsibility**

The financial report comprises the statement of financial performance, statement of financial position, statement of cash flows, accompanying notes to the financial statements, and the Statement by the Committee of Management for the Queensland Hotels Association, Union of Employers (the Association), for the year ended 31 December 2005

The Committee 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. Our audit was conducted in accordance with Australian Auditing Standards 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 judgement, 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 accordance 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.

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:

- (i) there were kept by the organisation in respect of the year ended 31 December 2005, satisfactory accounting records, details of the source and nature of the income of the organisation (including income from members) and the nature and purpose of expenditure, as required under Subsection 252 of the RAO Schedule.
- (ii) all information and explanations were provided by the officers of the Association as required under Subsection 272 of the RAO Schedule.
- (iii) the accounts and statements prepared under section 253 in relation to the year were properly drawn up so as to give a true and fair view of:
  - (a) the financial statements of the organisation as at the end of the year;
  - (b) the income and expenditure, and any surplus or deficit, of the organisation for the year; and
- (iv) the financial report presents fairly in accordance with Australian Accounting Standards and the requirements of the relevant section of the RAO Schedule, as at 31 December 2005, and the results of its operations and cash flows for the year then ended.



**MICHAEL A QUINN**

CHARTERED ACCOUNTANT  
NO. 29819

*Michael A Quinn* 2005



**Australian Hotels Association QLD Branch**

**ABN 95 815 201 316**

**Income and Expenditure Statement**

**For the year ended 31 December 2005**

	<b>2005</b>	<b>2004</b>
	<b>\$</b>	<b>\$</b>
<hr/>		
<b>Income</b>		
Contributions	136,848.00	136,848.00
Total income	<u>136,848.00</u>	<u>136,848.00</u>
<b>Expenses</b>		
Affiliation Fees & Levies	136,848.00	136,848.00
Total expenses	<u>136,848.00</u>	<u>136,848.00</u>
<b>Profit from ordinary activities before income tax</b>		
Income tax revenue relating to ordinary activities	<u>                    </u>	<u>                    </u>
<b>Net profit attributable to the association</b>	<u>                    </u>	<u>                    </u>
<b>Total changes in equity of the association</b>	<u>                    </u>	<u>                    </u>
Opening retained profits	1.00	1.00
Net profit attributable to the association	<u>                    </u>	<u>                    </u>
<b>Closing retained profits</b>	<u><u>1.00</u></u>	<u><u>1.00</u></u>

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The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

**Queensland Hotels Association  
Southern Zone  
ABN 22 909 023 245  
Detailed Profit and Loss Statement  
For the year ended 31 December 2005**

	2005 \$	2004 \$
<b>Income</b>		
Interest - Term Deposit	11,129.16	11,976.92
Rents received	43,566.68	48,000.00
<b>Total income</b>	<b>54,695.84</b>	<b>59,976.92</b>
<b>Expenses</b>		
Bank fees & charges	215.80	230.35
Depreciation - other	5,789.00	5,789.00
Pedestal charges	2,230.60	
Body corporate	22,900.22	47,217.48
Rates and taxes	12,656.84	12,232.20
<b>Total expenses</b>	<b>43,792.46</b>	<b>65,469.03</b>
<b>Profit from ordinary activities before income tax</b>	<b>10,903.38</b>	<b>(5,492.11)</b>
Income tax revenue relating to ordinary activities		
<b>Net profit attributable to the association</b>	<b>10,903.38</b>	<b>(5,492.11)</b>
<b>Items recognised directly in equity:</b>		
Net increase in Asset Revaluation Reserve	26,569.29	
<b>Total revenues, expenses and valuation adjustments attributable to the association and recognised directly in equity</b>	<b>26,569.29</b>	
<b>Total changes in equity of the association</b>	<b>37,472.67</b>	<b>(5,492.11)</b>
Opening retained profits	1,219,441.27	1,230,425.49
Net profit attributable to the association	10,903.38	(5,492.11)
<b>Closing retained profits</b>	<b>1,230,344.65</b>	<b>1,224,933.38</b>

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

**Queensland Hotels Association**  
**R K McGuire Bursary Fund**  
**Comparative Trial Balance As At 31 December 2005**

		2005	2005	2004	2004
		\$ Dr	\$ Cr	\$ Dr	\$ Cr
<b>Income</b>					
0575	Interest received		7,481.58		6,546.47
<b>Expenses</b>					
1526	Awards for Excellence	4,000.00		4,022.85	
1545	Bank Fees And Charges			45.24	
<b>Current Assets</b>					
2160	Loans to holding company	142,119.78		122,096.98	
<b>Equity</b>					
4199	Retained Profits		122,096.98		119,618.60
4375	Assets revaluation reserve		16,541.22		
		146,119.78	146,119.78	126,165.07	126,165.07
	<b>Net Profit</b>		<b>3,481.58</b>		<b>2,478.38</b>

**Queensland Hotels Association  
R K McGuire Bursary Fund  
Detailed Profit and Loss Statement  
For the year ended 31 December 2005**

	2005	2004
	\$	\$
<b>Income</b>		
Interest received	7,481.58	6,546.47
Total income	7,481.58	6,546.47
<b>Expenses</b>		
Awards for Excellence	4,000.00	4,022.85
Bank Fees And Charges		45.24
Total expenses	4,000.00	4,068.09
<b>Profit from ordinary activities before income tax</b>	<b>3,481.58</b>	<b>2,478.38</b>
Income tax revenue relating to ordinary activities		
<b>Net profit attributable to the association</b>	<b>3,481.58</b>	<b>2,478.38</b>
<b>Items recognised directly in equity:</b>		
Net increase in Asset Revaluation Reserve	16,541.22	
<b>Total revenues, expenses and valuation adjustments attributable to the association and recognised directly in equity</b>	<b>16,541.22</b>	
<b>Total changes in equity of the association</b>	<b>20,022.80</b>	<b>2,478.38</b>
Opening retained profits	122,096.98	119,618.60
Net profit attributable to the association	3,481.58	2,478.38
<b>Closing retained profits</b>	<b>125,578.56</b>	<b>122,096.98</b>

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

**Queensland Hotels Association  
Charitable, Sporting & Education Trust  
Comparative Trial Balance As At 31 December 2005**

		2005	2005	2004	2004
		\$ Dr	\$ Cr	\$ Dr	\$ Cr
<b>Income</b>					
0573	Donations				6,614.49
0575	Interest received				1,015.44
<b>Expenses</b>					
1645	Donations			250.00	
<b>Current Assets</b>					
2160	Loans to holding company	26,200.34		26,200.34	
<b>Equity</b>					
4199	Retained Profits		26,200.34		18,820.41
		26,200.34	26,200.34	26,450.34	26,450.34
<b>Net Profit</b>					<b>7,379.93</b>

**Queensland Hotels Association  
Charitable, Sporting & Education Trust  
Income and Expenditure Statement  
For the year ended 31 December 2005**

	<b>2005</b>	<b>2004</b>
	<b>\$</b>	<b>\$</b>
<b>Income</b>		
Donations		6,614.49
Interest received	1,171.88	1,015.44
<b>Total income</b>	<u>1,171.88</u>	<u>7,629.93</u>
<b>Expenses</b>		
Donations		250.00
<b>Total expenses</b>		<u>250.00</u>
<b>Profit from ordinary activities before income tax</b>	<b>1,171.88</b>	<b>7,379.93</b>
Income tax revenue relating to ordinary activities		
<b>Net profit attributable to the association</b>	<u>1,171.88</u>	<u>7,379.93</u>
<b>Items recognised directly in equity:</b>		
Net increase in Asset Revaluation Reserve	3,028.87	
<b>Total revenues, expenses and valuation adjustments attributable to the association and recognised directly in equity</b>	<u>3,028.87</u>	
<b>Total changes in equity of the association</b>	<u>4,200.75</u>	<u>7,379.93</u>
Opening retained profits	26,200.34	18,820.41
Net profit attributable to the association	1,171.88	7,379.93
<b>Closing retained profits</b>	<u>27,372.22</u>	<u>26,200.34</u>

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

**Queensland Hotels Association  
Fighting Fund  
Income and Expenditure Statement  
For the year ended 31 December 2005**

	2005 \$	2004 \$
<b>Income</b>		
Interest received	1,231.83	1,002.23
Total income	1,231.83	1,002.23
<b>Expenses</b>		
Bank Fees And Charges		7.45
Total expenses		7.45
<b>Profit from ordinary activities before income tax</b>	<b>1,231.83</b>	<b>994.78</b>
Income tax revenue relating to ordinary activities		
<b>Net profit attributable to the association</b>	<b>1,231.83</b>	<b>994.78</b>
<b>Items recognised directly in equity:</b>		
Net increase in Asset Revaluation Reserve	2,061.87	
<b>Total revenues, expenses and valuation adjustments attributable to the association and recognised directly in equity</b>	<b>2,061.87</b>	
<b>Total changes in equity of the association</b>	<b>3,293.70</b>	<b>994.78</b>
Opening retained profits	20,684.52	19,689.74
Net profit attributable to the association	1,231.83	994.78
<b>Closing retained profits</b>	<b>21,916.35</b>	<b>20,684.52</b>

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The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

**Queensland Hotels Association  
Liquor Act Review Fund  
Income and Expenditure Statement  
For the year ended 31 December 2005**

	2005	2004
	\$	\$
<b>Income</b>		
Interest received	6,529.75	5,739.69
Total income	<u>6,529.75</u>	<u>5,739.69</u>
<b>Expenses</b>		
Bank Fees And Charges		39.49
Total expenses		<u>39.49</u>
<b>Profit from ordinary activities before income tax</b>	<b>6,529.75</b>	<b>5,700.20</b>
Income tax revenue relating to ordinary activities		
<b>Net profit attributable to the association</b>	<b><u>6,529.75</u></b>	<b><u>5,700.20</u></b>
<b>Items recognised directly in equity:</b>		
Net increase in Asset Revaluation Reserve	10,945.31	
<b>Total revenues, expenses and valuation adjustments attributable to the association and recognised directly in equity</b>	<b><u>10,945.31</u></b>	
<b>Total changes in equity of the association</b>	<b><u>17,475.06</u></b>	<b><u>5,700.20</u></b>
Opening retained profits	110,076.26	104,376.06
Net profit attributable to the association	6,529.75	5,700.20
<b>Closing retained profits</b>	<b><u>116,606.01</u></b>	<b><u>110,076.26</u></b>

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.



## COMMITTEE OF MANAGEMENT STATEMENT

We, THOMAS HARRINGTON McGUIRE and ROBERT EDWARD DELLAR, being two members of the Committee of Management of the Australian Hotels Association (Queensland Branch), do hereby state on behalf of the Committee and in accordance with a resolution passed by the Committee that, in our opinion:

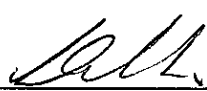
- i. the attached Financial Statements and notes comply with the reporting guidelines of the Industrial Registrar for purposes of section 270 of the RAO Schedule;
- ii. the Financial Statements give a true and fair view of the financial performance and financial position of the reporting unit for the financial year to which they relate;
- iii. 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; and
- iv. during the financial year to which the GPF relates and since the end of that year:
  - a. meetings of the committee of management were held in accordance with the rules of the Association;
  - b. the financial affairs of the reporting unit have been managed in accordance with the rules of the Association;
  - c. the financial records of the Association have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations;
  - d. the information sought in any request of a member of the Association or a Registrar duly made under section 272 of the RAO Schedule has been provided to the member or Registrar; and
  - e. there has been compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.

The resolutions approving the Financial Reports of the Association were passed by the Committee of Management on 16 May 2006, and subsequently approved by an Annual General Meeting and Meeting of the State Board of the Association on 13 June 2006.

  
THOMAS HARRINGTON McGUIRE (President)

16 MAY 2006

Date

  
ROBERT EDWARD DELLAR (Secretary/Treasurer)

16 MAY 2006

Date

## SECRETARY'S CERTIFICATE

I, ROBERT EDWARD DELLAR, being appointed the Secretary/Treasurer of the Australian Hotels Association (Queensland Branch) do hereby state on behalf of the Committee that:

- i. The documents lodged with this report are true and accurate copies of documents provided to ordinary and Committee members of the Association;
- ii. Financial reports were provided to members on 17 May 2006 by postal distribution; and
- iii. The financial documents and reports were presented to and approved at a Committee of Management meeting and an Annual General Meeting of the Association on 13 June 2006.



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ROBERT EDWARD DELLAR

DATE: 13 JUN 2006



**Australian Government**

**Australian Industrial Registry**

Level 36, 80 Collins Street  
Melbourne, VIC 3000  
GPO Box 1994, Melbourne, VIC 3001  
Telephone: (03) 8661 7777  
Fax: (03) 9655 0401  
Email: melbourne@air.gov.au

Mr Robert Dellar  
Secretary/Treasurer  
Queensland Branch  
Australian Hotels Association  
GPO Box 343  
BRISBANE QLD 4001

Dear Mr Dellar,

**Australian Hotels Association - Queensland Branch  
Financial Report for the Year Ended 31<sup>st</sup> December 2005 - FR2005/622  
Schedule 1 of the Workplace Relations Act 1996 (RAO Schedule)**

Thank you for the financial report of the Queensland Branch of the Australian Hotels Association for the year ended 31<sup>st</sup> December 2005. The documents were lodged in the Industrial Registry on 26<sup>th</sup> June 2006. I apologise for the delay in responding.

The documents have been filed.

I make the following comments to assist you in preparing financial documents in the future. You do not need to take any further action in respect of the documents which have been lodged.

**Operating Report – Designated Officer**

The Operating Report has been signed by Mr Justin O'Connor, who is identified as the Branch's Chief Executive. Mr O'Connor's name is not listed amongst the members of the Committee of Management in the Operating Report. It appears that Mr O'Connor is not an elected office holder of the Branch.

Section 254(3) of the RAO Schedule requires the Operating Report to be prepared by a member of the Committee of Management or by a prescribed 'designated officer'. This term is defined in section 243 of the RAO Schedule as being an *elected office holder* of the Branch (see also sections 6 and 9 of the RAO Schedule for definitions of the terms 'office' and 'officer' respectively).

In future years you are requested to ensure that the Operating Report is signed by a member of the Committee of Management or by another designated officer.

**Operating Report – Periods for which Positions Held**

Regulation 159(c) of the Workplace Relations (Registration and Accountability of Organisations) Regulations 2003 (RAO Regulations) requires the Operating Report to state the 'period for which' each Committee of Management member has held office.

The Operating Report states that 'During the reporting year...' the listed individuals held office as members of the Committee of Management. This wording suggests that these individuals held office for the entire financial year but you are requested in future to state this more clearly. For instance, a simple change of wording to 'During the entire period of the reporting year...' Alternatively, you may choose to state that all councillors held office for the entire financial year 'except where otherwise stated' and then include in brackets after their names the dates upon which officers either assumed or left office.

**Committee of Management Statement – Date of Resolution of Committee**

The Committee of Management Statement must confirm that it has been made in accordance with a resolution of the Committee and provide the date of that resolution – see Items 18(a) and (b) of the Industrial Registrar's Reporting Guidelines.

It is suggested that you amend the opening paragraph of the Committee of Management Statement so that the fourth line reads ‘...and in accordance with a resolution passed by the Committee on [insert date] that, in our opinion:’

### **Committee of Management Statement – Compliance with Australian Accounting Standards**

Reporting Guideline 17(a) requires the Committee of Management Statement to include a declaration as to whether, in the opinion of the Committee, the financial statements and notes comply with Australian Accounting Standards.

Would you please ensure that such an opinion is provided in future.

### **General Purpose Financial Report (GPFR) – Disclosure of Expenditure**

When preparing a GPFR, section 253(2) of the RAO Schedule requires a reporting unit to provide information that is specified in the Industrial Registrar’s Reporting Guidelines. In particular, Guideline 11 sets out in detail those items of expense that must be disclosed by a reporting unit either in the notes to, or on the face of, a financial statement. Included are such items as:

- employment benefits paid to office holders (11(g));
- employment benefits paid to employees (other than office holders) (11(h));
- fees and/or allowances paid for attendance at conferences (11(i));
- conference and meeting expenses (11(k));

Each of these items must be *separately* disclosed. It is therefore insufficient to group employment benefits paid to holders of office and to employees under the one item of ‘Salaries & Wages’. In the event that employment benefits only relate to one category of persons (whether *office holders* or *employees*) the accounts should clearly indicate which category applies.

Similarly, it is insufficient to provide one figure for ‘Travel, accom & conference’. In future years this figure must be divided up into, on the one hand, fees and/or allowances paid for attendance at conferences and, on the other, conference and meeting expenses.

### **Notice under Section 272(5) of the RAO Schedule**

The Notes to the GPFR are required to include a notice drawing attention to the fact that information that is prescribed by the RAO Regulations is available to members on request (see Guideline 8(c) of the Reporting Guidelines, which requires disclosure of the notice required by section 272(5) of the RAO Schedule).

Specifically, the GPFR is required to include a copy of subsections 272(1), (2) and (3) as follows:

#### ***272 Information to be provided to members or Registrar***

*(1) A member of a reporting unit, or a Registrar, may apply to the reporting unit for specified prescribed information in relation to the reporting unit 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 the reporting unit.*

*(3) A reporting unit must comply with an application made under subsection (1).*

*Note: This subsection is a civil penalty provision (see section 305).*

Would you please ensure that this extract is included in the future.

Please do not hesitate to contact me by email at [robert.pfeiffer@air.gov.au](mailto:robert.pfeiffer@air.gov.au) or on (03) 8661 7817 if you wish to discuss this letter.

A copy of the financial report has been placed on the website maintained by the Industrial Registry at <http://www.e-airc.gov.au/024Nqld>.

Yours sincerely,

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

*for*  
Robert Pfeiffer  
Statutory Services Branch

6 December 2006