



FAIR WORK  
COMMISSION

7 June 2013

Mr Bradley Woods  
Executive Director, Western Australian Branch  
Australian Hotels Association  
PO Box 660  
WEST PERTH WA 6872

Dear Mr Woods,

**Re: Lodgement of Financial Statements and Accounts - Australian Hotels Association, Western Australian Branch - for year ended 30 June 2012 (FR2012/401)**

I refer to the above financial statements and accounts which were lodged with Fair Work Australia (now known as the Fair Work Commission) on 19 December 2012.

I note the following:

1. The federal Branch receives nearly all its income from the state-registered Association which is paid to the National Body of the organisation as capitation fees.<sup>1</sup> This transaction arrangement does not appear to be reflected in the rules of the federal Branch<sup>2</sup> or the National Rules<sup>3</sup>.

I understand that the substantial commonality of the two entities means that for practical purposes the collection of capitation fees by the state-registered association might represent collection by the federal Branch. But for the sake of transparency, and particularly in the absence of any agreement between what are two legally separate entities, the ongoing nature and security of the Branch's dependency on, and relationship with, its state-registered counterpart should be explained in the notes to the financial report.

Following discussions, I understand this will be clarified in next year's and future reports.

I have also identified the following clerical inaccuracies which I would ask the Branch to bring to the auditor's attention for reference when next year's audit report is prepared.

2. The audit scope paragraph (i.e. first paragraph) omitted the Committee of Management Statement from the list of the documents comprising the general purpose financial report. This should be included.
3. The second paragraph of the Audit report and the first paragraph of Note 1 "Summary of Significant Accounting Policies" contained references to the "*Fair Work Act 2009*" instead of the "*Fair Work (Registered Organisations) Act 2009*".

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<sup>1</sup> See Income statement (p.5), and Note 6, p.12.

<sup>2</sup> Cf. rule 8;

<sup>3</sup> Cf. rules 12, 13

There is no further action to be taken in regard to this report, and the documents have been filed. If you have any queries about the financial reporting requirements for the future, please do not hesitate to telephone. I may be contacted at any time on (02) 6723 7237.

Yours sincerely

A handwritten signature in black ink that reads "Stephen Kellett". The signature is written in a cursive style with a long horizontal stroke extending to the right.

Stephen Kellett  
Senior Adviser, Regulatory Compliance Branch

cc. Mr Antony Vlahof, Financial Controller



FAIR WORK  
COMMISSION

18 February 2013

Mr Bradley Woods  
Executive Director, Western Australian Branch  
Australian Hotels Association  
PO Box 660  
WEST PERTH WA 6005

Dear Mr Woods,

**Re: Lodgement of Financial Statements and Accounts - Australian Hotels Association,  
Western Australian Branch - for year ended 30 June 2012 (FR2012/401)**

I refer to the above financial statements and accounts which were lodged with Fair Work Australia (now known as the Fair Work Commission) on 19 December 2012.

The documents are presently being examined. You will receive further correspondence in relation to the documents when the process has been completed. If you have any queries I may be contacted at any time on (02) 6723 7237.

Yours sincerely

Stephen Kellett  
Senior Adviser  
Regulatory Compliance Branch



Australian Hotels Association  
WESTERN AUSTRALIA

38 Perth Street, Perth, West Perth, WA 6008  
PO Box 640, West Perth, Western Australia 6872  
T: 08 9301 7701 F: 08 9301 1173 W: www.ahwa.wa.au

25<sup>th</sup> October 2012

Mr Kevin Donnellan  
Tribunal Services and Organisations  
Fair Work Australia  
GPO Box 1994  
MELBOURNE VIC 3001

Dear Kevin

**Designated Officer Certificate**

I, David Neil Randall, being the President of the Australian Hotels Association (Western Australian Branch) certify:

- That the documents lodged herewith are copies of the full report referred to in s268 of the Fair Work (Registered Organisations) Act 2010; and
- That the full report was provided to the members on 27<sup>th</sup> September 2012; and
- That the full report was presented to a general meeting of members of the reporting unit on 24<sup>th</sup> October 2012; in accordance with s266 of the Fair Work (Registered Organisations) Act 2009.

Yours sincerely

**Neil Randall  
President**



**AUSTRALIAN HOTELS ASSOCIATION  
WESTERN AUSTRALIAN BRANCH**

**FINANCIAL REPORT  
30 JUNE 2012**

AUSTRALIAN HOTELS ASSOCIATION  
WESTERN AUSTRALIAN BRANCH

FINANCIAL REPORT  
30 JUNE 2012

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**AUSTRALIAN HOTELS ASSOCIATION  
WESTERN AUSTRALIAN BRANCH  
FINANCIAL REPORT - 30 JUNE 2012**

**OPERATING REPORT  
30 JUNE 2012**

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**Principal Activities**

The Australian Hotels Association, Western Australian Branch State President and Executive Director attended several National Executive meetings and the National Board meeting throughout the year. The organisation collected capitation fees from Western Australian Hotels and Hospitality Association Incorporated (Union of Employers) and forwarded them to the National Body of the Australian Hotels Association.

There were no significant changes to the operations or financial affairs of the Association during the year.

**Committee of Management**

The members of the Committee of Management throughout the year were as follows:

Neil Randall	President	1/7/11 to 30/6/12
Martin Peirson-Jones	Senior Vice President	1/7/11 to 30/6/12
Ashok Parekh	Vice President	1/7/11 to 30/6/12
Sean Reid	Treasurer	6/6/12 to 30/6/12
David Strom	Treasurer	1/7/11 to 6/6/12
Grant Raubenhimer	Accommodation Division President	6/12/11 to 30/6/12
Colin Gourdis	Branch Committee of Management	1/7/11 to 30/6/12
Larry Burkett	Branch Committee of Management	1/7/11 to 30/6/12
Robert Ramage	Branch Committee of Management	1/7/11 to 30/6/12
Lyndon Waples	Branch Committee of Management	6/6/12 to 30/6/12
Laurie Ayers	Divisional President	1/7/11 to 30/6/12
Sean Reid	Divisional President	1/7/11 to 30/6/12
Rob Gough	Divisional President	1/7/11 to 30/6/12
Brian Beardman	Divisional President	1/7/11 to 30/6/12
Jaqueline O'Hara	Divisional President	6/6/12 to 30/6/12

Neil Randall is a Director of HostPlus Pty Ltd which is a company that is a trustee of a superannuation fund.

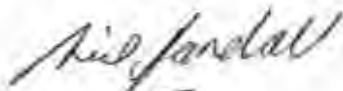
**Membership**

I certify that as at 30 June 2012, the number of members of the Branch was 529.

Members have the right to resign from the reporting unit in accordance with Rule 27 of the Constitution and Rules of the Branch, and section 174 of the Fair Work (Registered Organisation) Act 2009.

**Employees**

The reporting unit employed no employees at 30 June 2012.



DN Randall  
President

Perth, WA  
22<sup>nd</sup> August 2012

AUSTRALIAN HOTELS ASSOCIATION  
WESTERN AUSTRALIAN BRANCH  
FINANCIAL REPORT - 30 JUNE 2012

COMMITTEE OF MANAGEMENT'S CERTIFICATE  
30 JUNE 2012

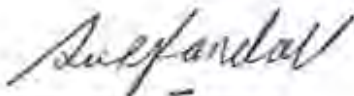
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On 22<sup>nd</sup> August 2012, the Branch Committee of Management of Australian Hotels Association, Western Australian Branch, passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30 June 2012:

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 Branch 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 Branch have been managed in accordance with the rules of the organisation including the rules of the branch concerned; and
  - (iii) the financial records of the Branch have been kept and maintained in accordance with the Fair Work (Registered Organisations) Act 2009; and
  - (iv) the financial records of the reporting unit have been kept, as far as possible, in a consistent manner to each of the other reporting units of the organisation; and
  - (v) the information sought in any request of a member of the Branch or a Registrar duly made under section 272 of the Fair Work (Registered Organisations) Act 2009 has been furnished to the member or Registrar and the General Manager; and
  - (vi) there has been compliance with any order for inspection of financial records made by the Commission and Fair Work Australia under section 273 of the Fair Work (Registered Organisations) Act 2009.

Signed of behalf of the Committee of Management



DN Randall  
President

Perth, WA  
22<sup>nd</sup> August 2012



## Directors

R J Campbell, CPA, RCA  
A Sullivan, B.Com, FCPA

## Australian Hotels Association Western Australian Branch

ABN: 68 902 522 451

### Independent Auditor's Report

For the Year Ended 30 June 2012

#### To the members of Australian Hotels Association Western Australian Branch

We have audited the accompanying general purpose financial report of Australian Hotels Association Western Australian Branch, which comprises the Balance Sheet as at 30 June 2012 and the Income Statement, the Statement of Changes in Equity and the Statement of Cash Flow for the year ended 30 June 2012, and notes comprising a summary of significant accounting policies and other explanatory information.

#### Committee of Management's responsibility for the financial report

The Committee of Management of Australian Hotels Association Western Australian Branch are responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards and the Fair Work Act 2009 and for such internal control as the Committee of Management determine is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

#### Auditor's responsibility

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the financial report that gives a true and fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Committee of Management, as well as evaluating the overall presentation of the financial report.

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

# Australian Hotels Association Western Australian Branch

ABN: 68 902 522 451

## Independent Auditor's Report

For the Year Ended 30 June 2012

### Opinion

In our opinion the general purpose financial report:

- (1) presents fairly, in all material respects, the financial position of Australian Hotels Association Western Australian Branch as of 30 June 2012 and of its financial performance for the year then ended in accordance with Australian Accounting Standards and
- (2) complies with the requirement imposed by Part 3 of Chapter 8 of the Fair Work (Registered Organisations) Act 2009.



**Robert John Campbell CPA**

Registered Company Auditor No. 334773

Australian Audit and Assurance Pty Ltd

Level 2, 459 Hay Street, PERTH, WA

DATE:

*13 September 2012*

AUSTRALIAN HOTELS ASSOCIATION  
WESTERN AUSTRALIAN BRANCH  
FINANCIAL REPORT - 30 JUNE 2012

INCOME STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2012

	Notes	30 June 2012 \$	30 June 2011 \$
<b>INCOME</b>			
Subscriptions - Western Australian Hotels and Hospitality Association Inc. (Union of Employers)		59,800	23,370
Sundry Income		1,156	-
		<u>60,956</u>	
<b>EXPENSES</b>			
Audit Fees		500	950
Bank Charges		156	28
Levies - National Body	7	<u>59,800</u>	<u>23,370</u>
		<u>60,456</u>	<u>24,348</u>
<b>NET (DEFICIT)</b>		<u>500</u>	<u>(978)</u>

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

AUSTRALIAN HOTELS ASSOCIATION  
WESTERN AUSTRALIAN BRANCH  
FINANCIAL REPORT - 30 JUNE 2012

BALANCE SHEET  
AS AT 30 JUNE 2012

	Notes	30 June 2012 \$	30 June 2011 \$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	5	554	1,554
Accrued Income		1,000	-
<b>TOTAL CURRENT ASSETS</b>		<u>1,554</u>	<u>1,554</u>
<b>TOTAL ASSETS</b>		<u>1,554</u>	<u>1,554</u>
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
Trade and other payables		1,000	1,500
<b>TOTAL CURRENT LIABILITIES</b>		<u>1,000</u>	<u>1,500</u>
<b>TOTAL LIABILITIES</b>		<u>1,000</u>	<u>1,500</u>
<b>NET ASSETS</b>		<u>554</u>	<u>54</u>
<b>MEMBERS FUNDS</b>			
Accumulated Funds		54	1,032
Net deficit for period		500	(978)
<b>TOTAL MEMBERS FUNDS</b>		<u>554</u>	<u>54</u>

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

AUSTRALIAN HOTELS ASSOCIATION  
WESTERN AUSTRALIAN BRANCH  
FINANCIAL REPORT - 30 JUNE 2012

STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 30 JUNE 2012

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	30 June 2012 \$	30 June 2011 \$
Total equity at the beginning of the financial year	54	1,032
Net deficit for the financial year	500	(978)
Total equity at the end of the financial year	<u>554</u>	<u>54</u>

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

AUSTRALIAN HOTELS ASSOCIATION  
WESTERN AUSTRALIAN BRANCH  
FINANCIAL REPORT - 30 JUNE 2012

STATEMENT OF CASH FLOW  
FOR THE YEAR ENDED 30 JUNE 2012

	Notes	30 June 2012 \$	30 June 2011 \$
<b>Cash flows from operating activities</b>			
Receipts from customers		65,936	25,707
Payments to suppliers		<u>(66,936)</u>	<u>(27,235)</u>
<b>Net cash inflow/(outflow) from operating activities</b>	4	<u>(1,000)</u>	<u>(1,528)</u>
<b>Net increase/(decrease) in cash and cash equivalents</b>		(1,000)	(1,528)
Cash and cash equivalents at the beginning of the year	5	1,554	3,082
<b>Cash and cash equivalents at the end of the year</b>		<u>554</u>	<u>1,554</u>

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

**AUSTRALIAN HOTELS ASSOCIATION  
WESTERN AUSTRALIAN BRANCH  
FINANCIAL REPORT - 30 JUNE 2012**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2012**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

This financial report is a general purpose financial report that has been prepared in accordance with Australian equivalents to International Financial Reporting Standards and other authoritative pronouncements of the Australian Accounting Standards Board and the requirements of the Fair Work Act 2009.

The financial report is prepared for the Australian Hotels Association, Western Australian Branch. The organisation is the State Branch of a federally registered union, domiciled in Australia.

The financial report has been prepared on an accrual basis and is based on historical costs and does not take into account changing money valuations. 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 organisation in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

**(a) Cash and cash equivalents**

For the purpose of the Statement of Cash Flow, cash includes cash on hand, at banks and on deposit.

**(b) Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the Balance Sheet are shown inclusive of GST.

**(c) Trade and other receivables**

Trade debtors are recognised and income is recorded on an accruals basis of accounting. All trade debtors are recognised at the amounts receivable, as they are due for settlement no more than 30 days from the date of recognition. Collectibility of trade debtors is reviewed on an ongoing basis. Debts which are known to be uncollectible are written off. A provision for doubtful debts is raised where some doubt as to collection exists.

**(d) Trade and other payables**

These amounts represent liabilities for goods and services provided to the organisation prior to the end of financial year which are unpaid. The amounts are unsecured and are usually paid within 30 days of recognition.

*These financial statements should be read in conjunction with the attached audit report.*

**AUSTRALIAN HOTELS ASSOCIATION  
WESTERN AUSTRALIAN BRANCH  
FINANCIAL REPORT - 30 JUNE 2012**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2012 (CONTINUED)**

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**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**(e) Interest Rate Risk Exposure**

The Association's exposure to interest rate risk, which is the risk that financial instruments value will fluctuate as a result of changes in market interest rates, is considered negligible.

**(f) Credit Risk Exposure**

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, net any provisions for doubtful debts, as disclosed in the statement of financial position and notes to the financial statements. The organisation does not have any material credit risk exposure to any single debtor or group of debtors under financial instruments entered into by the organisation.

**(g) Income Tax**

No provision for income tax is necessary as "Employer Associations" are exempt from income tax under Section 50-15 of the Income Tax Assessment Act 1997.

**2. INFORMATION TO BE PROVIDED TO MEMBERS OR GENERAL MANAGER OF FAIR WORK AUSTRALIA**

In accordance with the requirements of section 272(5) of the Fair Work (Registered Organisations) Act 2009, the attention of members is drawn to the provisions of Sections 272(1), 272(2) and 272(3), which read as follows:

- (1) A member of the Branch, or the General Manager of Fair Work Australia, may apply to the Branch for specified prescribed information in relation to the Branch to be made available to the person making the application.
- (2) The application must be made 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 Branch.
- (3) The Branch must comply with an application made under subsection (1).

*These financial statements should be read in conjunction with the attached audit report.*



**AUSTRALIAN HOTELS ASSOCIATION  
WESTERN AUSTRALIAN BRANCH  
FINANCIAL REPORT - 30 JUNE 2012**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2012 (CONTINUED)**

**3. RECONCILIATION OF NET CASH INFLOW/(OUTFLOW) FROM OPERATING  
ACTIVITIES TO EXCESS/(DEFICIT) OF INCOME OVER EXPENDITURE**

	<b>30 June 2012</b>	<b>30 June 2011</b>
	\$	\$
Surplus of income over expenditure	500	(978)
Increase/(Decrease) in GST collected	(147)	2,130
(Increase)/Decrease in GST paid	147	(2,130)
Increase/(Decrease) in accrued expenses	(500)	(550)
(Increase)/Decrease in accrued income	(1,000)	-
	(1,000)	(1,528)

**4. CASH AND CASH EQUIVALENTS**

	<b>30 June 2012</b>	<b>30 June 2011</b>
	\$	\$
Cash at bank	554	1,554
	554	1,554

**5. RELATED PARTY TRANSACTIONS**

The following persons have held office in the Australian Hotels Association, Western Australian Branch during the year:

Neil Randall	President	1/7/11 to 30/6/12
Martin Peirson-Jones	Senior Vice President	1/7/11 to 30/6/12
Ashok Parekh	Vice President	1/7/11 to 30/6/12
Sean Reid	Treasurer	6/6/12 to 30/6/12
David Strom	Treasurer	1/7/11 to 6/6/12
Grant Raubenheimer	Accommodation Division President	6/12/11 to 30/6/12
Colin Gourdis	Branch Committee of Management	1/7/11 to 30/6/12
Larry Burkett	Branch Committee of Management	1/7/11 to 30/6/12
Robert Ramage	Branch Committee of Management	1/7/11 to 30/6/12
Lyndon Waples	Branch Committee of Management	6/6/12 to 30/6/12
Laurie Ayers	Divisional President	1/7/11 to 30/6/12
Sean Reid	Divisional President	1/7/11 to 30/6/12
Rob Gough	Divisional President	1/7/11 to 30/6/12
Brian Beardman	Divisional President	1/7/11 to 30/6/12
Jaqueline O'Hara	Divisional President	6/6/12 to 30/6/12

There were no transactions between the officers and the Branch during the reporting period.

*These financial statements should be read in conjunction with the attached audit report.*

**AUSTRALIAN HOTELS ASSOCIATION  
WESTERN AUSTRALIAN BRANCH  
FINANCIAL REPORT - 30 JUNE 2012**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2012 (CONTINUED)**

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**6. LEVIES**

The levies to the National Body of the Australian Hotels Association are capitation fees.

**7. SEGMENT REPORTING**

The Branch operates predominantly in one business and geographical segment, in its capacity to provide services to members of the Branch throughout Western Australia.

**8. CAPITAL AND LEASING COMMITMENTS**

At the date of signing this report there are no known outstanding capital or leasing commitments.

**9. CONTINGENT LIABILITIES**

At the date of signing this report there are no known contingent liabilities that would have a material effect on the presentation of the annual financial statements.

**10. EVENTS SUBSEQUENT TO REPORTING DATE**

At the date of signing this report no known events have occurred subsequent to the reporting date which would have a material effect on the financial position of the Branch.

**11. ASSOCIATION DETAILS**

The Branch operates from 38 Parliament Place, West Perth in the State of Western Australia.

*These financial statements should be read in conjunction with the attached audit report.*

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2012 (CONTINUED)

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**12. FINANCIAL RISK MANAGEMENT**

(a) Credit Risk Exposure

The Association has no significant concentrations of credit risk.

(b) Interest Rate Risk Exposure

The Association's exposure to interest rate risk arises from assets and liabilities bearing variable interest rates. The weighted average interest rate on cash holdings was 0% at 30 June 2012. All other financial assets and liabilities are non interest bearing. The net fair value of the Association's financial assets and liabilities approximates their carrying value.

*These financial statements should be read in conjunction with the attached audit report.*

# Australian Hotels Association Western Australian Branch

ABN: 68 902 522 451

## Auditors Independence Declaration

For the Year Ended 30 June 2012

### Auditor's independence declaration to the Committee of Management of Australian Hotels Association Western Australian Branch

In relation to our audit of the financial report of Australian Hotels Association Western Australian Branch for the period ended 30 June 2012, to the best of my knowledge and belief, there have been no contraventions of the auditor independence requirements of the Corporations Act 2001 or any applicable code of professional conduct.



**Robert John Campbell CPA**  
Registered Company Auditor No. 334773  
Australian Audit and Assurance Pty Ltd  
Level 2, 459 Hay Street, PERTH, WA

DATE:

*22nd August 2012.*