



**AUSTRALIAN INDUSTRIAL REGISTRY**

Level 35, Nauru House  
80 Collins Street, Melbourne, VIC 3000  
GPO Box 1994S, Melbourne, VIC 3001  
Telephone: (03) 8661 7777  
Fax: (03) 9654 6672

Mr Peter Garske  
Executive Director  
Australian Road Transport Industrial Organization  
Queensland Branch  
PO Box 325  
STONES CORNER Q 4120

Dear Mr Garske

**RE: Financial Returns for Financial Years ended 30 June 1995 -  
and 30 June 2002 inclusive**

I refer to the lodgement of the following financial documents for years ended

- 30 June 1995 - our reference FR2002/749
- 30 June 1996 - our reference FR2002/750
- 30 June 1997 - our reference FR 2002/751
- 30 June 1998 - our reference FR 2002/752
- 30 June 1999 - our reference FR 2002/753
- 30 June 2000 - our reference FR 2001/249
- 30 June 2001 - our reference FR 2001/691
- 30 June 2002 - our reference FR 2002/425

The documents were received in this office on 6 December 2002.

While the documents have been filed, the following matters are drawn to your attention to assist in the preparation of financial documents for year ending 30 June 2003.

**1. Accounting Officers Certificate, Committee of Management Certificate and Auditor's Report**

The auditor in his report is required to give an opinion in respect of accounts and statements prepared in accordance with section 273 of the *Workplace Relations Act 1996*; such accounts include the certificates of the accounting officer and the committee of management. The dates of the certificates supplied would indicate preparation after the auditor made his report. Would you please bring this matter to your auditor's attention.

**2. Auditor's Report**

- The signatory to the auditor's report for financial years ended 30 June 1995 -

30 June 2000 inclusive has not indicated whether he/she is registered as a company auditor - refer regulation 112 of the *Workplace Relations Regulations 1996* (available on our website at [www.airc.gov.au](http://www.airc.gov.au)). It is the attitude of this Office that this fact should be evident to members in the published financial documents.

- The auditor's report for financial year ended 30 June 2002 refers to the Industrial Organization Act 1997. The documents should not only reflect the appropriate provisions of, but also be audited pursuant to, the appropriate legislation, currently the federal *Workplace Relations Act 1996*.

Both of these matters should also be drawn to the auditor's attention.

### **3. Prescribed information notice**

There should be included in the accounts a notice drawing attention to provisions of the *Workplace Relations Act 1996* that prescribed information is available to members on request and which sets out a copy of subsections 274(1), (2) and (3) - refer subsection (4) of the *Workplace Relations Act 1996*. This requirement was omitted from the financial documents for years ended 30 June 1998 - 30 June 2002 inclusive.

### **4. Legislative timescale provisions**

I have noted that the financial statements of the branch for financial years ending 30 June 1995 - 2001 inclusive were lodged outside the time scales prescribed by the *Workplace Relations Act 1996*. I have enclosed for your information a copy of those time scale provisions. You will note that there is a requirement to prepare accounts and statements (including certificates in relation to the accounts by the accounting officer and the committee of management) as soon as practicable after the end of the financial year. Please ensure that financial statements for year ending 30 June 2003 are lodged within the abovementioned time scale provisions.

Should you wish to discuss this letter please contact me on (03) 8661 7776.

Yours sincerely



Sylvia van Riet  
Statutory Services Branch

12 December 2002



**QUEENSLAND TRUCKING ASSOCIATION**

A.B.N. 64 009 963 053

4 December 2002

Clancy Lapierre  
Australian Industrial Registry  
Level 35, Nauru House  
80 Collins Street, Melbourne, VIC 3000

GPO Box 1994S, Melbourne, VIC 3001

Dear Clancy,

**Re: Australian Road Transport Industrial Organisation (Queensland Branch)  
financial returns and certificates**

Please find enclosed financial returns, certificates and documentation of election of office holders as required by the *Workplace Relations Act 1996* (Cwth).

We are grateful for your patience to date and at the same time we are confident we will not be testing it in the future. A system has been designed and implemented here in our Queensland office to ensure that future returns and documents are kept up to date and filed in the registry each year.

For your reference, the contact person for this function is our Employment Law and Government Regulation Manager, Mr Dan Pratt. Should you require any further documents or information please feel free to contact Dan or alternatively, myself.

We look forward to being of any further assistance that the registry may require of us.

Regards,

Peter Garske  
Executive Director



Transport Industry House  
96 Cleveland Street  
Stones Corner  
PO Box 325  
Stones Corner Q 4120  
Ph: (07) 3394 4388  
Fax: (07) 3397 9324  
Email: admin@qta.com.au

AUSTRALIAN INDUSTRIAL RELATIONS COMMISSION

*Workplace relations Act 1996 (Cth) s280*

AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION  
(Queensland Branch)

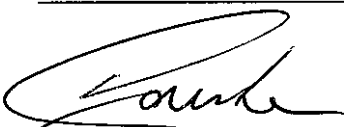
**AFFIDAVIT FOR THE FILING OF FINANCIAL RETURNS**

TO: The Industrial Registrar, Principal Registry of the Australian Industrial Relations Commission, Level 35 Nauru House, 80 Collins Street Melbourne, Victoria 3000, GPO Box 19945 Melbourne, Victoria 3001.  
Phone: (03) 8661 7777, Fax: (03) 9654 6812

I, Peter, Michael Garske, being the Branch Secretary of the Australian Road Transport Industrial Organisation (Queensland Branch) residing at 10 Newbolt Street Holland Park in the State of Queensland make oath and say as follows:

1. That the documents that form attachment A of this affidavit are:
  - (a) returns for the year 1995 to be filed in the Australian Industrial Relations Registry in accordance with s280 of the *Workplace relations Act 1996 (Cth)*;
  - (b) true copies of the report, accounts and statements as they were presented to the annual general meeting of the association for the year 2001.
2. That the documents that form attachment B of this affidavit are:
  - (a) returns for the year 1996 to be filed in the Australian Industrial Relations Registry in accordance with s280 of the *Workplace relations Act 1996 (Cth)*;
  - (b) true copies of the report, accounts and statements as they were presented to the annual general meeting of the association for the year 2001.
3. That the documents that form attachment C of this affidavit are:

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Deponent to Sign

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Person Taking Affidavit to Sign

(a) returns for the year 1997 to be filed in the Australian Industrial Relations Registry in accordance with s280 of the *Workplace relations Act 1996 (Cth)*;

(b) true copies of the report, accounts and statements as they were presented to the annual general meeting of the association for the year 2001.

4. That the documents that form attachment D of this affidavit are:

(a) returns for the year 1998 to be filed in the Australian Industrial Relations Registry in accordance with s280 of the *Workplace relations Act 1996 (Cth)*;

(b) true copies of the report, accounts and statements as they were presented to the annual general meeting of the association for the year 2001.

5. That the documents that form attachment E of this affidavit are:

(a) returns for the year 1999 to be filed in the Australian Industrial Relations Registry in accordance with s280 of the *Workplace relations Act 1996 (Cth)*;

(b) true copies of the report, accounts and statements as they were presented to the annual general meeting of the association for the year 2001.

6. That the documents that form attachment F of this affidavit are:

(a) returns for the year 2000 to be filed in the Australian Industrial Relations Registry in accordance with s280 of the *Workplace relations Act 1996 (Cth)*;

(b) true copies of the report, accounts and statements as they were presented to the annual general meeting of the association for the year 2001.

7. That the documents that form attachment G of this affidavit are:

(a) returns for the year 2001 to be filed in the Australian Industrial Relations Registry in accordance with s280 of the *Workplace relations Act 1996 (Cth)*;

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Deponent to Sign

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Person Taking Affidavit to Sign

(b) true copies of the report, accounts and statements as they were presented to the annual general meeting of the association for the year 2001.

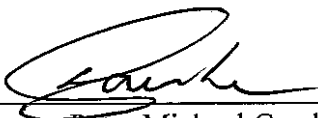
8. That the documents that form attachment H of this affidavit are:

(a) returns for the year 2002 to be filed in the Australian Industrial Relations Registry in accordance with s280 of the *Workplace relations Act 1996 (Cth)*;

(b) true copies of the report, accounts and statements as they were presented to the annual general meeting of the association for the year 2002.

9. That the documents that form attachment I of this affidavit are a true list of officers of the association for the year and evidence of the conduct and result of elections carried out by the Australian Electoral Commission.

10. The statements, declarations and attachments of this affidavit are true and correct to the best of my knowledge and belief.

Signed:  (Branch Secretary, ARTIO – Qld Branch)  
Peter Michael Garske

Before me: \_\_\_\_\_ (Commissioner for Declarations)  
Dan Pratt

Dated: \_\_\_\_ / \_\_\_\_ /2002

AUSTRALIAN INDUSTRIAL  
RELATIONS COMMISSION

*Workplace relations Act 1996 (Cth) s280*

AUSTRALIAN ROAD TRANSPORT  
INDUSTRIAL ORGANISATION  
(Queensland Branch)

**AFFIDAVIT FOR THE FILING OF  
FINANCIAL RETURNS**

Contact Details

Australian Road Transport Industrial  
Organisation (Queensland Branch)

Contact Name: Mr Dan Pratt,  
Employment Law  
Manager  
Telephone: 07 3394 4388  
Facsimile: 07 3397 9324  
e-mail: [dan@qta.com.au](mailto:dan@qta.com.au)

# ATTACHMENT H

RETURNS FOR THE YEAR:

**2002**

AUSTRALIAN ROAD TRANSPORT  
INDUSTRIAL ORGANISATION OF  
EMPLOYERS  
(QUEENSLAND BRANCH)



**QUEENSLAND ROAD TRANSPORT ASSOCIATION LTD**  
**(INDUSTRIAL ORGANISATION OF EMPLOYERS)**

**STATEMENT OF RECEIPTS AND PAYMENTS**  
**FOR THE YEAR ENDED 30TH JUNE, 2002**

	<b>2002</b>	<b>2001</b>
<b><u>RECEIPTS</u></b>		
Interest - Bank	_____ -	_____ -
<b>Total Receipts</b>	_____ -	_____ -
 <b><u>PAYMENTS</u></b>		
Auditors Remuneration	-	368.50
Bank Charges	_____ 56.40	_____ 56.70
<b>Total Payments</b>	_____ 56.40	_____ 425.20
 Deficiency of Receipts over Payments	(56.40)	(425.20)
Bank Balance at beginning of year	_____ 801.53	_____ 1,226.73
<b>Bank Balance at end of year</b>	<b><u>\$ 745.13</u></b>	<b><u>\$ 801.53</u></b>

**STATEMENT OF ASSETS & LIABILITIES**  
**AS AT 30TH JUNE, 2002**

Surplus of Assets over Liabilities	\$ 745.13	\$ 801.53
 Represented by Assets as follows:		
Cash at Bank	745.13	801.53
 Represented by Liabilities as follows:		
	_____ -	_____ -
 <b>NET ASSETS</b>	<b><u>\$ 745.13</u></b>	<b><u>\$ 801.53</u></b>

(The attached notes form part of these accounts)

**QUEENSLAND ROAD TRANSPORT ASSOCIATION LTD**  
**(INDUSTRIAL ORGANISATION OF EMPLOYERS)**

**NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS**  
**FOR THE YEAR ENDED 30TH JUNE, 2002**

**1. ACCOUNTING METHODS**

The accounts are prepared on the cash basis. The reason for using this method in lieu of the accrual basis of accounting is that the volume of transactions does not warrant the introduction of accrual accounting and the additional costs involved.

Otherwise, the accounts are prepared under the historical cost convention and in accordance with Australian Accounting Standards.

In Particular:-

- (a) The accounts have not been adjusted to record either changes in the general purchasing power of the dollar or in the price of specific assets.
- (b) No liability exists for income tax as the organization is exempt from income tax under Section 51-15 of the Income Tax Assessment Act, 1997.

**QUEENSLAND ROAD TRANSPORT ASSOCIATION LTD**  
**INDUSTRIAL ORGANISATION OF EMPLOYERS**

**AUDITORS REPORT**  
**INDUSTRIAL ORGANISATIONS ACT 1997, SECTION 204 (2)**

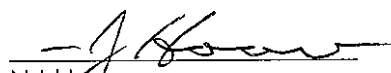
We have audited the attached accounts in accordance with Australian Auditing Standards, and have received all the information and explanations we required from officers of the Union for the purpose of our audit.

In our opinion:

- (a) there were kept by the industrial organization in relation to the year satisfactory records including –
  - (i) records of the sources and nature of the income of the industrial organization (including income from members); and
  - (ii) records of the nature and reasons for the expenditure of the industrial organization for the year; and
- (b) the accounts and statements were properly drawn up so as to give a true and fair view of –
  - (i) the financial affairs of the industrial organization as at the end of the year; and
  - (ii) the income and expenditure, and any surplus or deficit, of the industrial organization for the year; and
- (c) the accounts were kept under
  - (i) the Australian accounting standards given effect under the regulations section 200; and
  - (ii) the Industrial Organization Act 1997; and
- (d) information and explanations required from officers or employees of the industrial organization were given; and
- (e) there was no deficiency, failure or shortcoming for a matter in paragraphs (a) to (c); and
- (f) the organization's accounting records were prepared in a way that readily enabled the auditor to identify a contravention of section 227.

An auditor performing auditor's functions for an industrial organization must immediately give notice to the registrar if the auditor

- (a) becomes aware a provision of this part has been contravened; and
- (b) is of the opinion that the matter cannot be adequately dealt with by comment in the auditor's audit report.

  
N J Hoare  
Registered Company Auditor  
Morris & Batzloff  
Chartered Accountants

123 Logan Road  
Woolloongabba Qld 4102  
5 September, 2002

**AUSTRALIAN ROAD TRANSPORT INDUSTRIAL  
ORGANISATION OF EMPLOYERS  
QUEENSLAND BRANCH**

**CERTIFICATE BY ACCOUNTING OFFICER OF UNION**

I, Peter Garske, being Officer responsible for keeping the accounting records of the Australian Road Transport Industrial Organisation of Employers, Queensland Branch, certify that as at 30<sup>th</sup> June 2002 the number of members of the Branch was seven.

In my opinion:-

- (15) The accompanying accounts show a true and fair view of the financial affairs of the Branch as at 30<sup>th</sup> June 2002.
- (16) The accompanying audit report, accounts and Certificate of the Branch Committee are copies of the documents presented to a meeting in accordance with Section 279 (6) of the Workplace Relations Act 1996.
- (17) A record has been kept of all moneys paid by or collected from members of the Queensland Branch and all moneys so paid or collected have been credited to the bank account to which those moneys are to be credited in accordance with the rules of the Queensland Branch.
- (18) Before any expenditure was incurred by the Branch approval of the incurring of the expenditure was obtained in accordance with the rules of the Queensland Branch.
- (19) No payments were made out of funds or accounts operated by the Branch in respect of compulsory levies raised by the Branch or voluntary contributions collected from members of the Queensland Branch of other funds, the operation of which is required by the rules of the Branch for purpose other than the purpose for which the fund was operated.
- (20) No loans or other financial benefits other than remuneration in respect of their full time employment with the Branch were made to persons holding office in the Branch.
- (21) The register of members of the Branch was maintained in accordance with The Workplace Relations Act 1996 as amended.

Brisbane 4-12-2002.

  
\_\_\_\_\_  
Peter Garske  
Branch Secretary


**AUSTRALIAN ROAD TRANSPORT INDUSTRIAL  
ORGANISATION OF EMPLOYERS  
QUEENSLAND BRANCH**


**CERTIFICATE OF THE BRANCH COMMITTEE**

We, Anthony Conlon and Phillip Russell, being two members of the Committee of the Australian Road Transport Industrial Organisation of Employers, Queensland Branch, do state that on behalf of the Branch and in accordance with a resolution passed by the Branch that:-

- ix) In the opinion of the Committee of Management, the accompanying accounts show a true and fair view of the financial affairs of the Branch as at 30<sup>th</sup> June 2002.
- x) In the opinion of the Branch Committee, meetings of the Committee were held during the period ended 30<sup>th</sup> June 2002 in accordance with the rules of the Branch.
- xi) To the knowledge of any member of the Committee, there have been, during the financial year to which the accounts relate, no instances where records of the organization or other documents (not being documents containing information made available to a member of the organization under subsection 274 (2) of the Workplace Relations Act 1996), or copies of those records or other documents or copies of the rules of the organization, have not been furnished, or made available, to members of the organization in accordance with the Workplace Relations Act 1996, these Regulations or the rules of the Branch.
- xii) The Branch has complied with subsection 279 (1) and (6) of the Act in relation to the financial accounts in respect of the previous financial period and the auditors' report thereon.

Brisbane 3 Dec 2002.

  
Anthony Conlon  
Branch President

  
Phillip Russell  
Branch Committee

**AUSTRALIAN ROAD TRANSPORT INDUSTRIAL  
ORGANISATION OF EMPLOYERS  
QUEENSLAND BRANCH**

**SECRETARY'S CERTIFICATE**

I, PETER GARSKE, being the Branch Secretary of the Australian Road Transport Industrial Organisation of Employers, Queensland Branch, do hereby state that the attached documents are copies of the reports and audited accounts and financial statements for the year ending 30<sup>th</sup> June 2002 that were:

- (5) posted to all members in November 2002
- (6) presented to a meeting of the Queensland Branch Committee held on 3 December 2002.



PETER GARSKE  
BRANCH SECRETARY

Dated this 4<sup>th</sup> day of January 2002.



## AUSTRALIAN INDUSTRIAL REGISTRY

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

**Ref: FR2002/425-[278V-QLD]**

Mr. Peter Garske  
Secretary-Treasurer  
Australian Road Transport Industrial Organization-  
Queensland Branch  
PO Box 325  
STONES CORNER QLD 4120

Dear Mr. Garske

**Re: Australian Road Transport Industrial Organization-Queensland Branch  
Financial Reporting Obligations under *Workplace Relations Act 1996***

This is a courtesy letter to remind you of the financial reporting obligations of the abovenamed body under the *Workplace Relations Act 1996* ('the Act') for the financial year ended 30 June, 2002.

The legislative scheme set out in Part IX, Division 11 of the Act is directed at ensuring that a registered organisation or a branch of such an organisation discharges obligations of accountability to its members in relation to its financial affairs through proper and regular disclosure of financial information. The various steps of the financial reporting requirements must be carried out within the time-scales prescribed by the legislation so as to ensure the relevance of the financial information provided to the members.

Now that the financial year has ended, it is timely that you put in train the various steps of the financial reporting requirements. To assist you with this process I have enclosed for your information a notice summarising these requirements including the time-scales prescribed by the legislation.

Please do not hesitate to contact me on (03) 8661 7787 if you wish to discuss the financial reporting requirements, especially if you anticipate any difficulty in meeting any step in the time-scales prescribed.

Yours sincerely

Clency Lapierre  
Team Manager  
E-mail: [clency.lapierre@air.gov.au](mailto:clency.lapierre@air.gov.au)  
11 July, 2002