



25 October 2016

Mr Peter Garske  
Branch Secretary  
Australian Road Transport Industrial Organization Queensland Branch  
Transport Industry House  
1/96 Cleveland Street  
STONES CORNER QLD 4120

via email: [admin@qta.com.au](mailto:admin@qta.com.au)

Dear Mr Garske

**Australian Road Transport Industrial Organization Queensland Branch Financial Report for the year ended 30 June 2016 - [FR2016/302]**

I acknowledge receipt of the financial report for the year ended 30 June 2016 for the Australian Road Transport Industrial Organization Queensland Branch (the reporting unit). The financial report was lodged with the Fair Work Commission (FWC) on 21 October 2016. I also acknowledge the supplementary information you provided on 25 October 2016 in relation to the signing of the Operating Report.

The financial report has now been filed.

The financial report was filed based on a primary review. This involved confirming that the financial reporting timelines required under s.253, s.265, s.266 and s.268 of the *Fair Work (Registered Organisations) Act 2009* (RO Act) have been satisfied, all documents required under s.268 of the RO Act were lodged and that various disclosure requirements under the Australian Accounting Standards, RO Act and reporting guidelines have been complied with. A primary review does not examine all disclosure requirements.

Please note that the financial report for the year ending 30 June 2017 may be subject to an advanced compliance review.

I make the following comment to assist you when you next prepare a financial report. You are not required to take any further action in respect of the report lodged. The FWC will confirm this concern has been addressed prior to filing next year's report.

**Operating Report**

Under subsection 265(1)(a) of the RO Act a reporting unit must provide free of charge to its members a full report. A full report consists of:

- (i) a copy of the report of the auditor in relation to the inspection and audit of the financial records of the reporting unit in relation to a financial year; and
- (ii) a copy of the general purpose financial report to which the report relates; and
- (iii) a copy of the operating report to which the report relates.

The Designated Officer Certificate indicated that the full report was provided to members on 21 September 2016 however the Operating Report was not signed until 11 October 2016 which is after the date the full report was provided to members.

In the correspondence you provided to the FWC on 25 October 2016 you advised that members were inadvertently provide with an unsigned and undated copy of the Operating Report on 21 September 2016 and this report was subsequently signed at the Committee of Management meeting held on 11 October 2016. You also advised that the Operating Report for the year ended 30 June 2016 had not been altered between the 21 September 2016 and 11 October 2016.

Please ensure in future years that members are provided with a signed and dated Operating Report.

### **Reporting Requirements**

On the FWC website a number of factsheets in relation to the financial reporting process and associated timelines are available. The most recent copy of the Reporting Guidelines and a model set of financial statements can also be found. The FWC recommends reporting units use this model as it will assist in ensuring compliance with the RO Act, the s.253 Reporting Guidelines and the Australian Accounting Standards. Access to this information may be obtained via [this link](#).

Should you wish to discuss the matters raised in this letter, or if you require further information on the financial reporting requirements of the Act, I may be contacted on (03) 8656 4681 or by email at [joanne.fenwick@fwc.gov.au](mailto:joanne.fenwick@fwc.gov.au).

Yours sincerely



Joanne Fenwick  
Financial Reporting Specialist  
Regulatory Compliance Branch

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**AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION  
QUEENSLAND BRANCH**

**FINANCIAL REPORT  
FOR THE YEAR ENDED 30<sup>th</sup> JUNE 2016**

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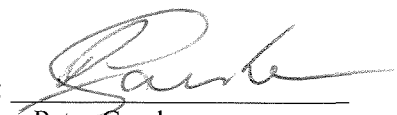
**AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION  
QUEENSLAND BRANCH**

**CERTIFICATE OF SECRETARY OR OTHER AUTHORISED OFFICER**  
s268 of Schedule Fair Work (Registered Organisations) Act 2009

I, *Peter Garske* being the *Secretary/Treasurer* of the Australian Road Transport Industrial Organisation Queensland Branch certify;

- that the documents lodged herewith are copies of the full report referred to in s268 of the Act for ARTIO Queensland Branch for the period ending 30<sup>th</sup> June 2016; and
- that the full report (which includes the Auditor's Report and the Operating Report) was available to members in accordance with s265 of the Act on the *21<sup>st</sup> September 2016*; and
- that the full report, was presented to and accepted by the Committee of Management at its second meeting held on *11<sup>th</sup> October 2016* in accordance with Rule 35A of the Organisation's rules.

Signature:

  
Peter Garske  
Secretary/Treasurer

*18<sup>th</sup> October 2016*  
Brisbane, Queensland

**AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION  
QUEENSLAND BRANCH**

**OPERATING REPORT FOR THE YEAR ENDED 30<sup>th</sup> JUNE 2016**

**Principal Activities**

The principal activities of the Organisation during the financial year were to promote, protect and advance the interests of its members through the maintenance of Industrial Instruments, including Modern Awards, the development of EBA's and representation of members in various state and federal Industrial Commissions and Tribunals, including the Road Safety Remuneration Tribunal.

**Results of Principal Activities**

The Organisation's principal activities resulted in maintaining and improving the position of its members within the Industrial Relations framework.

**Significant Changes in Nature of Principal Activities**

There were no significant changes in the nature of the Organisation's principal activities during the financial year.

**Significant Changes in Association's Financial Affairs**

No matters or circumstances arose during the reporting year which significantly affected the financial affairs of the Organisation.

**Trustee or Director of Trustee Company of Superannuation Entity or Exempt Public Sector Superannuation Scheme**

The following officers of the Organisation held reserved positions in the following entities:

Peter Garske is a Director of TWU Superannuation Nominees Pty Ltd, a trustee company that is the trustee of the TWUSUPER.

**Number of Members**

The number of persons who, at the end of the financial year, were recorded on the Register of Members was *thirty-four (34)*.

**Rights of Members to Resign**

Any member has the right to resign from the Organisation in accordance with the provisions of Rule 11 of the organisations' rules which states:

**“11 – Resignation from Membership**

- (1) A member of the Organisation may resign from membership by written notice addressed and delivered to the Secretary/Treasurer of the Branch of which it is a member.
- (2) A notice of resignation from membership of the Organisation takes effect:
  - a. where the member ceases to be eligible to become a member of the Organisation;
    - i. on the day on which the notice is received by the Organisation; or
    - ii. on the day specified in the notice, which is a day not earlier than the day when the member ceases to be eligible to become a member;whichever is later; or
  - b. in any other case
    - i. at the end of two (2) weeks after the notice is received by the Organisation; or
    - ii. on the day specified in the notice;whichever is later.

- (3.) Any dues payable but not paid by a former member of the Organisation, in relation to a period before the member's resignation from the Organisation took effect, may be sued for and recovered in the name of the Organisation, in a court of competent jurisdiction, as a debt due to the Organisation.
- (4) A notice delivered to the person mentioned in sub-rule (1) is taken to have been received by the Organisation when it is delivered.
- (5) A notice of resignation that has been received by the Organisation is not invalid because it was not addressed and delivered in accordance and delivered in accordance with rule 11(1).
- (6) A resignation from membership of the Organisation is valid even if it is not effected in accordance with this section if the member is informed in writing by or on behalf of the Organisation that the resignation has been accepted."

#### **Number Of Employees**

The Organisation has no employees and services are provided through an employee of a related party, Queensland Trucking Association Ltd, to the equivalent of one half of a full-time employee.

#### **Members Of Committee Of Management**

The persons who held office as members of the Committee of Management of the Organisation at the beginning of the financial year and throughout that year were:

Peter Renton, President

Julie Russell, Vice President

Peter Garske, Secretary/Treasurer

David Simon, Committee Member

#### **Directorships/Board position held by Officers throughout the year**

The persons who held office as members of the Committee of Management of the Organisation at the beginning of the financial year and throughout that year were:

Peter Renton

- Nil

Peter Garske


- Director, National Heavy Vehicle Regulator (HVNL Act 2012)

Julie Russell

- Director, RB Russell Transport Pty Ltd

David Simon

- Director, Simon National Carriers



Peter Garske  
Secretary/Treasurer

Dated: *11<sup>th</sup> October 2016*

**AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION  
QUEENSLAND BRANCH**

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2016**

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

**STATEMENT OF COMPREHENSIVE INCOME**  
**FOR THE YEAR ENDED 30TH JUNE 2016**

	NOTE	2016 \$	2015 \$
<b><u>REVENUE</u></b>			
Grants Received - Qld Trucking Association	5	21,750	23,731
ARTIO National - RSRT Advocacy		11,609	15,234
Other Income		-	-
		<u>33,359</u>	<u>38,965</u>
<b><u>EXPENSES</u></b>			
Professional Services	11	1,250	3,132
Bank Charges		18	13
Contribution - ARTIO National		20,000	20,000
Subscriptions - ARTIO National		454	487
Qld Trucking Association Ltd RSRT Contract Costs		11,609	15,234
<b>TOTAL EXPENSES</b>		<u>33,331</u>	<u>38,866</u>
<b>NET OPERATING SURPLUS/DEFICIT FOR YEAR</b>		28	99
Other Comprehensive Income		<u>-</u>	<u>-</u>
<b>TOTAL COMPREHENSIVE INCOME FOR YEAR</b>		<u>28</u>	<u>99</u>



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

**STATEMENT OF FINANCIAL POSITION**  
**FOR THE YEAR ENDED 30TH JUNE 2016**

	NOTE	2016 \$	2015 \$
<b><u>ACCUMULATED FUNDS</u></b>			
Balance as at 1 July 2015		133	34
Add Surplus/Deficit for Year		28	99
<b>BALANCE AS AT 30 JUNE 2016</b>		<u>161</u>	<u>133</u>
 <b>Represented by:</b>			
<b><u>CURRENT ASSETS</u></b>			
Cash at Bank		161	144
Receivables		-	240
<b>Total Current Assets</b>		161	384
<b><u>TOTAL ASSETS</u></b>		<u>161</u>	<u>384</u>
<b><u>CURRENT LIABILITIES</u></b>			
Payables - Qld Trucking Association Ltd		-	240
GST Payable		-	11
<b>Total Current Liabilities</b>		-	251
<b><u>TOTAL LIABILITIES</u></b>		<u>-</u>	<u>251</u>
<b><u>NET ASSETS</u></b>		<u>161</u>	<u>133</u>

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

**STATEMENT OF CHANGES IN ACCUMULATED FUNDS**  
**FOR THE YEAR ENDED 30TH JUNE 2016**

<b>Balance 1 July 2014</b>	34
Surplus/(Deficit) for Year	<u>99</u>
<b>Balance 30 June 2015</b>	133
Surplus/(Deficit) for Year	<u>28</u>
<b>Balance 30 June 2016</b>	<u>161</u>

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

**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 30TH JUNE 2016**

	NOTE	2016 \$	2015 \$
<b><u>CASH FLOWS FROM</u></b>			
<b><u>OPERATING ACTIVITIES</u></b>			
Receipts from Customers and Members:			
- Queensland Trucking Association	5	21,750	23,732
- ARTIO National		11,849	21,690
- Other		-	-
Payments to Suppliers and Members:			
- ARTIO National		(20,454)	(20,487)
- Queensland Trucking Association		(11,849)	(21,690)
- Other		(1,279)	(3,135)
<b><u>NET CASH PROVIDED BY</u></b>			
<b><u>OPERATING ACTIVITIES</u></b>	4	<u>17</u>	<u>110</u>
<b><u>NET INCREASE/(DECREASE) IN CASH HELD</u></b>		17	110
Cash at beginning of Period		<u>144</u>	<u>34</u>
Cash at end of Period		<u>161</u>	<u>144</u>

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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30TH JUNE 2016**

**NOTE 1 BASIS OF PREPARATION OF THE FINANCIAL STATEMENTS**

The financial statements are general purpose financial statements and have been prepared in accordance with Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period and the Fair Work (Registered Organisation) Act 2009. For the purpose of preparing the general purpose financial statements, the Australian Road Transport Industrial Organisation Queensland Branch is a not for profit entity.

The financial statements have been prepared on an accrual basis and in accordance with the historical cost, except for certain assets and liabilities at measured at fair value, as explained in the accounting policies below. Historical cost is generally based on the fair values of the consideration given in exchange for assets. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position. The financial statements are presented in Australian dollars.

**(a) Comparative Amounts**

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

**(b) New Australian Accounting Standards**

***Adoption of New Australian Accounting Standard Requirements***

No accounting standard has been adopted earlier than the application date stated in the standards.

**(c) Revenue**

Revenue is measured at the fair value of the consideration received or receivable.

Revenue from grants is accounted for on an accrual basis and is recorded as revenue in the year to which it relates.

Interest revenue is recognised on an accrual basis using the effective interest method.

**(d) Capitation Fees and Levies**

Capitation fees, levies and contributions are recognised on an accrual basis and record as a revenue and/or expense in the year to which it relates.

**(e) Cash**

Cash is recognised at its nominal amount. Cash and cash equivalents includes cash on hand, deposits held at call with bank.

**(f) Financial Assets and Liabilities**

***Financial Assets***

Financial assets are classified into the following specified categories: financial assets at fair value through profit or loss, held-to-maturity investments, available-for-sale financial assets and loans and receivables. The classification depends on the nature and purpose of the financial assets and is determined at the time of initial recognition.

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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30TH JUNE 2016**

(f) **Financial Assets and Liabilities (cont'd)**

***Loan and Receivables***

Trade receivables, loans and other receivables that have fixed or determinable payments that are not quoted in an active market are classified as 'loans and receivables'.

***Impairment of Financial Assets***

Financial assets, other than those at fair value through profit or loss, are assessed for impairment at the end of each reporting period. Financial assets are considered to be impaired when there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows of the investment have been affected.

***Financial Liabilities***

Financial liabilities are classified as either financial liabilities 'at fair value through profit or loss' or other financial liabilities.

Other financial liabilities, including borrowings and trade and other payables, are initially measured at fair value, net of transaction costs.

(g) **Impairment of Assets**

At each reporting date, the organisation reviews the carrying values of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the income statement.

Where it is not possible to estimate the recoverable amount of an individual asset, the organisation estimates the recoverable amount of the cash generating unit to which the asset belongs.

(h) **Taxation**

The Australian Road Transport Industrial Organisation Queensland Branch is exempt from income tax under division 50 of the Income Tax Assessment Act 1997 however still has obligation for the Goods and Services Tax (GST).

Revenues, expenses and assets are recognised net of GST except:

- where the amount of GST incurred is not recoverable from the Australian Taxation Office; and
- for receivables and payables.

The net amount of GST recoverable from, or payable to, the taxation authority is included as part of receivables or payables.

(i) **Going Concern**

The Branch is reliant on the agreed financial support of the Queensland Trucking Association Ltd to continue on a going concern basis.

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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30TH JUNE 2016**

- (j) The Branch has not provided or agreed to provide financial support to any other reporting unit during the financial year.
- (k) The Branch has not acquired an asset or liability during the financial year as a result of any amalgamation, restructure, determination by the general manager under subsection 245(1) of the Fair Work (Registered Organisation) Act or a revocation by the general manager under subsection 249(1) of the Fair Work (Registered Organisation) Act.
- (l) The Branch has not acquired any asset or liability during the financial year as a part of any business combination.

**NOTE 2: ACCOUNTING ESTIMATES AND JUDGEMENTS**

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

**(a) Critical accounting estimates and assumptions**

The Queensland Branch makes estimates and assumptions concerning the future. The resulting accounting estimates by definition seldom equal the related actual results. There are no estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities.

**(b) Critical judgments in applying the Queensland Branch's accounting principles**

There are no critical judgements that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities.

**NOTE 3: EVENTS AFTER THE REPORTING PERIOD**

There were no events that occurred after 30 June 2016, or prior to the signing of the financial statements, that would have a material effect on these financial statements.

**NOTE 4 RECONCILIATION OF NET CASH PROVIDED BY OPERATING ACTIVITIES TO SURPLUS/(DEFICIT) FROM ORDINARY ACTIVITIES AFTER INCOME TAX**

	2016 \$	2015 \$
Surplus/Deficit for Year	28	99
<b>Non Cash Flows</b>		
Depreciation	-	-
<b>Changes in Assets &amp; Liabilities</b>		
Receivables	240	6,456
Payables	<u>(251)</u>	<u>(6,445)</u>
Net cash provided by (used in) Operating Activities	<u>17</u>	<u>110</u>

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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30TH JUNE 2016**

**NOTE 5 RELATED PARTY DISCLOSURES**

The statement of comprehensive income details the related party transactions with the Australian Road Transport Industrial Organisation and the Queensland Trucking Association Ltd.

Queensland Trucking Association Limited and the Australian Road Transport Industrial Organisation Queensland Branch (ARTIO) share, in part, common membership and management personnel.

Queensland Trucking Association Limited also provides Industrial Relations services when required to members of Queensland Trucking Association Ltd and ARTIO.

The Board of Queensland Trucking Association Limited has approved funding of ARTIO to enable it to meet its commitments including subscriptions to its federally registered union and other operating expenses. Ongoing funding was been formalised by exchange of written documentation between the entities with such documentation covering the financial year ended 30 June 2013 and future financial years.

**NOTE 6 FINANCIAL RISK MANAGEMENT**

	<b>2016</b>	<b>2015</b>
	<b>\$</b>	<b>\$</b>
<b>Financial Assets</b>		
Cash and Cash at Bank (unrestricted)	161	144
Receivables	-	240
<b>Carrying Amount of Financial Assets</b>	<u>161</u>	<u>384</u>
<b>Financial Liabilities</b>		
Other Payables	-	251
<b>Carrying Amount of Financial Liabilities</b>	<u>-</u>	<u>251</u>

Cash, cash at bank, other receivables and other payables are short term instruments in nature whose carrying amount is equivalent to fair value. Cash at bank is held in a high quality financial institution.

The branch does not invest in shares or derivatives and therefore has no exposure to the fluctuation in price that is inherent in such a market.

No financial asset was past due or impaired at 30 June 2016.

**NOTE 7 LIQUIDITY RISK**

Liquidity risk arises from the possibility that the Branch might encounter difficulty in settling its debts or otherwise meeting its obligations in relation to financial liabilities. The Branch manages this risk through the following mechanisms:-

- preparing forward cash flow analysis in relation to its operational activities.
- maintaining a reputable credit profile.
- investing surplus cash with reputable financial institutions.

The Branch also receives support from the Queensland Trucking Association Ltd as outlined in Note 4.

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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30TH JUNE 2016**

**NOTE 8 SECTION 272 FAIR WORK (REGISTERED ORGANISATIONS) ACT 2009**

In accordance with the requirements of the Fair Work (Registered Organisations) Act 2009, the attention of members is drawn to the provisions of Section 272 of the Fair Work (Registered Organisations) Act 2009, which read as follows:

- (1) A member of a reporting unit, or the General Manager of Fair Work Australia, 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 be not less than 14 days after the application is given to the reporting unit.
- (3) A reporting unit must comply with an application made under sub-section (1).

**NOTE 9 REVENUE**

No transactions occurred during the financial year in relation to the following sources of revenue.

- membership subscriptions
- capitation fees
- levies
- donations

**NOTE 10 EXPENSES**

No transactions occurred during the financial year in relation to the following items of expenditure.

- expenses incurred as consideration for employees making payroll deduction of membership subscriptions.
- fees or subscriptions in respect to affiliation to any political party, federation, congress, council or group of organisations or any international body having an interest in industrial matters.
- fees or allowances paid to representatives of the organisation to attend conferences or meetings.
- costs in relation to meetings or conferences of councils, committees, panels or other bodies.
- compulsory levies
- grants or donations
- employee expenses
- penalties

**NOTE 11 PROFESSIONAL SERVICES**

	<b>2016</b>	<b>2015</b>
	<b>\$</b>	<b>\$</b>
Auditors:		
- audit of the financial report	1,250	1,250
- other	-	-
Legal Fees:		
- Litigation	-	-
- Other	-	1,882



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

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30TH JUNE 2016**

**NOTE 12 STATEMENT OF FINANCIAL POSITION**

**Assets**

A provision for doubtful debts in relation to receivables of the branch was not required at 30 June 2016.

**Liabilities**

As at 30 June 2016 there were no liabilities in relation to:-

- payments to employers in relation to the collection of membership subscriptions
- legal costs
- employee provisions

**NOTE 13 STATEMENT OF CHANGES IN ACCUMULATED FUNDS**

No transaction occurred during the financial year in relation to:-

- funds or accounts in respect of compulsory levies
- transfers or withdrawals to a fund, account or controlled entity where these were kept for a specific purpose
- a general fund

**NOTE 14 RECOVERY OF WAGES ACTIVITIES**

No recovery of wage activity was undertaken by the Branch during the financial year.

**NOTE 15 CONTINGENT LIABILITIES, ASSETS AND COMMITMENTS**

There were no contingent liabilities, assets or commitments at the 30 June 2016.

**NOTE 16 ADDITIONAL BRANCH INFORMATION**

The Branch operates within Queensland. The address of the Branch is Level 1, 96 Cleveland Street, Greenslopes, Qld, 4120.


**AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION  
QUEENSLAND BRANCH**


**COMMITTEE OF MANAGEMENT STATEMENT**

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

- (a) The Financial Statements and Notes comply with Australian Accounting Standards;
- (b) The Financial Statements and Notes comply with the reporting guidelines of the General Manager of the Fair Work Commission.
- (c) The Financial Statements and Notes give a true and fair view of the financial performance, financial position and cash flows of the branch 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; and
- (e) During the year ended 30 June 2016 and since the end of that year.
  - i. Meetings of the committee of management were held in accordance with the rules of the Branch; and
  - ii. The financial affairs of the branch have been managed in accordance with the rules of the Branch including the rules of a branch concerned; and
  - iii. The financial records of the branch have been kept and maintained in accordance with Fair Work (Registered Organisations) Act 2009 and the Fair Work (Registered Organisations) Regulations 2009; and
  - iv. As the organisation consists of two or more reporting units, the financial records of the branch have been kept, as far as practicable, in a consistent manner to each of the other branches of the organisation.
  - v. The information sought in any request of a member of the branch or a General Manager duly made under section 272 of Fair Work (Registered Organisations) Act 2009 has been furnished to the member or General Manager; and
  - vi. There has been compliance with any order for inspection of financial records made by the General Manager of The Fair Work Commission under section 273 of the Fair Work (Registered Organisations) Act 2009.
- (f) During the financial year ended 30 June 2016 the branch did not participate in any recovery of wages activity.

This declaration is made in accordance with a resolution of the Branch Committee of Management which was duly passed on the 9th AUGUST 2016

  
\_\_\_\_\_  
Branch President

  
\_\_\_\_\_  
Branch Secretary/Treasurer

Date: ... 9th AUGUST .....2016

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

**INDEPENDENT AUDIT REPORT**

To the members of the Australian Road Transport Industrial Organisation Queensland Branch.

We have audited the general purpose financial report of Australian Road Transport Industrial Organisation Queensland Branch, which comprises the statement of financial position as at 30 June 2016, and the statement of comprehensive income, statement of changes in accumulated funds and cash flow statement for the year then ended, a summary of significant accounting policies and other explanatory notes and branch committee of management's statement for the year then ended.

*Branch Committee of Management and the Branch Secretary's Responsibility for the Financial Report*

The branch committee of management and the branch secretary of the Branch are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the Fair Work (Registered Organisations) Act 2009. This responsibility also includes establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

*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. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance 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 and fair presentation of the financial report 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 branch committee of management and branch secretary, as well as evaluating the overall presentation of the financial report.

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

*Independence*

In conducting our audit, we have complied with the independence requirements of the Australian professional accounting bodies and the Fair Work (Registered Organisations) Act 2009.

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

**INDEPENDENT AUDIT REPORT**

*Auditor's Opinion*

In our opinion, the financial report presents fairly, in all material respects, the financial position of the Australian Road Transport Industrial Organisation Queensland Branch as at 30 June 2016, and its financial performance and cash flows for the year then ended in accordance with Australian Accounting Standards and the requirements imposed by Part 3 of Chapter 8 of the Fair Work (Registered Organisations) Act 2009.

As part of our audit of the financial statements we have concluded that Management's use of the going concern basis of accounting in the preparation of the financial statements for the year ended 30 June 2016 is appropriate.

Morris & Batzloff  
Chartered Accountants



Norman J Hoare

Partner  
Member of Chartered Accountants Australia, New Zealand  
And Holder of Current Public Practice Certificate  
Registered Company Auditor  
96 Lytton Road  
EAST BRISBANE QLD 4169

*16th August*, 2016



15 July 2016

Mr Peter Garske  
Secretary/Treasurer  
Australian Road Transport Industrial Organization-Queensland Branch  
By email: [admin@qta.com.au](mailto:admin@qta.com.au)

Dear Mr Garske,

**Re: Lodgement of Financial Report - [FR2016/302]  
*Fair Work (Registered Organisations) Act 2009 (the RO Act)***

The financial year of the Australian Road Transport Industrial Organization-Queensland Branch (the reporting unit) ended on 30 June 2016.

This is a courtesy letter to remind you of the obligation to prepare and lodge the financial report for the reporting unit by the due date under s.268 of the RO Act, that being within 14 days after the meeting referred to in s.266 of the RO Act.

### **Timelines**

The RO Act sets out a particular chronological order in which financial documents and statements must be prepared, audited, provided to members and presented to a meeting. For your assistance, the attached *Timeline/Planner* summarises these requirements.

### **Fact sheets, guidance notes and model statements**

Fact sheets and guidance notes in relation to financial reporting under the RO Act are provided on the Fair Work Commission website. This includes a model set of financial statements which have been developed by the FWC. It is not obligatory to use this model but it is a useful resource to ensure compliance with the RO Act, the Reporting Guidelines and the Australian Accounting Standards. The model statement, Reporting Guidelines and other resources can be accessed through our website under [Financial Reporting](#) in the Compliance and Governance section.

### **Loans, grants and donations: our focus this year**

Also you are reminded of the obligation to prepare and lodge a statement showing the relevant particulars in relation to each loan, grant or donation of an amount exceeding \$1,000 for the reporting unit during its financial year. Section 237 requires this statement to be lodged with the FWC within 90 days of the end of the reporting unit's financial year, that is on or before 28 September 2016. A sample statement of loans, grants or donations is available at [sample documents](#).

Over the past year we have noted issues in organisations' financial reports relating to timelines and how loans, grants and donations are reported. We will be focusing closely on these areas this year. Please find attached below fact sheets relating to these requirements or alternatively visit our website for information regarding [financial reporting timelines](#) and [loans, grants and donations](#).

It is requested that the financial report and any Statement of Loans, Grant or Donations be lodged electronically by emailing [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au).

11 Exhibition Street  
Melbourne VIC 3000  
GPO Box 1994  
Melbourne VIC 3001

Telephone : (03) 8661 7777  
Email : [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au)  
Internet : [www.fwc.gov.au](http://www.fwc.gov.au)

## Civil penalties may apply

**It should be noted that s.268 is a civil penalty provision.** Failure to lodge a financial report may result in legal proceedings being issued with the possibility of a pecuniary penalty (up to \$54,000 for a body corporate and \$10,800 for an individual per contravention) being imposed upon your organisation and/or an officer whose conduct led to the contravention.

## Contact

Should you wish to seek any clarification in relation to the above, email [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au).

Yours sincerely,

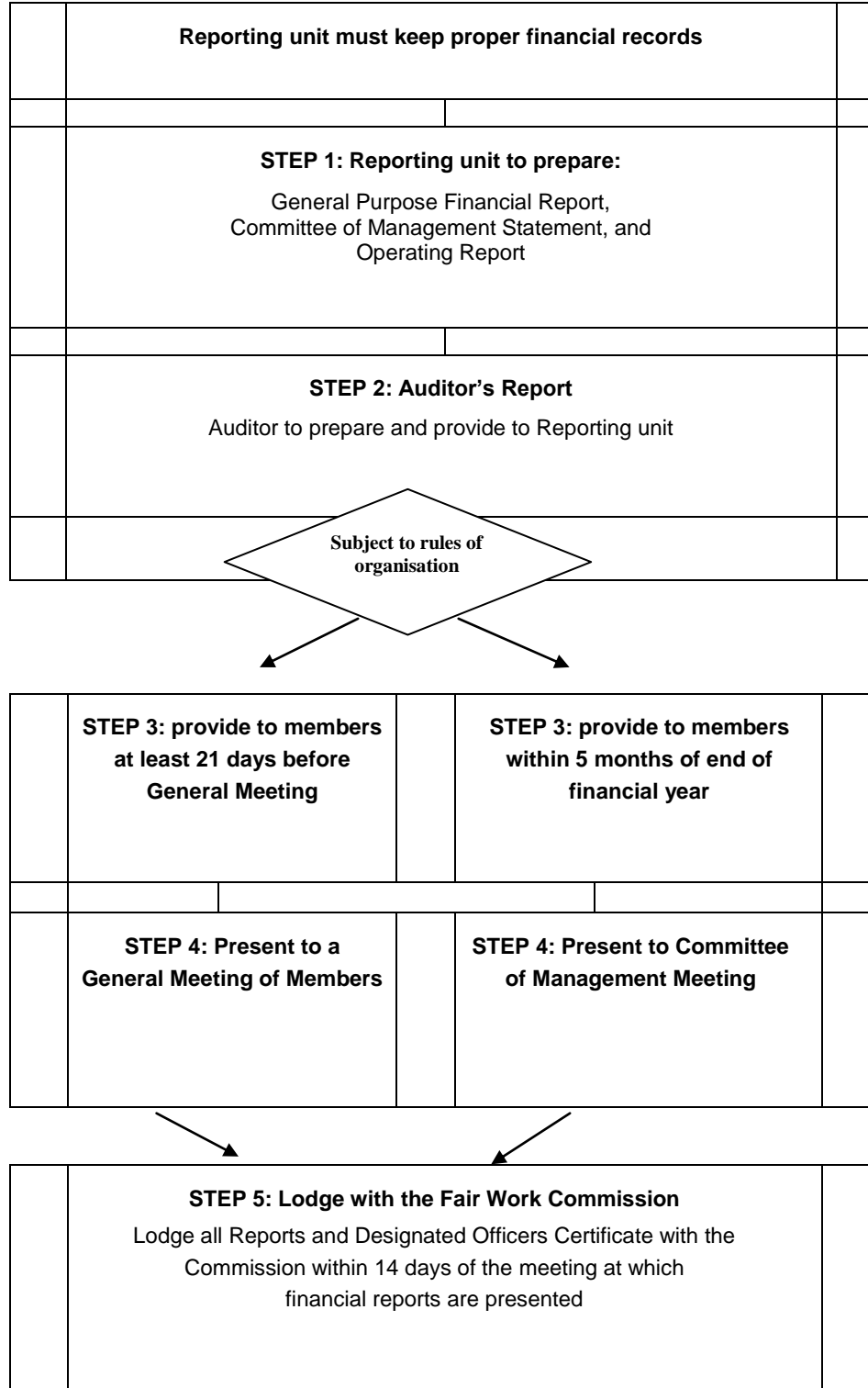


Anastasia Kyriakidis  
Adviser  
Regulatory Compliance Branch

# Financial reporting timelines

Financial reports are to be lodged with the Fair Work Commission (the Commission) within 14 days of the meeting at which the financial reports have been presented, by completing the steps as outlined below.

See Fact sheet—Financial reporting for an explanation of each of these steps.



# Fact Sheet - Loans, Grants & Donations

## The Loans, Grants & Donations Requirements

The *Fair Work (Registered Organisations) Act 2009* (the RO Act) requires an organisation or branch to lodge a loans, grants and donations statement (the statement) within **90 days** of the ending of the financial year.

Under the General Manager's Reporting Guidelines, a reporting unit's General Purpose Financial Report (the financial report) must break down the amounts of grants and donations (see below). The figures in the financial report will be compared to the loans, grants and donations statement.

## The Loans, Grants & Donations Statement

Section 237 of the RO Act applies to every loan, grant and donation made by an organisation or branch during the financial year that exceed \$1000. The following information must be supplied to the Commission for each relevant loan, grant or donation:

the amount,

the purpose,

the security (if it is a loan),

the name and address of the person to whom it was made,\* and







the arrangements for repaying the loan.\*

\*The last two items are not required if the loan, grant or donation was made to relieve a member of the organisation (or their dependent) from severe financial hardship.

The statement must be lodged within 90 days of the end of the financial year and the Commission has a [Template Loans, Grants and Donations Statement](#) on its website. The Commission encourages branches and organisations to lodge the statement even if all of the figures are NIL.

## Common misconceptions

Over the years, staff of the Commission have noted that there are some common misunderstandings made in relation to the Statement. They include:

Misconception	Requirement
 Only reporting units must lodge the Statement.	 All branches and organisations, regardless of whether they lodge a financial report, must lodge the statement within 90 days of the end of the financial year. An organisation cannot lodge a single statement to cover all of its branches.
 Employees can sign the Statement.	 The statement must be signed by an elected officer of the relevant branch.
 Statements can be lodged with the financial report.	 The deadline for the statement is much shorter (90 days) and if it is lodged with the financial report it is likely to be late.



## Grants & Donations within the Financial Report

Item 16(e) of the [General Manager's Reporting Guidelines](#) requires the reporting unit to separate the line items relating to grants and donations into grants or donations that were \$1000 or less and those that exceeded \$1000.

As such, the note in the financial report relating to grants and donations will have four lines.

In the [Commission's Model Statements](#) the note appears as follows:

### Note 4E: Grants or donations\*

Grants:	2016	2015
Total paid that were \$1,000 or less	-	-
Total paid that exceeded \$1,000	-	-
Donations:		
Total paid that were \$1,000 or less	-	-
Total paid that exceeded \$1,000	-	-
<b>Total grants or donations</b>	<b>-</b>	<b>-</b>

Item 17 of the General Manager's Reporting Guidelines requires that these line items appear in the financial report even if the figures are NIL.

### Implications for filing the Financial Report

During their review of the 2016 financial report staff of the Commission will confirm that the figures in the financial report match the disclosures made in the statement. Any inconsistencies in these figures will be raised with the organisation or branch for explanation and action.

This may involve lodging an amended loans, grants or donations statement. Any failure to lodge a loans, grants or donations statement or lodging a statement that is false or misleading can attract civil penalties under the RO Act.

If a reporting unit did not fully comply with these requirements in their 2015 financial report, its filing letter will have included a statement reminding the reporting unit of its obligations.

It is strongly recommended that all reporting units review their filing letters from the previous financial year to ensure any targeted concerns are addressed in their latest financial report. Failure to address these individual concerns may mean that a financial report cannot be filed.

Previous financial reports and filing letters are available from the [Commission's website](#).

### Further information

If you have any further questions relating to the loan, grant and donation disclosure requirements in the statement or the financial report, please contact the Regulatory Compliance Branch on [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au)