



Australian Government
Australian Industrial Registry

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Melbourne, VIC 3000
GPO Box 1994, Melbourne, VIC 3001
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Mr Robin Phillips
Branch Secretary/Treasurer
Australian Road Transport Industrial Organization
Tasmanian Branch
GPO Box 1524
Hobart Tasmania 7001

Dear Mr Phillips

**Re: Financial Report for the Australian Road Transport Industrial Organization,
Tasmanian Branch for year ended 30 June 2007 – FR2007/307**

I acknowledge receipt of the financial report of the Australian Road Transport Industrial Organization Tasmanian Branch for the year ended 30 June 2007. The documents were lodged with the Registry on 17 October 2007. I apologise for the delay in processing this matter.

While I intend filing the financial report I would be pleased to receive your response to the matter set out below:

Operating Report

Transfer of funds

The operating report details “in 2006 \$106,655 was transferred to the other entity to rectify the situation” under the heading Significant Changes in Organisation’s Financial Affairs. The Reporting Guidelines of the Registrar require:

- “12. *Balances for the following items must be disclosed by the reporting unit in the notes to the financial statements unless already disclosed on the face of the profit and loss statement in accordance with Australian Accounting Standards:*
- (a) *where any amount (other than an amount included in an amount referred to elsewhere in these reporting guidelines) has been transferred to a fund or account kept for a specific purpose by the reporting unit or any such amount has been withdrawn from such a fund or account - the amount transferred to, or withdrawn from, that fund or account, as the case may be, and the name of the fund or account;”*

Could you provide details of where, the money was transferred to and the purpose of the transaction.

Although I am intending to file the report I am doing so because of the delay in the processing of this matter. In the ordinary course of events, I would have required the Branch to repeat certain steps. I wish to make it clear that the Registry expects each registered organisation/reporting unit to comply fully with the requirements of Part 3 of Schedule 1 of the Workplace Relations Act 1996.

I make the following comments 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. I note some of these matters have been drawn to your attention previously.

Designated Officer's Certificate

Items a) to e) of the Certificate of Secretary or Other Authorised Officer are not required to be detailed in the Designated Officer's Certificate.

Operating Report

Number of members of the reporting unit

Subsection 254(2)(f) of Schedule 1 and regulation 159(a) of the *Regulations* require the Operating Report to contain information pertaining to the number of persons that were taken to be members of the reporting unit at the end of the financial year. Could you provide this information in future reports.

Trustee of superannuation entity

Subsection 254(2)(d) of Schedule 1 requires details of any *officer or member* of the reporting unit who is a trustee, or a director of a company that is a trustee, of a superannuation entity or an exempt public sector superannuation scheme.

If no officers or members of the reporting unit is a trustee of a superannuation entity, the preferred wording to satisfy the s254(2)(d) is:

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

Notes to financial Reports

Notice under Section 272(5) of the RAO Schedule

As you are aware, 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.

The wording of section 272(5) of the RAO Schedule is as follows (emphasis added):

*(5) A general purpose financial report prepared under section 253, a concise report prepared under section 265 and a report prepared under subsection 270(4) must include a notice drawing attention to subsections (1), (2) and (3) of this section **and setting out those subsections.***

Would you please ensure in future that the Notes contain this extract of the RAO Schedule, word for word:

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).

Reference to “sub-sections (1), (2) and (3) of Section 274” contained in note 2 should read “subsections 272(1), (2) and (3)”.

Audit Report

Auditor’s Qualification

It is not clear from the Report whether or not the Auditor is an approved Auditor. In this regard I draw your attention to the definitions of approved auditor in regulation 4 of the Workplace Relations (Registration and Accountability of Organisations) Regulations 2003. In all likelihood the Auditor is such a person however, it is our preference that this is made explicit in the Report. I recommend you draw this comment to the attention of your Auditors.

Schedule 1

Reference to Schedule 1B of the Act, should properly refer to Schedule 1.

If you wish to discuss any of the matters referred to above you may contact Kevin Donnellan on (03) 8661 7764.

Yours sincerely



Iain Stewart

Statutory Services Branch
18 June 2008

Financial Package

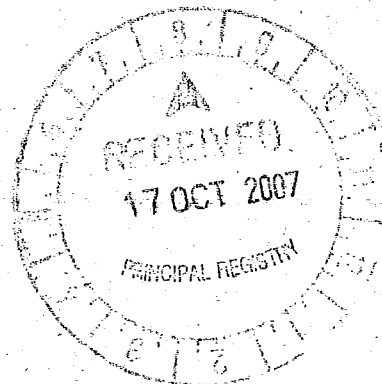
Auditor's Report

Financial Statements

Committee of Management Statement

Operating Report

Certificate of Authorised Officer



**AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION
(TASMANIAN BRANCH)**

INDEPENDENT AUDIT REPORT TO MEMBERS

INDEPENDENT AUDIT REPORT

To the members of Australian Road Transport Industrial Organisation (Tasmanian Branch)

Scope

We have audited the attached accounts of Australian Road Transport Industrial Organisation (Tasmanian Branch) for the year ended 30 June 2007. The Committee of Management is responsible for the preparation and presentation of the accounts and the information they contain. We have conducted an independent audit of these accounts in order to express an opinion on them to the members of the Committee of Management.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the accounts are free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the accounts, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the accounts are presented fairly in accordance with Australian Standards and other mandatory professional reporting requirements (Urgent Issues Group Consensus Views) and the Workplace Relations Act 1996 so as to present a view of its financial position and the results of its operations.

The audit opinion expressed in this report has been formed on the above basis.

Scope Limitation

As an audit procedure it was not practicable to extend our examination of income beyond the accounting for amounts received as shown by the books and records of the organisation. This is not a deficiency, failure or shortcoming in relation to a matter referred to in subsection 276(4) of the Workplace Relations Act 1996.

Audit Opinion

Subject to the preceding paragraph, in our opinion the general purpose financial report is presented fairly in accordance with applicable Australian Accounting Standards and the requirements imposed by Part 3 of Chapter 8 of Schedule 1B of the Workplace Relations Act 1996.

LORKIN DELPERO HARRIS
CHARTERED ACCOUNTANTS



Paul Evans

Dated at Hobart this 23rd day of August 2007

**AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION
(TASMANIAN BRANCH)**

STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 30 JUNE 2007

	<u>2007</u>	<u>2006</u>
	\$	\$
Revenue from ordinary activities		
Annual Dinner	-	75,244
Interest	-	2,557
Management Services	-	2,500
Total revenue from ordinary activities	-	<u>80,301</u>
Expenses from ordinary activities		
Accounting & Audit Fees	475	3,884
Advertising & Promotion	-	258
Affiliation Fees	-	1,045
Annual Dinner Expenses	-	41,136
ARTIO Subscriptions	3,000	5,585
Bad Debts	-	12,614
Bank Fees	124	917
Computer Expenses	-	743
Filing & Legal Fees	-	40
Meetings	-	1,157
Printing, Postage & Stationery	-	1,590
Service Fees	-	33,222
Sundry Expenses	-	1,758
Telephone, Fax, Internet & Email	-	4,357
Travel & Other Reimbursable Expenses	-	4,711
Total expenses from ordinary activities	<u>3,599</u>	<u>113,017</u>
Surplus (Deficit) from ordinary activities	<u>(3,599)</u>	<u>(32,716)</u>
Other Items – GST adjustment / Transfers to TTA	625	(106,655)
Accumulated surplus - beginning of the financial year	4,541	143,912
Total available for appropriation	<u>1,566</u>	<u>4,541</u>
Accumulated Surplus - end of the financial year	<u>1,566</u>	<u>4,541</u>

**AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION
(TASMANIAN BRANCH)**

STATEMENT OF FINANCIAL POSITION FOR THE YEAR ENDED 30 JUNE 2007

	<u>2007</u>	<u>2006</u>
	\$	\$
Current assets		
Cash at Bank	1,266	5,018
Total current assets	1,266	5,018
Non current assets		
Plant and Equipment	23,610	23,610
Less : Accumulated Depreciation	(23,610)	(23,610)
	-	-
Total assets	1,266	5,018
Current liabilities		
GST Payable / (Receivable)	(300)	477
Total liabilities	(300)	477
Net assets	1,566	4,541
Members equity		
Accumulated surplus / (Deficit)	1,566	4,541
Total members equity	1,566	4,541

**AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION
(TASMANIAN BRANCH)**

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2007

	<u>2007</u>	<u>2006</u>
	\$	\$
Cash flows from operating activities		
Income receipts	-	121,488
Interest received	-	2,557
Other items – GST Receipts / Transfers to TTA	195	(106,655)
Payments to suppliers	(3,947)	(113,017)
Net cash from operating activities	<u>(3,752)</u>	<u>(95,627)</u>
 Cash flows from investing activities		
Investment in term deposit	-	-
Net cash from investing activities	<u>-</u>	<u>-</u>
 Cash flows from financing activities		
	-	-
Net cash from financing activities	<u>-</u>	<u>-</u>
 Net Increase/(Decrease) in Cash held	(3,752)	(95,627)
Cash at the beginning of the financial year	5,018	100,645
Cash at the end of the Financial Year	<u>1,266</u>	<u>5,018</u>
 Reconciliation of cash		
NAB cheque account	1,266	5,018
	<u>1,266</u>	<u>5,018</u>

**AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION
(TASMANIAN BRANCH)**

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

The significant policies which have been adopted in the preparation of these Accounts are:

Note 1 - Statement of Accounting Policies

In the opinion of the Directors, the branch is not a reporting entity. These special purpose financial statements have been drawn up for distribution to members.

Except as noted below, the Accounts have been prepared in accordance with the accounting standards and disclosure requirements of the Australian accounting bodies, applicable Accounting Standards, and the requirements of law. They have been prepared on the basis of historical costs and do not take into account changing money values or, except where stated, current valuations of non-current assets. The accounting policies have been consistently applied.

The accounting standard AAS22 Related Party Disclosures has not been complied with in preparing these Accounts.

The carrying amounts of all non-current assets are reviewed at least annually to determine whether they are in excess of their recoverable amount. If the carrying amount of a non-current asset exceeds the recoverable amount, the asset is written down to the lower value. In assessing recoverable amounts the relevant cash flows have not been discounted to their present value.

Note 2 - Information to be Provided to Members or the Registrar

In accordance with the requirements of the Workplace Relations Act 1996, the attention of members is drawn to provisions of sub-sections (1), (2) and (3) of Section 274, which reads as follows:

1. (i) A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.
- (ii) An organisation shall, on application made under sub-section (1) by a member of the organisation or a Registrar, make the specified information available to the member or Registrar in such a manner, and within such time, as is prescribed.
- (iii) A Registrar may only make an application under sub-section (1) at the request of the member of the organisation concerned, and the Registrar shall provide to a member information received because of an application made at the request of the member.
- (iv) Sub-sections 2(c) of Section 279, which requires the summary to contain a statement to the effect that the organisation will provide a copy of the report, accounts and statements free of charge to any member who requests a copy.

**AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION
(TASMANIAN BRANCH)**

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

Note 3 - Depreciation

Depreciation is provided on a diminishing value basis over the estimated useful life of the assets involved.

Note 4 - Share Capital

The organisation is limited by guarantee and accordingly does not possess share capital.

Note 5 - Taxation

No liability exists for income tax as "*Employer Associations*" are exempt from income tax under section 50-15 of the Income Tax Assessment Act 1997. Therefore, tax effect accounting has not been adopted.

**AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION
(TASMANIAN BRANCH)**

COMMITTEE OF MANAGEMENT STATEMENT

On 19th July, 2007 the Committee of Management of Australian Road Transport Industrial Organisation (Tasmanian Branch) passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30th June, 2007:

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

- (a) the financial statement and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the GPFR relates and since the end of that year:
 - (i) meetings of the committee of management were held in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
 - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Regulations; and
 - (iv) where the organisation consists of 2 or more reporting units, the financial records of the reporting unit have been kept, as far as practicable, 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 reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member of Registrar; and
 - (vi) there has been compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.

Signature:



For Committee of Management: Robin Phillips

Title of Office held: Secretary / Treasurer

Date: 19th July, 2007

**AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION
(TASMANIAN BRANCH)**

OPERATING REPORT FOR THE YEAR ENDED 30 JUNE 2007

Principal Activities

The principal activities of the Association during the financial year were to promote, protect and advance the interests of its members through the development of EBA's and AWA's and appearing in various state and federal industrial courts and commissions.

Results of Principal Activities

The Association'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 Association's principal activities during the financial year.

Significant Changes in Organisation's Financial Affairs

There were no matters or circumstances that arose during the reporting year which significantly affected the financial affairs of the Organisation. It is noted that during the audit of the ARTIO (Tasmanian Branch) in 2006, receipts belonging to another entity have been incorrectly included in the financial statements. In 2006 \$106,655 was transferred to the other entity to rectify the situation.

Right of Members to Resign

A member of the Branch may resign from membership by written notice addressed and delivered to the Secretary / Treasurer as per the Australian Road Transport Industrial Organisation Tasmanian Branch Constitution and Rules Clause 15.

Number of Employees

The number of persons who were, at the end of the financial year, employees of the Association was Nil measured on a full time equivalent basis.

Membership of Committee of Management

The persons who held office as members of the Committee of Management at the beginning of the financial year were as shown on the following page. No changes to the composition of the Committee of Management during the financial year occurred.

**AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION
(TASMANIAN BRANCH)**

Registered Office: 31 Davey Street Hobart Tas 7000
Postal Address: GPO Box 1524 Hobart Tas 7001

2007 Officers and Office Holders

Branch Secretary/ Treasurer
Robin Phillips
Executive Director
Tasmanian Transport Association
GPO Box 1524
Hobart Tas 7001

Branch Committee Member
Tony Stewart
Manager
Toll Tasmania
GPO Box 1029K
Hobart Tas 7001

Branch President
Ron Ward
General Manager
Collex
Tasmania
PO Box 431
Rosny Park Tas 7018

Branch Committee Member
John Debruyne
General Manager
West Coast Transport
8 River Road
Burnie Tas 7320

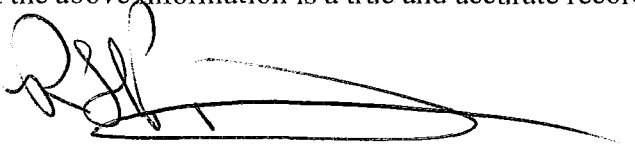
Branch Vice President
Philip Molineux
General Manager
Lloyds North
Tasmania
PO Box 684
Quoiba Tas 7310

The above list of officers and office holders (as at June 2007) of the Tasmanian Branch of the Australian Road Transport Industrial Organisation as required under s230(1), (b) (c) and (d) of schedule 1B of the Workplace Relations Act 1996.

The Branch keeps a Register showing the name, postal address and nominated representative of each member company of the Branch in accordance with s230(1) (a) and (2) of Schedule 1B of the above act.

I declare that the above information is a true and accurate record as at this date.

Signature:



For Committee of Management: Robin Phillips

Title of Office held: Secretary / Treasurer

Date: 19th July, 2007

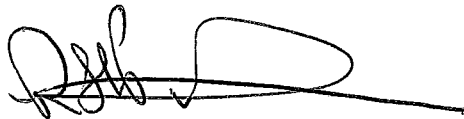
**AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION
(TASMANIAN BRANCH)**

CERTIFICATE OF SECRETARY OR OTHER AUTHORISED OFFICER

I, Robin Phillips, being the Officer responsible for keeping the accounting records of the Australian Road Transport Industrial Organisation (Tasmanian Branch) certify that in my opinion as at 30 June 2007:

- a) the accompanying accounts show a true and fair view of the financial affairs of the Branch as at 30 June 2007;
- b) a record has been kept of all monies paid by, or collected from, members 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 organisation;
- c) before any expenditure was incurred, approval of the incurring of the expenditure was obtained in accordance with the rules of the organisation;
- d) no payment was made out of a fund referred to in subparagraph 107 (b) (xiii) or (xv) of the Workplace Relations Act 1996;
- e) the register of members of the organisation was maintained in accordance with the Workplace Relations Act 1996;
- f) that the documents lodged herewith are copies of the full report referred to in s268 of the RAO Schedule;
- g) that the full report was provided to members on 10th Sept, 2007; and
- h) that the full report was presented to a meeting of the committee of management of the reporting unit on 11th Sept, 2007, in accordance with s266 of the RAO Shedule.

Signature:



Title of Office held: Secretary / Treasurer

Date:

13/10/07.