



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

Level 5  
11 Exhibition Street, Melbourne, VIC 3000  
GPO Box 1994, Melbourne, VIC 3001  
Telephone: (03) 8661 7993  
Fax: (03) 9655 0410

Mr P. Lovel  
Secretary/Treasurer  
Australian Road Transport Industrial Organization  
Victorian Branch  
PO Box 5  
SOUTH MELBOURNE VIC 3205

Dear Mr. Lovel

**Re: Schedule 1 of the Workplace Relations Act 1996 (Schedule 1)  
Financial reports for year ended 30 June 2007 and 30 June 2008 –  
FR 2007/308 and FR 2008/388**

Reference is made to the financial reports of the Victorian Branch of the Australian Road Transport Industrial Organization for the years ended 30 June 2007 and 30 June 2008. The documents were lodged in the Industrial Registry on 22 August 2008.

Examination of the financial report for the year ended 30 June 2007 has shown that matters requiring attention have been repeated in relation to the Branch's financial report for the year ended 30 June 2008.

The financial reports for the years ended 30 June 2007 and 30 June 2008 have been filed.

Although the financial reports have been filed I direct your attention to the following comments concerning the financial reports for the financial years ended 30 June 2007 and 30 June 2008 and the financial reporting obligations under Schedule 1 of the Workplace Relations Act 1996. No further action is required in respect of the subject documents.

The Industrial Registrar attaches importance to reporting units both fully satisfying the obligations under Schedule 1 and to those obligations being discharged within the requisite timeframes. Your reporting unit should therefore ensure that future financial reports fully satisfy the above obligations. It should be noted that non-compliance of those obligations could attract civil penalty provisions – refer section 305 of Schedule 1.

#### **1. Timescale Requirements**

As you know the financial reports should be prepared, audited, supplied to members, presented to a meeting and lodged in the Industrial Registry within certain timescale requirements. My examination of the documentation lodged indicates:

1. the Committee of Management Statement is dated 13 October 2008
2. the Auditor's Report is dated 7 August 2008
3. the Operating Report is dated 13 October 2008
4. the documents were circulated to members on 22 August 2008
5. the documents were presented to a general meeting of members on 1 October 2008

I note that the Operating Report and Committee of Management Statement are dated after the date of the Auditor's Report. As the Auditor must take the Operating Report and Committee of

Management Statement into account in the preparation of their report such documents should be prepared before the Auditor has made their report.

I also note that the Operating Report and Committee of Management Statement are dated after the financial report was supplied to members. Financial documents supplied to members should be dated and signed.

It should be noted that the full report, accompanied by a Designated Officer's Certificate, must be lodged with the Registry within 14 days of its presentation to an appropriate meeting.

## **2. Special Purpose Financial Report**

A reporting unit is required by section 253(2) of Schedule 1 to prepare a general purpose financial report from its financial records. While in some cases, the contents of a special purpose financial report and a general purpose financial report might not be substantially different, the requirement to prepare a general purpose financial report is quite clear.

The committee of management statement and the notes to the financial accounts must indicate that a general purpose financial report was prepared by the reporting unit. I note that the second paragraph of Note 1 to the notes of the accounts states:

"The financial statements are not purported to be general purpose financial reports and have been prepared exclusively for the use of the Organisation and its Committee of Management, The applicable Accounting Standards adopted are detailed in the notes to and forming part of the accounts."

Although the first paragraph of the Committee of Management Statement states that the Committee of Management passed a "resolution to the general purpose financial report" the statement contained in the notes to the accounts indicates that a special purpose financial report has been prepared.

Future financial reports must produce a general purpose financial report in accordance with the financial reporting requirements required by Schedule 1.

## **3. Auditor's Report**

### **(a) Auditor's Opinion**

Section 257(5) of Schedule 1 requires an auditor to express an opinion in relation to the financial report. Although I have accepted the auditor's report I suggest, for future financial reports, a more acceptable form of wording would be as follows:

"In our opinion the general purpose financial report presents fairly in accordance with applicable Australian Accounting Standards and other mandatory professional reporting requirements in Australia and the requirements of Schedule 1."

### **(b) Reference**

Paragraph (ii) of the Audit Opinion refers to Section 276(2) of the Workplace Relations Act 1996. Such reference should be to 257(2).

#### 4. **Committee of Management Statement**

##### **Consistency with other reporting units**

Paragraph 25 of the Industrial Registrar's Reporting Guidelines, as made under section 255 of Schedule 1 states:

"The committee of management statement must include declarations by the committee of management as to whether in the opinion of the committee of management:

.....

(e)(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;

There appears to be no information in the statement addressing Item 25(e)(iv) of the Industrial Registrar's Reporting Guidelines.

It should be noted that the Committee of Management Statement must address all the requirements stipulated in the Industrial Registrar's Guidelines.

Future Committee of Management Statements should include all required information.

#### 5. **Operating Report**

##### **Membership of Committee of Management**

The Operating Report is required to contain the name of each person who has been a member of the committee of management of the reporting unit at any time during the reporting period, and the period for which he or she held such a position - refer regulation 159(c) of the Workplace Relations (Registration and Accountability of Organisations) Regulations 2003 (the RAO Regulations).

The Operating Report should have provided the positions which members of the committee of management held during the reporting period.

#### 6. **Notice to members**

I note that the notice to members provides the provisions of section 274 of the Workplace Relations Act 1996. The accounts should set out the provisions of subsections 272(1), (2) and (3) of Schedule 1. Would you please ensure those subsections are copied into the GPFR in the next financial report.

I also note the references to "Industrial Relations Act 1988" and also "Subsections (1), (2) and (3) of Section 275". Such references should be to "Schedule 1 of the Workplace Relations Act" and "Subsections (1), (2) and (3) of Section 272".

#### **Electronic Lodgment**

I encourage you to take advantage of the electronic lodgment service provided by the Registry for future lodgments. You may register as a user and then lodge your documents via the Electronic Lodgment page of the AIRC website at [www.airc.gov.au](http://www.airc.gov.au). Alternatively, you may send an email with the documents attached to [riateam3@airc.gov.au](mailto:riateam3@airc.gov.au).

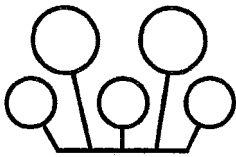
Should you wish to discuss this letter or if you require further information on the financial reporting requirements of the Act, I may be contacted on (03) 8661 7993 or by email at [larry.powell@airc.gov.au](mailto:larry.powell@airc.gov.au).

Yours sincerely,

A handwritten signature in black ink, appearing to read 'L. Powell', with a large, stylized initial 'L' and a trailing flourish.

Larry Powell  
Statutory Services Branch

30 October 2008



**ARTIO**

Australian Road Transport  
Industrial Organisation

The Industrial Registrar  
Australian Industrial Registry  
GPO Box 1994  
MELBOURNE VIC 3000

13 October 2008

Att: Larry Powell

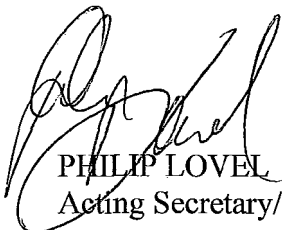
Dear Larry

**RE: ARTIO VIC Branch Financial statements for  
2007/2008**

Please find attached financial statements for ARTIO Vic Branch for the 2007/2008 year. These statements along with the supporting paperwork were presented to a general meeting of members called in accordance with the Constitution. The meeting was held on 1 October 2008

Please contact Paul Ryan on [REDACTED] if you require any further information

Yours Faithfully

  
PHILIP LOVEL  
Acting Secretary/Treasurer



- **ARTIO** PO Box 5 South Melbourne Victoria 3205 T 03 9646 8590 F 03 9646 8596 E reception@vta.com.au
- **ARTIO VIC** PO Box 5 South Melbourne Victoria 3205 T 03 9646 8590 F 03 9646 8596 E reception@vta.com.au
- **ARTIO TAS** GPO Box 1524 Hobart Tasmania 7001 T 03 6244 7436 F 03 6244 7910 E ed@tta.org.au
- **ARTIO WA** 37 Cohn Street Carlisle Western Australia 6101 T 08 9355 3022 F 08 9355 3122 E reception@transportforumwa.com.au
- **ARTIO QLD** PO Box 325 Stones Corner Queensland 4120 T 07 3394 4388 F 07 3397 9324 E admin@qta.com.au

**Certificate of Secretary or other Authorised Officer**  
s268 of Schedule 1B Workplace Relations Act 1996

I **Philip Lovel** being the *Secretary/Treasurer* of the Australian Road Transport Industrial Organization Victorian Branch certify:

- that the documents lodged herewith are copies of the full report referred to in s268 of the RAO Schedule; and
- that the full report was provided to members on *22 August 2008*; and
- that the full report was presented to *a general meeting of members* of the reporting unit on 1 October 2008 in accordance with section 266 of the RAO Schedule.



Signature

Date: 13 October 2008

*RAO regulation 162 prescribes the designated officer for the purpose of RAO schedule s268 as:*

- (a) the secretary; or
- (b) an officer of the organisation other than the secretary who is authorised by the organisation or by the rules of the organisation to sign the certificate mentioned in that paragraph.

### Committee of Management Statement

On 6 August 2008 the Committee of Management of the Australian Road Transport Industrial Organization, Victorian Branch passed the following resolution to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30 June 2008:

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 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 Schedule and the RAO Regulations; and
  - (iv) no request of a member of the reporting unit or Registrar was made under section 272 of the RAO Schedule; and
  - (vi) there has been no order for inspection of financial records made by the Commission under s. 273 of the RAO Schedule

For Committee of Management: *Philip Lovel*

Title of Office held: Secretary/Treasurer

Signature:

Date: 13 October 2008

**AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION, VICTORIAN  
BRANCH**

**OPERATING REPORT FOR THE YEAR ENDED 30 JUNE 2008**

**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 maintenance of AIRC Awards, the development of EBA's and representation of members 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 Association's Financial Affairs**

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

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

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

Philip Lovel is a Director of TWU Superannuation Nominees Pty Ltd, a trustee company that is the trustee of the TWU Superannuation Fund.

**Number of Members**

The number of persons who, at the end of the financial year, were recorded on the Register of Members was 202.

**Rights of Members to Resign**

Any member has the right to resign from Association in accordance with the provisions of Rule 11 of the organisations's rules.

**Number of Employees**

The number of persons who were, at the end of the financial year, employees of the Association was 0.25 measured on a full time equivalent basis.

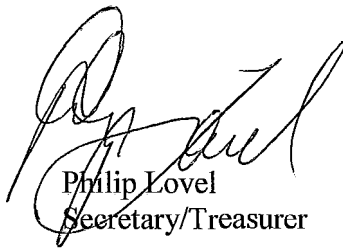


**Members of Committee of Management**

The persons who held office as members of the Committee of Management of the Association at the beginning of the financial year were:

Brian Hesketh  
Tom O'Bryan  
Angela Murphy

Paul Freestone  
Philip Lovel



Philip Lovel  
Secretary/Treasurer

Date: 13 October 2008

# Anderson & Associates

Certified Practising Accountants

## AUDITORS REPORT

### TO THE MEMBERS:

### AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION – VICTORIA BRANCH

#### Scope

We have audited the accompanying accounts being the Committee of Management Statement, Balance Sheet, Income Statement, Statement of Cash Flows and notes to and forming part of the accounts of Australian Road Transport Industrial Organisation - Victoria Branch for the year ended 30<sup>th</sup> June, 2008. The organisation's officers are 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 organisation.

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 Accounting Standards, statutory requirements and mandatory professional reporting requirements so as to present a view which is consistent with our understanding of the financial position and the results of its operation.

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

#### Audit Opinion

In our opinion:

- (i) the organisation maintained satisfactory accounting records detailing the sources and nature of income (including income from members) and the nature and purpose of expenditure;
- (ii) in accordance with Section 276(2) of the Workplace Relations Act 1996 we were provided with access to all necessary records and documents and received satisfactory explanations from the organisation's officers and employees where necessary; and
- (iii) the accompanying accounts, present fairly in accordance with applicable Australian Accounting Standards, other mandatory professional reporting requirements and any other requirements of Chapter 8, Part 3 of the RAO Schedule and the Workplace Relations Act 1996:-
  - the financial position of the organisation as at 30<sup>th</sup> June, 2008, and
  - the results of its operations and cash flows for the year then ended.

#### ANDERSON & ASSOCIATES



JOHN V. ANDERSON CPA  
Registered Company Auditor  
Signed at Ringwood 7<sup>th</sup> August 2008

Suite 102  
17 Heatherdale Road  
Ringwood Vic 3134

Phone: +61 3 9872 5544  
Fax: +61 3 9872 5588  
frontdesk@anderson-assoc.com.au

**All correspondence to: PO Box 438 Ringwood Vic 3134**

**AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION**

**VICTORIA BRANCH**

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
JUNE 30, 2008**

**AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION  
VICTORIA BRANCH**

**PROFIT AND LOSS STATEMENT  
FOR THE YEAR ENDED 30TH JUNE, 2008**

	NOTE	2008 \$	2007 \$
<b>INCOME</b>			
Members Subscriptions		19,500	16,500
Miscellaneous Income		<u>350</u>	<u>330</u>
<b>TOTAL INCOME</b>		<u>19,850</u>	<u>16,830</u>
 <b>EXPENDITURE</b>			
<b>Office Expenses:</b>			
Audit Fees		350	350
Bank Charges & Interest		<u>-</u>	<u>-</u>
		350	350
 <b>Professional Expenses:</b>			
Subscriptions - National Association		<u>19,500</u>	<u>16,500</u>
<b>TOTAL EXPENDITURE</b>		<u>19,850</u>	<u>16,850</u>
<b>OPERATING SURPLUS/(DEFICIT) FOR THE YEAR</b>		<u><u>0</u></u>	<u><u>(20)</u></u>

The accompanying notes form part of these financials accounts.

**AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION  
VICTORIA BRANCH**

**PROFIT AND LOSS APPROPRIATION ACCOUNT  
FOR THE YEAR ENDED 30TH JUNE, 2008**

	NOTE	2008 \$	2007 \$
<b>Operating Surplus/(Deficit) brought forward</b>		0	(20)
Accumulated surpluses at the beginning of the financial year.		<u>64</u>	<u>84</u>
<b>Total available for appropriation</b>		64	64
<b>Transfers to Reserves</b>		-	-
<b>Accumulated surpluses at the end of the year</b>		<u><u>64</u></u>	<u><u>64</u></u>

The accompanying notes form part of these financial accounts.

**AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION  
VICTORIA BRANCH**

**BALANCE SHEET  
AS AT 30TH JUNE, 2008**

	NOTE	2008 \$	2007 \$
<b>CURRENT ASSETS</b>			
Receivables		<u>64</u>	<u>414</u>
<b>TOTAL CURRENT ASSETS</b>		<u>64</u>	<u>414</u>
<b>TOTAL ASSETS</b>		<u>64</u>	<u>414</u>
<b>CURRENT LIABILITIES</b>			
Creditors and Borrowings		<u>0</u>	<u>350</u>
<b>TOTAL CURRENT LIABILITIES</b>		<u>0</u>	<u>350</u>
<b>TOTAL LIABILITES</b>		<u>0</u>	<u>350</u>
<b>NET ASSETS</b>		<u><u>64</u></u>	<u><u>64</u></u>
<b>SHAREHOLDERS EQUITY</b>			
Accumulated Surpluses		<u>64</u>	<u>64</u>
<b>TOTAL SHAREHOLDERS EQUITY</b>		<u><u>64</u></u>	<u><u>64</u></u>

The accompanying notes form part of these financial accounts.

Cash Flow

**AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION  
VICTORIA BRANCH**

**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30 JUNE, 2008**

	2007 \$	2006
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Receipts from members	19,850	16,830
Payments to suppliers	<u>(20,200)</u>	<u>(16,800)</u>
<b>NET CASH FLOW FROM OPERATING ACTIVITIES</b>	<u>(350)</u>	<u>30</u>
<b>CASH FLOW FORM INVESTING ACTIVITIES</b>		
Payments for property, plant & equipment	<u>-</u>	<u>-</u>
<b>NET CASH FLOW FROM INVESTING ACTIVITIES</b>	<u>-</u>	<u>-</u>
<b>CASH FLOW FROM FINANCING ACTIVITIES</b>		
Borrowings	-	-
Repayment of borrowing	<u>-</u>	<u>-</u>
<b>NET CASH FLOW FROM FINANCING ACTIVITIES</b>	<u>-</u>	<u>-</u>
<b>NET INCREASE (DECREASE) IN CASH HELD</b>	(350)	30
<b>CASH AT BEGINNING OF THE FINANCIAL YEAR</b>	<u>414</u>	<u>384</u>
<b>CASH AT END OF THE FINANCIAL YEAR</b>	<u><b>64</b></u>	<u><b>414</b></u>
<b>a) Reconciliation of Cash</b>		
Cash at Bank	<u>64</u>	<u>414</u>
<b>REONCILATION OF NET CASH FLOWS FROM OPERATING ACTIVITIES TO OPERATING PROFIT AFTER INCOME TAX</b>		
Operating profit after income tax	-	(20)
(Increase)/Decrease in Accounts Receivable	-	-
Increase/(Decrease) in Creditors	<u>(350)</u>	<u>50</u>
<b>NET CASH INFLOW (OUTFLOW) FROM OPERATING ACTIVITIES</b>	<u><b>(350)</b></u>	<u><b>30</b></u>

**AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION  
VICTORIA BRANCH  
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
AS AT 30<sup>TH</sup> JUNE, 2008**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements have been prepared in accordance with applicable Australian Accounting Standards and the historical cost convention on the basis that the Organisation is a non reporting entity.

The financial statements are not purported to be general purpose financial reports and have been prepared exclusively for the use of the Organisation and its Committee of Management. The applicable Accounting Standards adopted are detailed in the notes to and forming part of the accounts.

The accounting policies adopted are consistent with those of the previous year unless otherwise stated.

**Income Tax Expense**

The organisation is registered as an "Industrial Organisation" and has an exemption from income tax under Section 23(f) of the Income Tax Assessment Act.

**2. INFORMATION PROVIDED TO MEMBERS OR REGISTRAR**

In accordance with the requirements of the Industrial Relations Act 1988, as amended, the attention of Members is drawn to the provisions of Sub-Sections (1), (2) and (3) of Section 275 which reads as follows:-

- (1) A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.
- (2) 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 manner, and within such time as is prescribed.
- (3) A Registrar may only make an application under sub-section (1) at the request of a 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."