



**Australian Government**  
**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) 9655 6672  
Email: iain.stewart@air.gov.au

Ms. D. Goostrey  
Branch Secretary/Treasurer  
Australian Road Transport Industrial Organisation  
Western Australian Branch  
37 Cohn Street  
CARLISLE WA 6101

Dear Ms. Goostrey,

**Re: Schedule 1B of the Workplace Relations Act 1996 (the RAO Schedule)  
Financial Reports for year ended 30 June 2004 - FR 2004/466**

Thank you for forwarding additional documentation being a copy of the operating report in relation to the financial documents of the Western Australian Branch of the Australian Road Transport Industrial Organisation for the year ended 30 June 1994.

The financial documents have now been filed.

I note in the operating report under the heading Resignations the statement that "No resignations were received during the Financial Year".

Subsection 254(2)(c) requires the operating report to "give details" of the right of members to resign from the reporting unit under section 174 of the RAO Schedule. The requirement may be met by the inclusion of a statement that a member has the right to resign and a reference to the relevant rule, which makes such provision. Alternatively, the complete text of the relevant resignation rule may be reproduced in the report. It would appear in this case that rule 15 of the branch's Rules is applicable.

Should you wish to discuss any of the matters raised in this letter, I can be contacted on (03) 8661 7993.

Yours sincerely,

A handwritten signature in black ink, appearing to read "L Powell".

Larry Powell  
Statutory Services Branch

9 May 2005



37 Cohn Street CARLISLE 6101  
Telephone: (08) 9355 3022  
Fax: (08) 9355 3122

3<sup>rd</sup> May 2005

Mr Larry Powell  
Statutory Services Branch  
Australian Industrial Registry  
GPO Box 1994S  
MELBOURNE VIC 3001

Dear Mr Powell,

**RE: Schedule 1B of the Workplace Relations Act 1996 (the RAO Schedule)  
Financial Reports for year ended 30<sup>th</sup> June 2004 – FR2004/466**

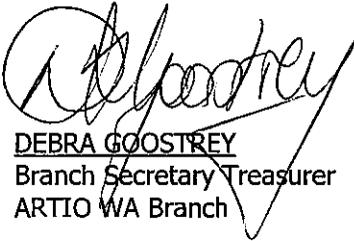
I refer to your letter dated 28<sup>th</sup> February 2005 and a subsequent telephone conversation regarding the above.

As discussed, we have prepared the "Operating Report for year ended 30/6/2004" which has been circulated to members and is enclosed for your perusal.

The financial reports for year ended 30 June 05 will be lodged to the correct provisions and we apologise for any inconvenience caused.

Should you have any queries, please contact the undersigned on (08) 9355 3022.

Yours faithfully,



DEBRA GOOSTREY  
Branch Secretary Treasurer  
ARTIO WA Branch

ENC-



## **ARTIO WA CHAPTER**

### **Operating Report for the year ended 30<sup>th</sup> June 2004**

#### **Principal Activities**

The principal activities of the Branch during the financial year were:

- Provide Western Australian feedback into proposed changes to national awards
- Provide support to members on broad industrial relations matters such as Drug Policies as they relate to unfair dismissal claims
- Assist individual members with queries relevant to their workplace

#### **Results of Principal Activities**

- Ensured that the needs of Western Australian members were reflected in negotiations of changes to national awards.
- Developed model policies such as "Saliva Drug Testing" to support members.
- Improved the understanding of individual members regarding industrial relations issues in their workplace.

#### **Significant Changes in the Nature of Principal Activities**

There have been no significant changes in the nature of the Branch's principal activities during the financial year.

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

Debra Goostrey is a Director of the TWU Superannuation Fund.

#### **Number of Members**

The number of companies which, at the end of the financial year, were recorded on the Register of Members was 129.

#### **Number of Employees**

Zero

## Members of the Committee of Management

**President** Leonard Martin Della

**Vice Presidents** Robert John Hardwicke  
Kim Norman Moseley

**Secretary/Treasurer** Debra K Goostrey

**Committee Members** Vivian Samuel Hall  
Ray U'Chong

**Rep to Federal Council** Debra K Goostrey

## Resignations

No resignations were received during the Financial Year.

**Name:** Debra Goostrey

**Title:** Branch Secretary Treasurer

**Signature:**

A handwritten signature in black ink, appearing to read 'D Goostrey', written over a horizontal line.

**Date:** 23/4/05.



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Email: iain.stewart@air.gov.au

Mr. L. Della  
Branch President  
Australian Road Transport Industrial Organisation  
Western Australian Branch  
37 Cohn Street  
CARLISLE WA 6101

Dear Mr. Della,

**Re: Schedule 1B of the Workplace Relations Act 1996 (the RAO Schedule)  
Financial Reports for year ended 30 June 2004 - FR 2004/466**

I have received the financial reports of the Australian Road Transport Industrial Organisation - Western Australian Branch for the year ended 30 June 2004. The documents were lodged in the Industrial Registry on 20 December 2004.

I advise the documents enclosed appear to have been prepared under the provisions of Division 11 of the Workplace Relations Act 1996. As you would be aware, the Workplace Relations (Registration and Accountability of Organisations) legislation came into operation on 12 May 2003. The accounts for the period covered by the abovementioned documents should have been prepared in accordance with the relevant provisions of Schedule 1B of the Act (the RAO Schedule), the Workplace Relations (Registration and Accountability of Organisations) Regulations 2003 and the Reporting Guidelines issued by the Industrial Registrar. Each of these documents may be accessed on the Commission's website at [www.airc.gov.au](http://www.airc.gov.au). You will also find various fact sheets on the new legislative requirements imposed on organisations, branches and reporting entities, including one on financial reporting [http://www.airc.gov.au/fact\\_sheets/factsheets.html](http://www.airc.gov.au/fact_sheets/factsheets.html). I recommend you acquaint yourself with the relevant legislation, and the other material, and then perhaps contact the organisation's National Office to discuss what is required of a reporting entity under the new legislative regime.

Alternatively, I have included for your assistance financial documents that have been filed having been determined that, by and large, they complied with the reporting entities' obligations. Given the relative newness of the current regime I am reluctant to nominate these accounts as model accounts but I do think they meet the key requirements.

I suggest we discuss further what is necessary for the branch to do to enable the financial documents to be filed after you have had the opportunity to read the enclosed documents. I can understand the branch's reluctance to recommit to the entire process again. Without pre-empting the outcome of that discussion, it is my view that, as a minimum, the branch will have to prepare a operating report and circulate it to members, and then lodge it with the Registry.

Should you wish to discuss any of the matters raised in this letter, I can be contacted on (03) 8661 7993.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'L. Powell'.

Larry Powell  
Statutory Services Branch

28 February 2005

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
SWINBURNE UNIVERSITY BRANCH  
CERTIFICATE OF SECRETARY OR OTHER AUTHORISED OFFICER**

I, Geoffrey Leonard, being the Branch President of National Tertiary Education Industry Union – Swinburne University Branch (the reporting unit) certify:

- that the documents lodged herewith are copies of the full report referred to in s268 of the RAO Schedule;
- that the full report was provided to members on 1<sup>ST</sup> DECEMBER 2004; and
- that the full report was presented to a meeting of the Committee of Management of the reporting unit on 22<sup>ND</sup> DECEMBER 2004, in accordance with section 266 of the RAO Schedule.

Signature: \_\_\_\_\_

*G Leonard*

Date:

24. 12 2004

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
SWINBURNE UNIVERSITY BRANCH  
OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2004**

**Principal Activities**

The principal activities of the Branch during the financial year were:

- To improve and protect the salaries and conditions of employment of our members;
- To represent our members in approaches to and discussions with their employer;
- To negotiate collective agreements which improve the conditions of employment of our members;
- To enforce existing industrial agreements on behalf of our members; and
- To promote industrial peace through conciliation and arbitration.

**Results of Principal Activities**

The Branch's principal activities resulted in the maintenance and improvement of the salaries and conditions of employment of our members, especially for those members covered by collective agreements negotiated by the Branch.

**Significant Changes in the Nature of Principal Activities**

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

**Significant Changes in the Branch's Financial Affairs**

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

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

No officer of the Branch was a Trustee or Director of a Trustee Company of a Superannuation Entity or an Exempt Public Sector Superannuation Scheme.

**Number of Members**

The number of persons who, at the end of the financial year, were recorded on the Register of Members was 520.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
SWINBURNE UNIVERSITY BRANCH  
OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2004**

**Number of Employees**

The number of persons who were, at the end of the financial year, employees of the Branch was 0.5 measured on a full time equivalent basis.

**Members of the Committee of Management**

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

Branch President	Mr. Geoffrey LEONARD
Vice-President (Academic)	Ms. Christine CRITCHLEY
Vice-President (General)	Ms. Barbara CAMFIELD
Branch Secretary	Mr. Wayne CUPIDO*
Branch Treasurer	Ms. Christine CRITCHLEY
Committee Member (Academic)	Mr. Peter HARKNESS
Committee Member (Academic)	Ms. Josie ARNOLD*
Committee Member (General)	Ms. Rhonda HINDS * <i>RH</i>
Committee Member (General)	Ms. Sandra CAINE
Committee Member	Dr. Mark SCHIER
Committee Member	Ms. Lisa BRINKLEY*
Committee Member	Ms. Jan FISCHER * <i>JF</i>
Committee Member	Ms. Vicki RYAN*
Committee Member	Ms. Jill DONALDSON*
Committee Member	Ms. Maxine NINER*
Committee Member	Mr. Jon SAUL
Committee Member	Mr. Antony MCMULLEN*

\*Resigned from Committee of Management between the commencement of the financial year and the date of this report.

Name GEORFREY LEONARD

Title BRANCH PRESIDENT

Signature *G Leonard*

Date: 30 / 11 / 2004

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
SWINBURNE UNIVERSITY BRANCH  
OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2004**

**Manner of Resignation – s254(2)(c)**

Members may resign from the Branch in accordance with Rule 11 (Resignation from Membership) which reads as follows:

11.1 A member may resign from membership by written notice addressed and delivered to the member's Division Secretary or Branch Secretary provided that:

- (a) Where a written notice of resignation is received by a Division Secretary, he or she shall as soon as practicable forward a copy of the notice of resignation to the appropriate Branch Secretary;
- (b) Where a written notice of resignation is received by a Branch Secretary, he or she shall as soon as practicable forward a copy of the notice of resignation to the relevant Division Secretary.

11.2 A notice of resignation from membership takes effect :

- (a) where the member ceases to be eligible to become a member of the Union
  - (i) on the day on which the notice is received by the Union; 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 weeks, or if permitted by law three months after the notice is received by the Union; or
- (ii) on the day specified in the notice;

whichever is later.

11.3 Any dues payable but not paid by a former member in relation to a period before the member's resignation took effect, may be sued for and recovered in the name of the Union in a court of competent jurisdiction, as a debt due to the Union.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
SWINBURNE UNIVERSITY BRANCH  
OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2004**

- 11.4 A notice delivered to the Division Secretary or Branch Secretary shall be taken to have been received by the Union when it was delivered.
- 11.5 A notice of resignation that has been received by the Union is not invalid because it was not addressed and delivered in accordance with sub-rule 1 of this rule.
- 11.6 A resignation from membership is valid even if it is not effected in accordance with this rule if the member is informed in writing by or on behalf of the Union that the resignation has been accepted.
- 11.7 Cessation of payment of any dues, levies and other amounts by a member does not, of itself, terminate membership of the Union.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
SWINBURNE UNIVERSITY BRANCH  
COMMITTEE OF MANAGEMENT STATEMENT**

On 29 NOVEMBER 2004, the Committee of Management of National Tertiary Education Industry Union – Swinburne University Branch (the reporting unit) passed the following resolution in relation to the General Purpose Financial Report (GPFR) of the reporting unit for the year ended 30th June 2004:

The Committee of Management declares that 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 this 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 National Tertiary Education Industry Union, including the rules concerning Branches of that union;
  - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of National Tertiary Education Industry Union, including the rules concerning Branches of that union;
  - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations;
  - (iv) 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 National Tertiary Education Industry Union;

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
SWINBURNE UNIVERSITY BRANCH  
COMMITTEE OF MANAGEMENT STATEMENT (cont'd)**

- (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 or Registrar;
- (vi) No orders for the inspection of financial records have been made by the Commission under section 273 of the RAO Schedule.

**For the Committee of Management:** Geoffrey Leonard

**Title of Office Held:** Branch President

**Signature:**  \_\_\_\_\_

**Date:** 30 - 11 2004

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
SWINBURNE UNIVERSITY BRANCH  
PROFIT & LOSS STATEMENT  
FOR THE YEAR ENDED 30th JUNE 2004**

	2004	2003
	\$	\$
Profit / (Loss) from Ordinary Activities	(4,096)	6,075
Retained Profits at the beginning of the financial year	69,697	63,622
Retained Profits at the end of the financial year	<u>65,601</u>	<u>69,697</u>

The accompanying notes form part of these accounts.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
SWINBURNE UNIVERSITY BRANCH  
BALANCE SHEET  
AS AT 30th JUNE 2004**

	Note	2004 \$	2003 \$
<b>CURRENT ASSETS</b>			
Cash	2	79,207	79,708
Receivables	3	7,804	6,717
<b>TOTAL CURRENT ASSETS</b>		<u>87,011</u>	<u>86,425</u>
<b>NON CURRENT ASSETS</b>			
Plant & Equipment	4	1,191	1,978
<b>TOTAL NON-CURRENT ASSETS</b>		<u>1,191</u>	<u>1,978</u>
<b>TOTAL ASSETS</b>		<u>88,202</u>	<u>88,403</u>
<b>CURRENT LIABILITIES</b>			
Payables	5	21,497	17,822
Employee Provisions	6	1,104	884
<b>TOTAL CURRENT LIABILITIES</b>		<u>22,601</u>	<u>18,706</u>
<b>TOTAL LIABILITIES</b>		<u>22,601</u>	<u>18,706</u>
<b>NET ASSETS</b>		<u>65,601</u>	<u>69,697</u>
<b>MEMBERS' FUNDS</b>			
Retained Profits		65,601	69,697
<b>TOTAL MEMBERS' FUNDS</b>		<u>65,601</u>	<u>69,697</u>

The accompanying notes form part of these accounts.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
SWINBURNE UNIVERSITY BRANCH  
DETAILED STATEMENT OF INCOME AND EXPENDITURE  
FOR THE YEAR ENDED 30th JUNE 2004**

	2004	2003
	\$	\$
<b>INCOME</b>		
Gross Member Subscriptions	194,882	183,580
Less : Capitation Fees National Office	87,905	74,877
Capitation Fees Victoria Division	80,347	69,949
Net Member Subscriptions	<u>26,630</u>	<u>38,754</u>
Interest Received	3,168	2,966
Sundry Income	<u>2,774</u>	<u>2,514</u>
<b>BRANCH INCOME</b>	<u>32,572</u>	<u>44,234</u>
<b>EXPENDITURE</b>		
Accounting	-	310
Audit	1,500	1,900
Bank Charges	191	143
Computer Expenses	625	-
Conferences	-	616
Depreciation	786	395
Employment Expenses	-	207
Gifts	190	123
Medical Expenses	-	47
Meeting Expenses	1,541	2,189
Postage	218	86
Printing & Stationery	856	1,124
Provision for Annual Leave	220	(200)
Recruitment	-	1,072
Salaries & Superannuation - Employees	27,250	28,319
Sundry Expenses	848	1,341
Telephone	74	110
Training	226	60
Travel	1,885	68
Workcover Levy	258	249
<b>BRANCH EXPENDITURE</b>	<u>36,668</u>	<u>38,159</u>
<b>PROFIT / (LOSS) FROM ORDINARY ACTIVITIES</b>	<u>(4,096)</u>	<u>6,075</u>

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
SWINBURNE UNIVERSITY BRANCH  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30th JUNE 2004**

	2004	2003
	\$	\$
	Inflows (Outflows)	Inflows (Outflows)
Cash flows from Operating Activities		
Receipts from members	193,795	178,885
Interest received	3,168	2,966
Other income	2,774	2,514
Payments to suppliers & employees	(200,238)	(169,530)
	-----	-----
Net cash provided by / (used in) operating activities – Note B	(501)	14,835
	-----	-----
Cash flows from Investing Activities		
Purchases of fixed assets	-	(1,806)
	-----	-----
Net cash (used in) investing activities	-	(1,806)
	-----	-----
Net increase / (decrease) in cash held	(501)	13,029
Cash at the beginning of the financial year	79,708	66,679
	-----	-----
Cash at the end of the financial year – Note A	<u>79,207</u>	<u>79,708</u>

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
SWINBURNE UNIVERSITY BRANCH  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30th JUNE 2004**

	2004	2003
	\$	\$

**Note A Reconciliation of Cash**

For the purposes of the statement of cash flows, cash includes cash on hand and in banks and investments in money markets. Cash at the end of the financial year is shown in the statement of cash flows is reconciled to the related items in the balance sheet as follows:

Cash at Bank	79,107	79,608
Cash on Hand	100	100
	-----	-----
	<u>79,207</u>	<u>79,708</u>

**Note B Reconciliation of net cash provided by operating activities to profit from ordinary activities**

Profit from ordinary activities	(4,096)	6,075
Non-cash flows in profit from ordinary activities:		
Depreciation	786	395
Changes in Assets & Liabilities:		
(Increase) / decrease in other current assets	(1,087)	(4,695)
Increase / (decrease) in payables	3,676	13,260
Increase / (decrease) in provisions	220	(200)
	-----	-----
	<u>(501)</u>	<u>14,835</u>

The association has no credit stand-by or financing facilities in place.

There were no non-cash financing or investing activities during the period.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
SWINBURNE UNIVERSITY BRANCH  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
30th JUNE 2004**

**1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES**

This financial report is a general purpose financial report that has been prepared in accordance with Accounting Standards, Urgent Issues Group Consensus Views, other authoritative pronouncements of the Australian Accounting Standards Board, the Trustees' accountability requirements under the Unions' Rules and the requirements under the Workplace Relations Act 1996.

The financial report covers the National Tertiary Education Industry Union – Swinburne University Branch as an individual entity. The National Tertiary Education Industry Union – Swinburne University Branch is a trade union, recognised by the Australian Industrial Registry and domiciled in Australia.

The financial report has been prepared on an accruals basis and is based on historic costs and does not take into account changing money values or, except where stated, current valuations of non-current assets.

The following is a summary of the material accounting policies adopted by the economic entity in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

**(a) Fixed Assets**

Depreciation is provided on all fixed assets so as to write off the assets progressively over their estimated economic lives to the Branch. The prime cost method of depreciation is used.

Depreciation rates used for each class of assets are:

Class of asset	Depreciation Rate
Office Furniture and Equipment	20 – 33%

**(b) Revenue**

Member subscription revenue is recognised when the respective fees have been deducted from the members' wages and salaries.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
SWINBURNE UNIVERSITY BRANCH  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30th JUNE 2004**

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

(c) Provision for Employee Entitlements

The provision relates to annual leave and has been calculated on the basis of actual entitlements under appropriate awards, based on current wage rates.

(d) Income Tax

No income tax has been provided, as the Branch is exempt from income tax pursuant to section 50-15 of the Income Tax Assessment Act 1997, as amended.

(e) Information to be provided to members or registrar

In accordance with the requirements of the Workplace Relations Act 1996, as amended, the attention of members is drawn to the provisions of sub-section (1) (2) and (3) of section 272, which reads as follows:

- (1) A member of an organisation or Registrar may apply to the organisation for specified prescribed information in relation to the organisation.
- (2) An organisation shall, on application made under subsection (1) by members of the organisation or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time as 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 members.

(f) Economic Dependency

The Branch is not economically dependent on any other reporting units of the organisation.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
SWINBURNE UNIVERSITY BRANCH  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30th JUNE 2004**

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

(g) Segment Reporting

The reporting entity operates in one business and geographical segment being the provision of trade union services to its members in Victoria.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
 SWINBURNE UNIVERSITY BRANCH  
 NOTES TO THE FINANCIAL STATEMENTS  
 FOR THE YEAR ENDED 30th JUNE 2004**

	2004	2003
	\$	\$
<b>2. CASH ASSETS</b>		
Petty Cash	100	100
Cash at Bank - Cheque Account	24,840	27,868
Cash at Bank - Investment Account	54,267	51,740
	<u>79,207</u>	<u>79,708</u>
<b>3. RECEIVABLES</b>		
Capitation Fees Owing	7,804	6,717
	<u>7,804</u>	<u>6,717</u>
<b>4. PLANT AND EQUIPMENT</b>		
Office Furniture and Equipment- at cost	3,831	3,831
Less : Accumulated Depreciation	(2,640)	(1,853)
	<u>1,191</u>	<u>1,978</u>
<b>5. PAYABLES</b>		
Creditors & Accrued Expenses	20,744	16,481
GST Owing	753	1,341
	<u>21,497</u>	<u>17,822</u>
<b>6. EMPLOYEE PROVISIONS</b>		
Annual Leave	1,104	884
	<u>1,104</u>	<u>884</u>

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
SWINBURNE UNIVERSITY BRANCH  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30th JUNE 2004**

**7. FINANCIAL INSTRUMENTS**

**(a) Interest Rate Risk**

The reporting entity's exposure to interest rate risk, which is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates and the effective weighted average interest rates on those financial assets and liabilities, is as follows:

	Weighted Average Effective Interest Rate		Floating Interest Rate	
	2004	2003	2004	2003
Financial Assets	%	%	\$	\$
Cash at Bank	2.00	2.00	24,840	27,868
Deposits	5.05	4.60	54,267	51,740

No financial assets are subject to a fixed interest rate.

**(b) Credit Risk**

The reporting entity does not have any material credit risk exposure to any single debtor or group of debtors under any financial instruments entered into by the reporting entity.

**(c) Net Fair Values**

The aggregate net fair values and carrying amounts of financial assets and financial liabilities are disclosed in the balance sheet and in the notes to the financial statements.

**9. UNION DETAILS**

The registered office of the union is:

Level 2, 463 Burwood Road  
HAWTHORN VIC 3122

**INDEPENDENT AUDIT REPORT  
TO THE MEMBERS OF  
NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
SWINBURNE UNIVERSITY BRANCH**

**Scope**

*The financial report and trustees' responsibility*

The financial report comprises the profit and loss statement, balance sheet, detailed statement of income and expenditure statement, statement of cash flows and accompanying notes to the financial statements and the committee of management statement for the National Tertiary Education Industry Union – Swinburne University Branch for the year ended 30<sup>th</sup> June 2004.

The trustees of the union are responsible for the preparation and true and fair presentation of the financial report in accordance with the Workplace Relations Act 1996. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

**Audit Approach**

We conducted an independent audit in order to express an opinion to the members of the associations. Our audit was conducted in accordance with Australian Auditing Standards, in order to provide reasonable assurance as to whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgment, selective testing, the inherent limitations of internal control, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

We performed procedures to assess whether in all material respects the financial report presents fairly, in accordance with the accounting policies described in Note 1, so as to present a view which is consistent with our understanding of the associations' financial position, and of their performance as represented by the results of their operations and their cash flows. These policies do not require the application of all Accounting Standards and other mandatory professional reporting requirements in Australia. No opinion is expressed as to whether the accounting policies used and described in Note 1, are appropriate for the needs of the members.



PO Box 1300  
1st Floor, 586 Burke Road  
Camberwell Vic 3124  
tel: 03 9882 0566  
fax: 03 9882 0436  
email: [synergy@lock-wood.com.au](mailto:synergy@lock-wood.com.au)  
web: [www.lock-wood.com.au](http://www.lock-wood.com.au)

Lockwood & Co (Melb) Pty Ltd  
ABN 36 290 638 803  
ACN 101 133 804  
Chartered Accountants / Business Consultants

Lockwood Wehrens  
ABN 74 135 421 190  
Auditors

**INDEPENDENT AUDIT REPORT  
TO THE MEMBERS OF  
NATIONAL TERTIARY EDUCATION INDUSTRY UNION  
SWINBURNE UNIVERSITY BRANCH**

We formed our audit opinion on the basis of these procedures, which included:

- examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report, and
- assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the board of management.

While we considered the effectiveness of management's internal controls over financial reporting when determining the nature and extent of our procedures, our audit was not designed to provide assurance on internal controls.

**Independence**

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements.

**Audit Opinion**

In our opinion, the financial report of the National Tertiary Education Industry Union – Swinburne University Branch is in accordance with:

- (a) the Workplace Relations Act 1996, including
  - (i) giving a true and fair view of the branch's financial position as at 30<sup>th</sup> June 2004 and of its performance for the year ended on that date; and
  - (ii) complying with Accounting Standards in Australia and the Workplace Relations (Registration and Accountability of Organisations) Regulations 2003; and
  - (iii) other mandatory professional reporting requirements.

*Lockwood Wehrens*

LOCKWOOD WEHRENS  
Chartered Accountants

*A. Wehrens*

ANDREW WEHRENS  
Registered Company Auditor 176520  
Camberwell 1st December 2004

---

**AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION  
WESTERN AUSTRALIAN BRANCH  
A.B.N. 57 806 878 514**

**FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2004**

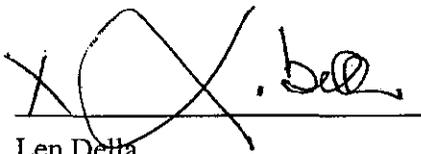
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**AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION  
WESTERN AUSTRALIAN BRANCH  
A.B.N. 57 806 878 514**

**SECTION 280(b)**

**OFFICER'S CERTIFICATE  
FOR THE YEAR ENDED 30 JUNE 2004**

I hereby confirm that the accounts of the Australian Road Transport Industrial Organisation Western Australian Branch for the ended 30 June 2004 are true copies of the auditor's report, the financial accounts and other statements as presented to a meeting of members of the organisation on 8 December 2004 in accordance with Section 279 of the Workplace Relations Act 1996.

A handwritten signature in black ink, appearing to read 'Len Della', is written over a horizontal line.

Len Della  
President

Dated: 3-12-04

Perth, Western Australia

**AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION  
WESTERN AUSTRALIAN BRANCH  
A.B.N. 57 806 878 514**

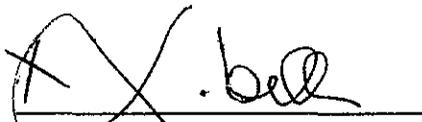
**SECTION 268(3)**

**STATUTORY DECLARATION BY OFFICER  
FOR THE YEAR ENDED 30 JUNE 2004**

In the financial year ended 30 June 2004, the organisation maintained the following records:

- (i) register of members, showing name and postal address for each member;
- (ii) listing of names, postal addresses and occupations of all officers of the branch; and
- (iii) other accounting records sufficient to ensure the adequacy of control over the activities and assets of the branch.

To the best of my knowledge and belief, the attached balance sheet, income and expenditure statement, cash flow statement and accompanying notes give a true and fair view of the state of affairs of the branch as at 30 June 2004 and of its results for the year ended on that date.

  
\_\_\_\_\_  
Len Della  
President

Dated: 3-12-04  
Perth, Western Australia

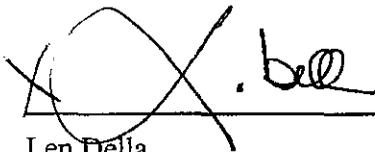
**AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION  
WESTERN AUSTRALIAN BRANCH  
A.B.N. 57 806 878 514**

**SECTION 274(4)**

**PRESCRIBED INFORMATION NOTICE  
FOR THE YEAR ENDED 30 JUNE 2004**

The following is made in accordance with the requirements of Section 274 of the Workplace Relations Act 1996.

- (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 the application made under subsection (1) by a member of the organisation, or a Registrar, make the specified information available to the member or the Registrar, in such manner and within such time as is prescribed; and
- (iii) the Registrar shall not make an application under (1) above, except at the request of a member of the organisation concerned, and the Registrar, when he receives information as a result of an application made at the request of such a member, shall furnish that information to that member.

  
\_\_\_\_\_  
Len Della  
President

Dated: 3-12-04  
Perth, Western Australia

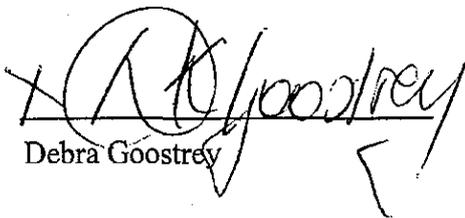
**AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION  
WESTERN AUSTRALIAN BRANCH  
A.B.N. 57 806 878 514**

**ACCOUNTING OFFICER'S CERTIFICATE  
FOR THE YEAR ENDED 30 JUNE 2004**

I, Debra Goostrey, being the officer responsible for keeping the accounting records of the Australian Road Transport Industrial Organisation Western Australian Branch, certify that as at 30 June 2004, the number of members of the branch was 34.

In my opinion:

- (i) the attached accounts show a true and fair view of the financial affairs of the branch as at 30 June 2004;
- (ii) a record has been kept of all moneys 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;
- (iii) with regard to funds of the organisation raised by compulsory levies or voluntary contributions from members, or funds other than the general fund operated in accordance with the rules, no payments were made out of any such fund for purposes other than those for which the fund was operated;
- (iv) no loans or other financial benefits, other than remuneration in respect of their full-time employment with the organisation, were made to persons holding office in the organisation; and
- (v) the registrar of members of the branch was maintained in accordance with the Act.
- (vi) before any expenditure was incurred by the organisation, approval of the incurring of the expenditure was obtained in accordance with the rules of the organisation.

  
Debra Goostrey

Dated: 3/12/04

Perth, Western Australia

**AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION  
WESTERN AUSTRALIAN BRANCH  
A.B.N. 57 806 878 514**

**BALANCE SHEET  
AS AT 30 JUNE 2004**

	Note	2004 \$	2003 \$
<b>MEMBERS' FUNDS</b>			
Accumulated losses at beginning of year		(33,341)	(35,568)
Surplus/(deficit) as per revenue and expenditure statement		-	2,227
		<hr/>	<hr/>
Accumulated losses at end of year		(33,341)	(33,341)
General reserve		33,341	33,341
		<hr/>	<hr/>
<b>SURPLUS/(DEFICIENCY) AT END OF YEAR</b>		<hr/> <hr/>	<hr/> <hr/>
 <b>This is represented by:</b>			
<b>CURRENT ASSETS</b>			
Receivables	3	8,315	9,574
		<hr/>	<hr/>
<b>TOTAL ASSETS</b>		<hr/> <hr/>	<hr/> <hr/>
 <b>CURRENT LIABILITIES</b>			
Accounts payable	4	8,315	9,574
		<hr/>	<hr/>
<b>TOTAL LIABILITIES</b>		<hr/> <hr/>	<hr/> <hr/>
 <b>NET ASSETS (LIABILITIES)</b>		 <hr/> <hr/>	 <hr/> <hr/>

The accompanying notes form part of these financial statements

**AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION  
WESTERN AUSTRALIAN BRANCH  
A.B.N. 57 806 878 514**

**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30 JUNE 2004**

	Note	2004 \$	2003 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Receipts from members		8,315	11,801
Payments to suppliers and employees		(8,315)	(9,574)
Net cash outflow from operating activities	5(b)	-	2,227
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Movement in loan to WA Road Transport Association		-	(2,227)
Net cash inflow from financing activities		-	(2,227)
Net increase/(decrease) in cash held		-	-
Cash at the beginning of the financial year		-	-
Cash at the end of the financial year	5(a)	-	-

The accompanying notes form part of these financial statements

**AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION  
WESTERN AUSTRALIAN BRANCH  
A.B.N. 57 806 878 514**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2004**

**NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES**

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the organisation's constitution and the Workplace Relations Act 1996. The committee has determined that the organisation is not a reporting entity.

The financial report has been prepared in accordance with the requirements of the Workplace Relations Act 1996 and the following Australian Accounting Standards:

AAS 3 Accounting for Income Tax  
AAS 5 Materiality  
AAS 8 Events Occurring After Reporting Date

No other applicable Accounting Standards, Urgent Issues Group Consensus Views or other authoritative pronouncements of the Australian Accounting Standards Board have been applied.

The financial report has been prepared on an accruals basis and is based on historic costs and does not take into account changing money values, or except where specifically stated, current valuations of non-current assets.

The following specific accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report.

(a) Employee benefits

Provision is made in respect of the organisation's liability for annual leave and long service leave at balance date.

**NOTE 2: GOING CONCERN**

The ability of the organisation to continue operations and to meet its financial obligations, as and when incurred, is dependent upon the organisation generating sufficient funds through its normal operations, the negotiation of satisfactory financial arrangement with financiers, and/or the continued support of its members.

2004	2003
\$	\$

**NOTE 3: RECEIVABLES**

Subscriptions owing from Transport Forum WA Inc	<u>8,315</u>	<u>9,574</u>
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**AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION  
WESTERN AUSTRALIAN BRANCH  
A.B.N. 57 806 878 514**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 JUNE 2004**

	2004 \$	2003 \$
<b>NOTE 4: ACCOUNTS PAYABLE</b>		
Trade creditors	<u>8,315</u>	<u>9,574</u>
<b>NOTE 5: CASH FLOW INFORMATION</b>		
<b>(a) Reconciliation of cash</b>		
Cash at bank	<u>-</u>	<u>-</u>
<b>(b) Reconciliation of net cash provided by operating activities to profit from ordinary activities after income tax.</b>		
Profit from ordinary activities after income tax	-	2,227
Changes in assets and liabilities:		
(Increase)/Decrease in receivables	1,259	(345)
(Decrease)/Increase in sundry creditors	<u>(1,259)</u>	<u>345</u>
	<u>-</u>	<u>2,227</u>

**AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION  
WESTERN AUSTRALIAN BRANCH  
A.B.N. 57 806 878 514**

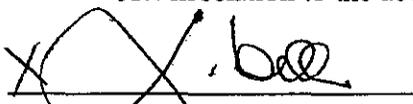
**CERTIFICATE OF THE COMMITTEE OF MANAGEMENT  
FOR THE YEAR ENDED 30 JUNE 2004**

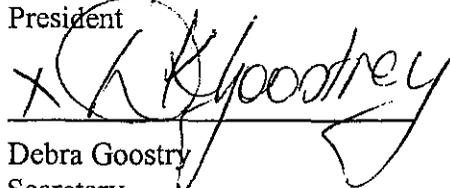
We state on behalf of the committee of management, and in accordance with a resolution of the committee of management that:

- (i) in the opinion of the committee of management, the attached accounts present fairly the financial position and the results and cash flows of the organisation (Western Australian branch) as at 30 June 2004;
- (ii) the accounts have been prepared on the going concern basis notwithstanding that the organisation had an excess of current liabilities over current assets as 30 June 2004. The ability of the organisation to continue as a going concern is dependent upon the continuity of normal business activities, including the procurement and maintenance of a membership base, to facilitate the settlement of liabilities in the ordinary course of business.

The members of the committee of management believe that at the date of signing this report, the organisation will continue to receive support from its members, and there are reasonable grounds to believe that the organisation will be able to pay its debts as and when they fall due;

- (iii) in the opinion of the committee of management, meetings have been held in accordance with the rules of the organisation;
- (iv) to the knowledge of the committee of management, there have been no instances where records or other documents (other than those containing information for the use of members under Section 274 of the Workplace Relations Act 1996) or copies of those records or documents, or copies of the rules of the organisation, have not been furnished or made available to members in accordance with the Workplace Relations Act 1996, the regulations thereto, or the rules of the organisation; and
- (v) the organisation (Western Australian branch) has complies with Section 279 of the Act in relation to the accounts in respect of the year ended 30 June 2003.

  
\_\_\_\_\_  
Len Della  
President

  
\_\_\_\_\_  
Debra Goostry  
Secretary

Dated: 3/12/04

Perth, Western Australia

**AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION  
WESTERN AUSTRALIAN BRANCH  
A.B.N. 57 806 878 514**

**INDEPENDENT AUDIT REPORT  
TO THE MEMBERS OF  
AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION  
WESTERN AUSTRALIAN BRANCH**

**Scope**

We have audited the financial report, being a special purpose financial report, of Australian Road Transport Industrial Organisation, Western Australian Branch for the year ended 30 June 2004 as set out on pages 5 to 9. The executive committee is responsible for the financial report and has determined that the accounting policies used are appropriate to meet the needs of the Workplace Relations Act 1996 and the needs of the members. We have conducted an independent audit of this financial report in order to express an opinion on it to the members. No opinion is expressed as to whether the accounting policies used are appropriate to the needs of the members.

The financial report has been prepared for the purpose of fulfilling the requirements of the Workplace Relations Act 1996 and for distribution to the organisation's members. We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

Our audit has been conducted in accordance with Australian Auditing Standards. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report and the evaluation of significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with the accounting policies described in Note 1 so as to present a view which is consistent with our understanding of the organisation's financial position, and performance as represented by the results of its operations and its cash flows. These policies do not require the application of all Accounting Standards and other mandatory professional reporting requirements in Australia.

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

**Audit opinion**

In our opinion, in relation to Section 276 (4) of the Workplace Relations Act 1996, the organisation has during the financial year:

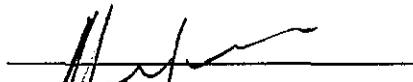
- (i) kept satisfactory accounting records including:
  - (a) records of the sources and nature of the income of the organisation (including income from members); and
  - (b) records of the nature and purposes of the expenditure;

**AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION  
WESTERN AUSTRALIAN BRANCH  
A.B.N. 57 806 878 514**

**INDEPENDENT AUDIT REPORT  
TO THE MEMBERS OF  
AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION  
WESTERN AUSTRALIAN BRANCH**

- (ii) the accounts and statements prepared under Section 273 in relation to the year were properly drawn up to give a true and fair view of:
  - (a) the financial affairs of the organisation as at the end of the year; and
  - (b) the income and expenditure, and deficit of the organisation for the year; and
- (iii) all information and explanations sought under Section 276 (2) from officers and employees of the organisation were provided.

**Owen & Plaistowe**  
Certified Practising Accountants

  
\_\_\_\_\_  
Hugh M E Plaistowe  
Auditor no. 13533

Dated: 7 December 2014

Perth, Western Australia

**AUSTRALIAN ROAD TRANSPORT INDUSTRIAL ORGANISATION  
WESTERN AUSTRALIAN BRANCH  
A.B.N. 57 806 878 514**

**INCOME AND EXPENDITURE STATEMENT  
FOR THE YEAR ENDED 30 JUNE 2004**

	2004	2003
	\$	\$
<b>INCOME</b>		
Subscriptions	8,315	9,574
Loans forgiven	-	2,227
	<hr/>	<hr/>
TOTAL INCOME	8,315	11,801
<b>LESS EXPENDITURE</b>		
Management fees	8,315	9,574
	<hr/>	<hr/>
TOTAL EXPENDITURE	8,315	9,574
	<hr/>	<hr/>
<b>SURPLUS FOR THE YEAR</b>	<b>-</b>	<b>2,227</b>
	<hr/> <hr/>	<hr/> <hr/>



**Australian Government**  
**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

**Ref: FR2004/466 - [278V-WA]**

Ms Debra Goostrey  
Secretary/Treasurer  
Australian Road Transport Industrial Organization  
Western Australian Branch  
37 Cohn Street  
CARLISLE WA 6101

Dear Ms Goostrey

**Financial Return - year ending 30 June 2004**

This letter is intended to remind you of your obligations to provide members with copies of your reporting unit's financial reports for year ended 30 June 2004 and to lodge the reports in the Industrial Registry by no later than Friday 14 January 2005.

Over the past 18 months you would have received from us information about the major changes made by Schedule 1B of the *Workplace Relations Act 1996* ('RAO'<sup>17</sup>).

**Financial Reports**

Your reporting unit must prepare or have prepared the following three reports as soon as practicable after its financial year:

1. A General Purpose Financial Report (GPFR);
2. An Operating Report; and
3. An Auditor's Report.

**Informing Your Members**

Your reporting unit must provide free of charge to the general membership, copies of the abovementioned reports (the "full report"). Under certain circumstances, your reporting unit can provide a more limited concise report.

The report must be provided within 5 or 6 months from the end of the financial year, depending on the internal arrangements of the reporting unit for the presentation of its financial reports.

A reporting unit may make application to a Registrar to extend the period within which copies of the full report or concise report are to be provided to members by no more than one month.

**The Second Meeting - if it is a General Meeting of Members**

After providing the full report to members it must be presented to a general meeting of members (the *second meeting*). This meeting must be held within 6 months of the end of the financial year. You may make application to a Registrar to extend this time limit by no more than one month so that the time limit for providing to members copies of the full report or concise report may in turn be extended.

---

<sup>17</sup> Registration and Accountability of Organisations Schedule (RAO) (Schedule 1B to the *Workplace Relations Act 1996*)

Your reporting unit must always allow a minimum of 21 days for members to receive the full report before presenting it to a general meeting of members (s265(5)). The purpose of the interval and the second meeting is to enable the members to have time to consider the report and, if they wish, to attend the second meeting to discuss it.

If the rules of the organisation permit a general meeting to be a series of meetings held at different locations, the full report may be presented to such a series of meetings. In this case the 'date' of the general meeting is taken to be the date of the last meeting in the series (see s266(2)).

### **The Second Meeting - if it is a Committee of Management Meeting**

If your rules contain a provision that allows up to 5% of members to demand a general meeting to be held to consider the full report (see s266(3)), it is permissible to present the full report directly to a Committee of Management meeting. This meeting must be held within 6 months of the end of the financial year.

There is no provision for extending the time-limit for presenting the full report to a committee of management meeting.

### **Lodge full report within 14 days of meeting**

You must lodge a copy of the full report and any concise report in the Industrial Registry within 14 days of the second meeting.

Your reporting unit's financial reports should, therefore, be lodged by no later than Friday 14 January 2005.

### **Contact the Registry**

We encourage you to contact the Registry on (03) 8661 7787 or by e-mail at [clency.lapierre@air.gov.au](mailto:clency.lapierre@air.gov.au) as early as possible if you have any queries.

If you have already taken steps to ensure that your reporting unit complies with the time scale requirements of RAO, please ignore this letter.

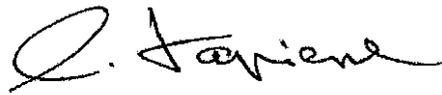
### **Information on AIRC Website**

We recommend you and your accountant/auditor refer to the following documents on the Commission's website at [www.airc.gov.au](http://www.airc.gov.au):

- [RAO Schedule and RAO Regulations](#)
- [Registrar's Reporting Guidelines](#) - All GPFR's must comply with these Guidelines. Please note that the Guidelines set out requirements that are *in addition* to those required by the Australian Accounting Standards.

- RAO Fact Sheets - These Fact Sheets explain the new requirements of the RAO Schedule - many of them deal with financial reporting matters.

Yours sincerely

A handwritten signature in black ink, appearing to read "Q. Javiera". The signature is written in a cursive style with a large initial "Q" and a long, sweeping underline.

23 November 2004



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

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

Mr Howard Croxon  
Australian Road Transport Industrial Organization  
Western Australian Branch  
37 Cohn Street  
CARLISLE WA 6101

Dear Mr Croxon

**Re: Schedule 1B - Workplace Relations Act 1996 (the RAO Schedule)**  
**Presentation of financial reports to meeting of members**

The RAO Schedule now requires that financial reports be presented to a meeting of members unless the rules contain a provision that allows 5% or less of members to demand that a general meeting be held to consider the financial reports. Where the rules so provide, it is permissible to present the financial reports to a Committee of Management meeting.

Our records show that the rules of your branch do not make provision for 5% or less of members to call a special meeting of members for the purpose of considering financial reports. Our records also show that your last financial reports were presented to a meeting of your Committee of Management and not a meeting of members.

This letter is intended as a reminder that your financial reports for year ended 30 June 2004 and for future years **must** be presented to a meeting of members. If you want to continue with the past practice of presenting financial reports to a committee of management meeting, the rules must be amended to make provision for 5% or less of members to call a special meeting of members for the purpose of considering financial reports.

The rules may permit a general meeting to be a series of meetings held at different locations and the financial reports may be presented to such a series of meetings. In this case the 'date' of the general meeting is taken to be the date of the last meeting in the series.

Please contact me on (03) 8661 7787 or by e-mail at [clency.lapierre@air.gov.au](mailto:clency.lapierre@air.gov.au) if you have any queries about this letter.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Clency Lapierre'.

Clency Lapierre  
Statutory Services Branch

30 September 2004



**Ref: FR2004/466-[278V-WA]**

Mr/Ms Debra Goostrey  
Secretary/Treasurer  
Australian Road Transport Industrial Organization-  
Western Australian Branch  
37 Cohn Street  
CARLISLE WA 6101

Dear Mr/Ms Goostrey

**Financial Return - year ending 30 June, 2004**

Our records show your organisation's financial year ended recently. This letter outlines some of the things you must do to meet your financial reporting obligations and when you have to do them. For simplicity, we will call the documents you have to lodge with us your *financial return*.

**New legislation**

This letter is intended as guide to the law applicable on the date of this letter and should not be used as a substitute for legal or accounting advice. We only summarise some of the reporting requirements in this letter. More detailed information is at the end of this letter.

The legislation has changed since your last return. In May 2003 the Industrial Registrar wrote to all organisations forwarding a number of facts sheets outlining the major changes made by Schedule 1B of the Workplace Relations Act 1996 ('RAO' <sup>1</sup>). While the immediate changes affected the rules and elections in organisations, the changes affecting financial returns involve a longer lead time.

**The key differences under the new legislation affecting financial returns are:**

- a reduced financial reporting cycle (now maximum periods of 5 or 6 months depending on internal arrangements of organisation)
- a greater emphasis given to Australian Accounting Standards
- the introduction of a new report, known as an Operating Report (broadly similar in concept to a Director's Report under the corporations legislation)
- extensions of time are limited to one month
- restructured penalty provisions involving more extensive use of Civil Penalties
- the introduction of the Industrial Registrar's Reporting Guidelines
- organisations and their branches to report according to their financial structures, known as 'reporting units'.

We recommend you discuss the new requirements with your accountant or auditor.

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<sup>1</sup> Registration and Accountability of Organisations Schedule (RAO) (Schedule 1B to the *Workplace Relations Act 1996*)

## Reporting Unit

One of the new concepts of the RAO legislation is that reporting entities are known as “*reporting units*”. Where an organisation is **not** divided into branches the reporting unit is the whole of the organisation. Where an organisation **is** divided into branches each branch will be a reporting unit unless the Industrial Registrar has determined a division of the organisation into reporting units on an alternative basis. We can discuss this with you if you need more information.

For simplicity, we will refer to your organisation as a reporting unit in this letter.

## Industrial Registrar’s Guidelines

The Industrial Registrar’s reporting guidelines set out certain disclosure requirements in addition to those prescribed by Australian Accounting Standards having in mind the nature of organisations registered under the Workplace Relations Act.

The disclosure requirements prescribed by the reporting guidelines are directed towards providing members of the reporting unit with information to enable them to gauge the performance of the committee of management and other holders of office in relation to the financial management of the reporting unit. In addition, the reporting guidelines seek to improve the quality of information available to users of the financial report about the reporting unit’s economic support of, or economic dependency on, other reporting units of the organisation.

## Timeline Planner and Checklist

We have attached a Timeline/Planner (*Attachment A*) to help you **plan** your financial return and carry out all the necessary steps. We have also attached a Document Checklist (*Attachment B*) to **check** your documents before lodging them in the Registry. Both documents are abbreviated summaries of the relevant provisions of the RAO Schedule, RAO Regulations and the Industrial Registrar’s Reporting Guidelines.

In the following section we describe some of the documents your reporting unit must prepare and the sequence of their preparation and completion.

## Three Reports

Your reporting unit must prepare two reports as soon as practicable after its financial year, which, together with the Auditor’s Report, comprise the reporting unit’s financial return.

1. **General Purpose Financial Report** - this must comply with the Australian Accounting Standards and the Industrial Registrar’s Reporting Guidelines. The GPFR consists of:

Financial Statements containing:

- a profit and loss statement, or other operating statement; and
- a balance sheet; and
- a statement of cash flows; and
- any other statements required by the Australian Accounting Standards; and

Notes to the Financial Statements containing:

- notes required by the Australian Accounting Standards; and
- information required by the Industrial Registrar's *Reporting Guidelines* under section 255); and

Committee of Management Statement as required by the Registrar's Reporting Guidelines (a sample certificate for illustrative purposes is at Attachment C)

2. **Operating Report** - this report includes a review of your reporting unit's principal activities for the year and other specified information.

Your reporting unit must appoint an auditor to audit the GPFR and to provide:

3. an **Auditor's Report**.

### **First Meeting (Committee of Management)**

For simplicity, we will call the meeting at which the committee of management first considers the GPFR the first meeting. At the first meeting your committee, if satisfied that all is in order, will resolve to express its opinion on the GPFR and complete a Committee of Management Statement.

### **The Auditor**

After the first meeting, the auditor takes the GPFR and the Committee of Management Statement and prepares a report on the GPFR. In practice, your auditor may have already completed most of his or her examination of your accounts. The auditor may only be waiting on the Committee to pass the required resolution and make the Statement before signing the report the same day.

### **Informing Your Members**

Your reporting unit must provide free of charge to the general membership, copies of the GPFR, the Operating Report and the Auditor's Report. RAO calls these the "full report". Under certain circumstances, your reporting unit can provide a more limited *concise report*.

The reporting unit can meet its obligation to provide copies of the full or concise report to members by publishing the report in a journal that is available to the members free of charge.

A reporting unit may meet this obligation in whole or in part by publication of the report in a journal published on a web site on the Internet dependent on:

- a. the extent of the accessibility of the members of the reporting unit to the Internet; and
- b. that the members are notified by the reporting unit in the usual manner in which it communicates with its members that the report has been so published at a specified Internet address.

The report must be provided within 5 or 6 months from the end of the financial year, depending on the internal arrangements of the organisation for the presentation of its financial reports.

## **The Second Meeting - if it is a General Meeting of Members**

After providing the full report to members it must be presented to a general meeting of members. For simplicity this is referred to as the *second meeting*.

Your reporting unit must always allow a minimum of 21 days for members to receive the full report before presenting it to a general meeting of members (s265(5)). The purpose of the interval and the second meeting is to enable the members to have time to consider the report and, if they wish, to attend the second meeting to discuss it.

If the rules of the organisation permit a general meeting to be a series of meetings held at different locations, the full report may be presented to such a series of meetings. In this case the 'date' of the general meeting is taken to be the date of the last meeting in the series (see s266(2)).

## **The Second Meeting - if it is a Committee of Management Meeting**

If the rules of your organisation contain a provision that allows up to 5% of members to demand a general meeting to be held consider the report (see s266(3)), it is permissible to present the report directly to a Committee of Management meeting.

### **Lodge full report within 14 days of meeting**

You must lodge a copy of the full report and any concise report in the Industrial Registry within 14 days of the second meeting. For your convenience you are encouraged to lodge the material electronically (see eFiling Tab at [www.airc.gov.au](http://www.airc.gov.au)). When lodging the financial return please quote: **FR2004/466**.

The Secretary (or another officer appropriately authorised under the rules of the organisation) must *certify* that the full report is a copy of the one provided to members and presented to the second meeting and provide the date of the meeting (a sample certification for illustrative purposes is at *Attachment D*).

When we receive your return we will check that it includes the information you must provide your members and that you have provided it to them correctly.

### **Complying with time limits**

This letter has outlined some of the steps in preparing and lodging your return. Many of the steps must be completed within fixed time limits.

Failure to complete them in time could make your reporting unit or its officers liable to financial or "civil penalties".

### **Extensions of Time**

We appreciate that sometimes circumstances beyond your reporting unit's control may delay completion of a financial return. If you believe your reporting unit is going to be unable to meet a time limit tell us as soon as you know. We can advise you if the step is one for which you may apply under RAO to the Industrial Registrar for extra time to complete. The maximum extra time allowed can be no more than one month.

## Reduced Reporting Requirements

If your reporting unit meets certain conditions, some of these reporting requirements can be reduced. Such conditions might be where the annual income of the reporting unit (where the reporting unit is the whole of the organisation) is less than \$100,000, or where the reporting unit has no financial affairs in the financial year, or where the financial affairs of the reporting unit are encompassed by the financial affairs of its counterpart State industrial association.

## Contact the Registry

We encourage you to contact the Registry on (03) 8661 7787 or by e-mail at [clency.lapierre@air.gov.au](mailto:clency.lapierre@air.gov.au) as early as possible if you believe preparation or lodgment of your return will be delayed or if you have any queries. We can offer you advice on procedure but we cannot give you legal or accounting advice.

## Information on AIRC Website

We recommend you and your accountant/auditor refer to the following documents on the Commission's website at [www.airc.gov.au](http://www.airc.gov.au):

- [RAO Schedule and RAO Regulations](#)
- [Registrar's Reporting Guidelines](#) - All GPFR's must comply with these Guidelines. Please note that the Guidelines set out requirements that are *in addition* to those required by the Australian Accounting Standards.
- [RAO Fact Sheets](#) - These Fact Sheets explain the new requirements of the RAO Schedule - many of them deal with financial reporting matters.

Yours sincerely



Deputy Industrial Registrar  
9 August, 2004



**Documents Checklist**

You can use this checklist as soon as possible after the financial year ends to ensure you have all the necessary documents prepared and that those documents contain all information required by RAO.

You can also use this checklist to ensure all documents in your financial return are complete before lodging them in the Registry.

<b>No</b>	<b>Document</b>	<b>✓</b>
<b>1</b>	<b>General Purpose Financial Report</b>	
	Does the report contain a Profit and Loss Statement?	
	Does the report contain a Balance Sheet?	
	Does the report contain a Statement of Cash Flows?	
	Does the report contain notes to the financial statements as required by AAS and the reporting guidelines?	
	Does the report contain all other information required by the reporting guidelines?	
<b>2</b>	<b>Committee of Management Statement</b>	
	Is the statement signed by the officer responsible for undertaking functions necessary to enable the reporting unit to comply with RAO?	
	Is the statement dated?	
	Is the statement in accordance with a resolution of the committee?	
	Does the statement specify the date of the resolution?	
	Does the statement contain declarations required by the reporting guidelines?	
<b>3</b>	<b>Auditor's Report</b>	
	Is the Report dated and signed by the auditor?	
	Is the name of the auditor clear?	
	Are the qualifications of the auditor on the report?	
	Has the auditor expressed an opinion on all matters required?	
<b>4</b>	<b>Operating Report</b>	
	Is the report signed and dated?	
	Does the report provide the number of members?	
	Does the report provide the number of employees?	
	Does the report contain a review of principal activities?	
	Does the report give details of significant changes?	
	Does the report give details of right of members to resign?	
	Does the report give details of superannuation trustees?	
	Does the report give details of membership of the committee of management?	
<b>5</b>	<b>Concise report*</b>	
<b>6</b>	<b>Certificate of Secretary or other Authorised Officer</b>	
	Is the certificate signed and dated?	
	Is the signatory the secretary or another officer authorised to sign the certificate?	
	Is the date that the report was provided to members stated?	
	Is the date of the Second Meeting at which the report was presented stated?	
	Does the certificate state that the documents are copies of those provided to members?	
	Does the certificate state that the documents are copies of those presented to the Second Meeting?	

\* This is an optional way of providing documents to members (see RAO s265(3) and RAO Reg. 161).

**Committee Of Management Statement**

On *[date of meeting]* the Committee of Management of *[name of reporting unit]* passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended *[date]*:

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) 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 or 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.

For Committee of Management: *[name of designated officer per section 243 of the RAO Schedule]*

Title of Office held:

Signature:

Date:

\* Where compliance or full compliance has not been attained - set out details of non compliance instead.

# Where not relevant these may be modified accordingly (e.g. in (vi) "No orders have been made by the Commission under section 273 of the RAO Schedule during the period."

**Certificate of Secretary or other Authorised Officer<sup>1</sup>**

s268 of Schedule 1B *Workplace Relations Act 1996*

I *[name]* being the *[title of office]* of the *[name of the organisation]* certify:

- that the documents lodged herewith are copies of the full report, *[and the concise report]<sup>2</sup>*, referred to in s268 of the RAO Schedule; and
- that the *[full report **OR** concise report]<sup>3</sup>*, was provided to members on *[insert date]*; and
- that the full report was presented to *[a general meeting of members **OR** the last of a series of general meetings of members **OR** a meeting of the committee of management]<sup>3</sup>* of the reporting unit on *[insert date]*; in accordance with section 266 of the RAO Schedule.

Signature

Date:

<sup>1</sup>*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.

<sup>2</sup>*Only applicable where a concise report is provided to members*

<sup>3</sup>*Insert whichever is applicable*