



**Australian Government**

**Australian Industrial Registry**

Level 35  
80 Collins Street, Melbourne, VIC 3000  
GPO Box 1994S, Melbourne, VIC 3001  
Telephone: (03) 8661 7764  
Fax: (03) 9654 6672

Mr. Rupert Tidmarsh  
Executive Director  
Australian Salaried Medical Officers Federation  
PO Box 153  
Kelvin Grove DC 4059

Dear Mr. Tidmarsh,

**Re: Schedule 1B of the Workplace Relations Act 1996 (the RAO Schedule)  
Financial Reports for year ended 31 December 2004  
FR2004/761**

I have received the financial documents for the Queensland Branch of the abovenamed organisation for the year ended 31 December 2004. The documents were lodged in the Industrial Registry on 27 July 2005.

On 8 May 2003 the Industrial Registrar wrote to all organisations and provided a number of fact sheets covering various aspects of the RAO Schedule. The letter and fact sheets indicated there would be substantial changes to financial reporting requirements and that the RAO Schedule would apply to a financial year that commences on or after the commencement of the reporting guidelines.<sup>1</sup>

The Industrial Registrar then wrote to all organisations on 7 July 2003 advising that he had issued reporting guidelines to apply to each financial year that starts on or after 1 July 2003.

In my letter of 7 January 2005 to Robert Riethmuller with regard to the financial documents for the year ending 31 December 2003, I reminded him that the reporting obligations for the financial year ending 31 December 2004 would be governed by the requirements of the RAO Schedule. This is because the relevant provisions of the *Workplace Relations Legislation Amendment (Registration of Accountability of Organisations) (Consequential Provisions) 2002 Act* apply to the first complete financial year subsequent to the commencement of the legislation [(see item 44(1))].

An examination of the reports lodged reveal they have been prepared under the former provisions of the *Workplace Relations Act 1996*. The Industrial Registry cannot accept financial reports which have been lodged without any regard to the RAO Schedule.

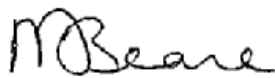
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<sup>1</sup> Fact Sheet No. 06/2003 7 May 2003, Australian Industrial Registry, *Accounting, Auditing and Reporting Obligations*.

Your organisation is now requested to prepare, audit, supply to members, present to a meeting and lodge in the Industrial Registry financial reports in accordance with the RAO Schedule.

Should you wish to discuss this letter or if you require further information on the financial reporting requirements of the RAO Schedule, please contact me on (03) 8661-7764 or email: [Marylyn.Beare@air.gov.au](mailto:Marylyn.Beare@air.gov.au).

Yours sincerely,

A handwritten signature in black ink, appearing to read 'M Beare'.

Marylyn Beare  
Statutory Services Branch (Melbourne)

24 August 2005



**Australian Government**  
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Mr. Rupert Tidmarsh  
Executive Director  
Australian Salaried Medical Officers Federation  
PO Box 153  
Kelvin Grove DC 4059

Dear Mr. Tidmarsh,

**Re: Schedule 1B of the Workplace Relations Act 1996 (the RAO Schedule)  
Financial Reports for year ended 31 December 2004  
FR2004/761**

We acknowledge receipt of the financial documents for the Queensland Branch of the abovenamed organisation for the year ended 31 December 2004. The documents were lodged in the Industrial Registry on 14 March 2006.

The documents have now been filed.

Although the documents have been filed, I would like to comment on some issues arising out of the report. I make these comments to assist you when you next prepare financial reports. You do not need to take any further action in respect of the financial reports already lodged.

**1. Operating report (titled “Report by the Council of Management”)**

***Trustees of superannuation entities:***

The report must give details (including details of the position held) of any officer or member of the reporting unit who is:

- (i) a trustee of a superannuation entity or an exempt public sector superannuation scheme; or
- (ii) a director of a company that is a trustee of a superannuation entity or an exempt public sector superannuation scheme; and

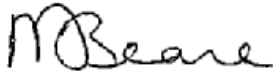
where a criterion for the officer or member being the trustee or director is that the officer or member is an officer or member of a registered organization

## **2. 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 RAO Regulations.

While the documents lodged provide details of the membership of the committee of management since the beginning of the financial year, an operating report should state details of any changes made to the composition of the committee during the financial year in order to fully comply with the abovementioned regulation.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'M Beare', with a stylized, cursive script.

Marylyn Beare  
Statutory Services Branch

15 March 2006

**Queensland Branch of  
Australian Salaried Medical Officers  
Federation**

c/- 88 L'Estrange Terrace, Kelvin Grove 4059  
PO Box 153, Kelvin Grove DC 4059  
Telephone (07) 3872 2288 • Facsimile (07) 3856 4727

**Queensland Branch  
of  
ASMOF**

**SECRETARY'S CERTIFICATE**

S268 of Schedule 1B Workplace Relations Act 1996

I, Dr Robert Riethmuller, Secretary of Australian Salaried Medical Officers Federation, Queensland Branch do certify that:

1. I am an Officer authorised by the Australian Salaried Medical Officers Federation, Queensland Branch rules to lodge these documents;
2. The Board of members held a meeting in accordance with the rules on 21 February 2006 at which the Board passed a resolution concerning the accounts as presented in accordance with Section 266 of the ROA schedule; and
3. The financial report and audited accounts for the year ended 31 December 2004 were provided to members on 19 December 2005.

Signed:



(Dr R Riethmuller)

Date:

24/2/06

**Queensland Branch of the Australian Salaried Medical Officers Federation**

**A.B.N. 49 206 267 484**

**Operating Report**

**(a) Principal Activities**

The Organization's principal activities during the financial year were:

To provide industrial services to the members consistent with the objects of the Organisation and particularly the object of protecting and improving the interests of the members.

**Results of the Principal Activities**

The Organization's principal activities resulted in maintaining and improving the services provided to its members, promoting and protecting the broad interests of salaried medical practitioners and advocating the provision and development of quality health services.

**Significant changes in Organizations' financial affairs:**

No matters or circumstances arose during the reporting year that significantly affected the financial affairs of the Organization.

**Right of Members to resign**

**Manner of resignation S254(2)(c)**

Members may resign from the Organisation in accordance with rule 11, which reads as follows:

A member may resign their membership by notifying the Secretary in writing, addressed and delivered to that officer.

A notice of resignation from membership takes effect:

- 1) where the member ceases to be eligible to become a member of the Organisation:
  - (i) on the day on which the notice is received by the Organisation; or
  - (ii) on the day specified in the notice, which is a day not earlier than the day when the member ceases to be eligible to become a member;

**Queensland Branch of the Australian Salaried Medical Officers Federation**

**A.B.N. 49 206 267 484**

**Operating Report**

which is later;

2) in any other case:

- (i) at the end of two weeks, after notice is received by the Organisation; or
- (ii) on the day specified in the notice;

whichever is the later.

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

A notice delivered to the Secretary shall be taken to have been received by the Organisation when it is delivered.

A notice of resignation that has been received by the Organisation is not valid because it was not addressed and delivered to the Secretary.

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 Organisation that the resignation has been accepted.

**Number of Members**

The number of persons who, at the end of the financial year were recorded on the Register of Members was 1336.

**Number of employees**

There were no employees of the Organisation.

### **Members of the Committee of Management**

The persons who have held office as members of the Committee of Management since the beginning of the financial year are:

Dr Nick Buckmaster

President

Dr Bob Riethmuller

Secretary

Dr David Hewett

Treasurer



Dr Robert Riethmuller

Date: 24/2/06



**AUSTRALIAN SALARIED MEDICAL  
OFFICERS FEDERATION,  
QUEENSLAND BRANCH**

**FINANCIAL REPORT**

**FOR THE YEAR ENDED  
31 DECEMBER 2004**

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**AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION,  
QUEENSLAND BRANCH**

**STATEMENT OF FINANCIAL PERFORMANCE  
FOR THE YEAR ENDED 31 DECEMBER 2004**

	NOTE	2004 \$	2003 \$
<b>Revenue from ordinary activities</b>			
Interest revenue		13	10
<b>Total revenue from ordinary activities</b>		<u>13</u>	<u>10</u>
<b>Expenses from ordinary activities</b>			
Audit expense		(200)	(420)
Bank charges		(54)	(88)
<b>Total expenses from ordinary activities</b>		<u>(254)</u>	<u>(508)</u>
<b>Surplus/(deficit) from ordinary activities before income tax</b>		<b>(241)</b>	<b>(498)</b>
Income tax expense related to ordinary activities	1a	-	-
<b>Surplus/(deficit) from ordinary activities after income tax</b>		<u>(241)</u>	<u>(498)</u>
<b>Total changes in members' equity</b>		<u>(241)</u>	<u>(498)</u>

The accompanying notes form part of these financial statements.

**AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION,  
QUEENSLAND BRANCH**

**STATEMENT OF FINANCIAL POSITION  
AS AT 31 DECEMBER 2004**

	NOTE	2004 \$	2003 \$
<b>CURRENT ASSETS</b>			
Cash Assets	3	3,561	3,802
<b>TOTAL CURRENT ASSETS</b>		<u>3,561</u>	<u>3,802</u>
<b>TOTAL ASSETS</b>		<u>3,561</u>	<u>3,802</u>
<b>MEMBERS' EQUITY</b>			
Accumulated surplus	4	<u>3,561</u>	<u>3,802</u>
<b>TOTAL MEMBERS' EQUITY</b>		<u>3,561</u>	<u>3,802</u>

The accompanying notes form part of these financial statements

**AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION,  
QUEENSLAND BRANCH**

**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 31 DECEMBER 2004**

	NOTE	2004 \$	2003 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Payments to suppliers		(254)	(508)
Interest received		13	10
<b>Net cash provided by/(used in) by operating activities</b>	5(a)	<b>(241)</b>	<b>(498)</b>
Net increase/(decrease) in cash held		(241)	(498)
Cash at the beginning of the financial year		3,802	4,300
<b>Cash at the end of the financial year</b>	5(b)	<b>3,561</b>	<b>3,802</b>

The accompanying notes form part of these financial statements

**AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION,  
QUEENSLAND BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2004**

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

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

The financial report covers the Australian Salaried Medical Officers Federation Queensland Branch as an individual entity. The Australian Salaried Medical Officers Federation Queensland Branch is a Trade Union incorporated under the Workplace Relations Act 1996.

The financial report has been prepared on a cash basis and is based on historical costs and does not take into account changing money values, or except where stated, current valuations of non-current assets. Costs are based on the fair values of the consideration given in exchange for assets.

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

**a) Income Tax**

No provision for income tax has been raised as the Union operates solely as a trade union under the Workplace Relations Act 1996 and accordingly is exempt from income tax under Section 50-15 of the Income Tax Assessment Act 1997.

**b) Interest rate risk and credit risk exposure**

The Union manages its exposure to interest rates through regular discussions with the Commonwealth Bank and does not engage in significant transactions, which are speculative in nature.

The maximum credit risk exposure of financial assets is represented by the carrying amounts of assets recognised in the Statement of Financial Position, net of any provisions for losses.

The Union does not have any significant concentration of credit risk.

**c) Comparative Figures**

Where necessary, comparative figures have been adjusted to conform with the financial report's disclosures adopted this year.

**d) Cash**

For the purposes of the Statement of Cash Flows, cash includes cash on hand and at banks.

**e) Revenue**

Interest Revenue is recognised by the Union upon crediting to the Union's Bank Account.

All other revenue is recognised upon receipt.

**AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION,  
QUEENSLAND BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2004**

**NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**f) Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount is recognised as part of the cost of acquisition of the asset or as part of an item of the expense.

**g) Adoption of Australian Equivalents to International Financial Reporting Standards**

Australia is currently preparing for the introduction of International Financial Reporting Standards (IFRS) effective for financial years commencing 1 January 2005. This requires the production of accounting data for future comparative purposes at the end of the current financial year.

The board is assessing the significance of these changes and preparing for their implementation.

**NOTE 2: INFORMATION TO BE PROVIDED**

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

1. A member of a reporting unit, or a Registrar, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making the application;
2. The application must be in writing and must specify the period within which, the information is to be made available. The period must not be less than 14 days after the application is given to the reporting unit.
3. A reporting unit must comply with an application made under subsection (1).

**NOTE 3 Cash Assets**

Cash at bank

2004 \$	2003 \$
<u>3,561</u>	<u>3,802</u>

**NOTE 4: ACCUMULATED SURPLUS**

Accumulated surplus/(deficit) at the beginning of the financial year  
Net surplus/(deficit) attribute to the union  
**Accumulated surplus/(deficit) at the end of the financial year**

3,802	4,300
<u>(241)</u>	<u>(498)</u>
<u><b>3,561</b></u>	<u><b>3,802</b></u>

**AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION,  
QUEENSLAND BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2004**

**NOTE 5: CASH FLOW INFORMATION**

<b>a) Reconciliation of net cash provided by operating activities to surplus/(deficit) from ordinary activities after income tax:</b>	<b>2004</b>	<b>2003</b>
	<b>\$</b>	<b>\$</b>
Surplus/(deficit) from ordinary activities after income tax	(241)	(498)
<b>Net cash provided/(used) by operating activities</b>	<b>(241)</b>	<b>(498)</b>
<b>b) Reconciliation of Cash</b>		
Cash at bank	3,561	3,802
	<b>3,561</b>	<b>3,802</b>
<b>c) The Union has no credit stand-by financing facilities in place.</b>		
<b>d) There were no non-cash financing or investing activities during the financial year.</b>		

**NOTE 6: RELATED PARTY TRANSACTIONS**

**Board Members**

The following board members held office during the financial year:

Dr Nicholas Buckmaster	President
Vacant	Vice President
Dr Robert Riethmuller	Secretary
Dr David Hewett	Assistant Secretary/Treasurer

No board member directly or indirectly received or is due to receive remuneration from the Union or any related party in connection with the management of the Union.

**NOTE 7: UNION DETAILS**

The principle place of business of the union is:

Australian Salaried Medical Officers Federation, Queensland Branch  
88 L'Estrange Tce  
Kelvin Grove QLD 4059



**AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION,  
QUEENSLAND BRANCH**

**STATEMENT BY BOARD MEMBERS**

We, Dr Robert Riethmuller and Dr David Hewett, being two Board members of the Australian Salaried Medical Officers Federation Queensland Branch, do hereby state on behalf of the Board and in accordance with a resolution of the Board members made on 21 February 2006, that, in relation to the financial reports set out on pages 1 to 6, that in our opinion:

1. the financial statements and notes, comply with Australian Accounting Standards;
2. the financial statements and notes, comply with the reporting guidelines of the Industrial registrar;
3. the financial statements and notes give a true and fair view of the financial performance, financial position and cashflows of the Australian Salaried Medical Officers Federation Queensland Branch for the financial year ended 31 December 2004;
4. there are reasonable grounds to believe that the Australian Salaried Medical Officers Federation Queensland Branch will be able to pay its debts as and when they fall due, and
5. during the financial year to which the general purpose financial report relates and since the end of 31 December 2004;
  - a. meetings of the Board of members were held in accordance with the rules of the organisation including the rules of a branch concerned; and
  - b. The financial affairs of Australian Salaried Medical Officers Federation Queensland Branch have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
  - c. The financial report of Australian Salaried Medical Officers Federation Queensland Branch have been kept and maintained in accordance with the Registration and Accountability of Organisations (ROA) Schedule and the RAO Regulations; and
  - d. The information sought in any request of a member of Australian Salaried Medical Officers Federation Queensland Branch or a Registrar duly made under section 272 of the ROA Schedule has been furnished to the members of Registrar; and
  - e. There has been compliance with any order of financial inspection of financial records made by the Commission under section 273 of the ROA Schedule.



**Dr Robert Riethmuller**  
**Secretary**



**Dr David Hewett**  
**Treasurer**

Signed at Brisbane, this 2<sup>nd</sup> day of FEBRUARY 2006.

# **AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION, QUEENSLAND BRANCH**

## **INDEPENDENT AUDIT REPORT TO THE MEMBERS OF AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION, QUEENSLAND BRANCH**

### **Scope**

#### **The financial report and Broad's responsibility**

The financial report comprises the statement of financial position, statement of financial performance, statement of cash flows, accompanying notes to the financial statements, and the statement by board members for the Australian Salaried Medical Officers Federation Queensland Branch, for the year ended 31 December 2004.

The Board of the Union are responsible for the preparation and true and fair presentation of the financial report. 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 Union. 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 Australian Accounting Standards, Urgent Issues Group Consensus Views, other authoritative pronouncements of the Australian Accounting Standards Board and the requirements of the Workplace Relations Act 1996, a view which is consistent with our understanding of the union's financial position, and of its performance as represented by the results of its operations and cash flows.

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 directors.

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 pronouncement.

**AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION,  
QUEENSLAND BRANCH**

**INDEPENDENT AUDIT REPORT TO THE MEMBERS OF  
AUSTRALIAN SALARIED MEDICAL OFFICERS FEDERATION, QUEENSLAND BRANCH**

**Audit Opinion**

In our opinion,

- (a)(i) there were kept by the organisation in relation to the year 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 of the organisation; and
- (ii) the accounts and statements prepared under section 253 in relation to the year were properly drawn up so as to present fairly:
  - (A) the financial affairs of the organisation as at the end of the year; and
  - (B) the income and expenditure, and any surplus or deficit, of the organisation for the year; and
- (b) all the information and explanations that, under section 257 subsection (2), officers or employees of the organisation were required to provide were provided.

There were no deficiencies failures or shortcomings in relation to matters reported in paragraph (a) or (b) above.



**PRIESTLEYS**  
Chartered Accountants



**B G HILEY**  
Partner

Signed at Brisbane, this *24th* day of *February*, 2006.

B G Hiley is a Fellow of the Institute of the Chartered Accountants in Australia (membership number 17622), a registered Company Auditor (registration number 6783) and holds a public practicing certificate.