



Australian Government
Australian Industrial Registry

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
Fax: (02) 9380 6990

Ref: FR2004/725-[139V]

Mr Roger Jowett
National Secretary
Australian Rail, Tram and Bus Industry Union
83-89 Renwick Street
REDFERN NSW 2016

Dear Mr Jowett

Financial Return - year ending 31 December, 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'¹). 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.

¹ 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). When lodging the financial return please quote: **FR2004/725**.

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

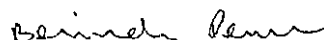
We encourage you to contact the Registry on (02) 8374 6666 or by e-mail at peter.mckerrow@air.gov.au or belinda.penna@air.gov.au as early as possible if you believe preparation or lodgment of your return will be delayed or if you have any queries. We can offer you advice on procedure but we cannot give 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:

- [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



for Deputy Industrial Registrar
20 January 2005

Attachment B

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.

| No | Document | ✓ |
|----------|---|---|
| 1 | General Purpose Financial Report | |
| | 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? | |
| 2 | Committee of Management Statement | |
| | 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? | |
| 3 | Auditor's Report | |
| | 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? | |
| 4 | Operating Report | |
| | 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? | |
| 5 | Concise report* | |
| 6 | Certificate of Secretary or other Authorised Officer | |
| | 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 Officer¹

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]²*, referred to in s268 of the RAO Schedule; and
- that the *[full report OR concise report]³*, 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]³* of the reporting unit on *[insert date]*; in accordance with section 266 of the RAO Schedule.

Signature

Date:

¹*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.

²*Only applicable where a concise report is provided to members*

³*Insert whichever is applicable*



RAIL, TRAM & BUS UNION

AUSTRALIAN RAIL, TRAM & BUS INDUSTRY UNION

ABN 28 921 128 419

NATIONAL OFFICE: 83-89 Renwick Street, REDFERN NSW 2016

Phone: (02) 9310 3966

Fax: (02) 9319 2096

Email: rtbu@rtbu-nat.asn.au

web: www.rtbu-nat.asn.au

File: 9

29th April, 2005

The Industrial Registrar
Australian Industrial Registry
80 William Street
EAST SYDNEY NSW 2011

Dear Sir/Madam,

Australian Rail, Tram & Bus Industry Union
T/as THE RAIL, TRAM & BUS UNION
FINANCIAL DOCUMENTS OF THE UNION 2004

Attached please find copies of the documents listed below, which were presented for the first time to our National Executive (governing body) Meeting, 7th – 8th April, 2005:

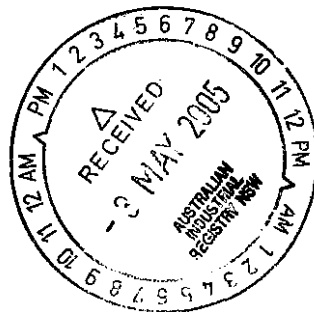
- Financial Statements for the Year Ended 31st December, 2004 and Auditor's Report.
- RTBU Operating Report dated 8th April, 2005.
- RTBU National Executive's Statement dated 8th April, 2005.
- Independent Audit Report dated 8th April, 2005.

The final lodgement of these documents will be undertaken, after the second presentation to our National Council in November this year.

- PLUS:

Lodgement of two copies of the Auditor's prepared "Concise Financial Report" for the year ended 31st December, 2004 for approval before we publish in our journal "The Rail, Tram & Bus Worker" for general distribution to our members. As our next edition will be going to the printers in two to three weeks time, we would appreciate your response to enable us to meet this deadline.

Encl.



Yours faithfully,

R. Hayden

Robert Hayden
NATIONAL SECRETARY

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

NATIONAL COUNCIL

**FINANCIAL REPORT
FOR THE YEAR ENDED 31 DECEMBER 2004**



AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION NATIONAL COUNCIL

OPERATING REPORT

This Operating Report covers the activities of the Australian Rail, Tram and Bus Union, National Council, for the financial year ended 31st December 2004, the results of those activities and any significant changes in the nature of those activities during the year.

1. Principal Activities of the National Council

The principal activities of the National Council of the Union, during the past year fell into the following categories:

- Implementation of the decisions of the National Executive and National Council
- Implementation of the union's organising agenda, including direct assistance and strategic advice on particular industry or site organising projects, the training and development of officials and assistance to branches on planning and resourcing campaigns.
- Industrial support including representation of individual member grievances, advice on legal and legislative matters, holding of union elections as provided for in the rules of the union, and responding to the needs of branches and members as provided for within the rules of the union, within the scope of any statutory or legal obligations.
- The administration of federal awards, the certification of federal industrial agreements, the variation of awards following major test cases, and making application to vary federal awards on behalf of branches.
- National media and communications to members, branches and the broader community via media releases in support of campaigns, web based technology, including the national magazine RTBU Worker.
- Coordination of and negotiation of key national industries, and assistance to branches on bargaining by request.

The National Council has consulted with the ACTU on the development of claims to be pursued in the AIRC and union policy in general. Where appropriate, the National Council has assisted branches in the implementation of relevant decisions via the variation of awards.

The National Council has also been involved in lobbying and negotiations with different levels of Government and key industry organizations around issues of importance to ART&BIU members, eg training, skill shortage, fatigue management, vehicle design.

2. The National Council's Financial Affairs

The financial position of the National Council has improved marginally due to the identification of cost savings and increases in membership fees as a result of wage increases.

During the 2004 financial year, the National Council funded branches to implement mutually agreed growth projects and activities arising out of agreed branch projects and industrial campaigns.

3. Right of Members to Resign.

All Members of the Union have the right to resign from the union in accordance with Rule 14 of the Union Rules (and Section 174 of the Workplace Relations Act); namely by providing notice addressed and delivered to the Secretary of the relevant Branch, including via email.

**AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION
NATIONAL COUNCIL**

OPERATING REPORT (Continued)

4. Directorship of Superannuation Funds

To the best of our knowledge and belief, no officer of the organisation, by virtue of their office of the Rail Tram and Bus Union National Council is

- (i) a trustee of a superannuation entity or exempt public sector superannuation scheme; or
- (ii) a director of a company that is the trustee of a superannuation entity or an exempt public sector superannuation scheme; and
- (iii) where a criterion for the officer being the trustee or director is that the officer is an officer of a registered organisation.

5. Membership of the Union.

There were 32,958 members of the union as at 31st December 2004.

6. Employees of the National Office

As at 31 December 2004 the National Office employed 7 fulltime employees and 2 part time employees with a total number of 8 employees on a full time equivalent basis.

7. National Executive

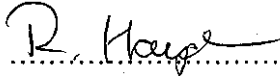
The following persons were members of the National Executive, during the year ended 31st December 2004;

| Name | Period of Appointment |
|--------------------|------------------------------|
| Roger Jowett | 1.01.04 to 31.12.04 |
| Robert Hayden | 1.01.04 to 15.12.04 |
| Trevor Dobbyn | 1.01.04 to 31.12.04 |
| Peter Jenkins | 1.01.04 to 31.12.04 |
| Nick Lewocki | 1.01.04 to 31.12.04 |
| Owen Doogan | 1.01.04 to 31.12.04 |
| Michael Schmitzer | 1.01.04 to 31.12.04 |
| Raymond Hancox | 1.01.04 to 31.12.04 |
| Robert Christison | 1.01.04 to 31.12.04 |
| Gerald Shelverton | 1.01.04 to 31.12.04 |
| Dennis Ellis | 1.01.04 to 31.12.04 |
| Phillip Kessey | 1.01.04 to 31.12.04 |
| Ross Schimke | 1.01.04 to 31.12.04 |
| Paul Baonza | 1.01.04 to 31.12.04 |
| David Matters | 1.01.04 to 31.12.04 |
| Lou Di Gregorio | 1.01.04 to 31.12.04 |
| Noel Morris | 1.01.04 to 31.12.04 |
| David Mathie | 1.01.04 to 31.12.04 |
| Ms Joanne McCallum | 1.01.04 to 31.12.04 |
| Ms Sallie Higgins | 1.01.04 to 31.12.04 |
| Gregory Harvey | 1.01.04 to 23.11.04 |
| Alex Claassens | 1.01.04 to 15.12.04 |
| | |

**AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION
NATIONAL COUNCIL**

OPERATING REPORT (Continued)

Signed in accordance with a resolution of the National Executive

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**ROBERT HAYDEN
NATIONAL SECRETARY**

8 April 2005

**AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION
NATIONAL COUNCIL**

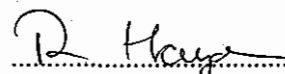
NATIONAL EXECUTIVE'S STATEMENT

On 8 April 2005 the National Executive of the Rail Tram and Bus Union – National Council passed the following resolution in relation to the general purpose financial report (“GPFR”) of the National Council for the year ended 31 December 2004.

The National Executive declares in relation to the GPFR that in its opinion:

- (a) the financial report and notes comply with the Australian Accounting Standards;
- (b) the financial report and notes comply with the reporting guidelines of the Industrial Registrar;
- (c) the financial report and notes give a true and fair view of the financial performance, financial position and cash flows of the National Council for the financial year ended 31 December 2004;
- (d) there are reasonable grounds to believe that the National Council will be able to pay its debts as and when they become due and payable; and
- (e) during the financial year ended 31 December 2004 and since the end of the financial year:
 - (i) meetings of the National Executive were held in accordance with the rules of the organisation and the rules of the National Council; and
 - (ii) the financial affairs of the National Council have been managed in accordance with the rules of the organisation and the rules of the National Council; and
 - (iii) the financial records of the National Council have been kept and maintained in accordance with Schedule 1B to the Workplace Relations Act 1996 and the Workplace Relations (Registration and Accountability of Organisations) Regulations 2003; and
 - (iv) the financial records of the National Council have been kept, as far as practicable, in a consistent manner to each of the other branches of the organisation; and
 - (v) the information sought in any request of a member of the National Council or a Registrar duly made under section 272 of Schedule 1B to the Workplace Relations Act 1996 has been furnished to the member or Registrar; and
 - (vi) there has been compliance with any order for inspection of the financial records made by the Commission under section 273 of Schedule 1B to the Workplace Relations Act 1996

For the National Executive:



ROBERT HAYDEN

8 April 2005

**AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION
NATIONAL COUNCIL**

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

| | Note | 2004 \$ | 2003 \$ |
|---|------|------------------|------------------|
| INCOME | | | |
| Capitation | | 1,064,160 | 1,046,376 |
| Interest | | 40,560 | 30,182 |
| Rental Income | | 7,144 | 3,000 |
| Sundry Income | | 4,979 | 0 |
| TOTAL INCOME | | <u>1,116,843</u> | <u>1,079,558</u> |
| EXPENDITURE | | | |
| Depreciation | | <u>24,569</u> | <u>22,487</u> |
| Employee Benefits Expense | | | |
| Salaries and Allowances | | | |
| - Officials | | 86,791 | 84,115 |
| - Employees | | 404,561 | 341,045 |
| Accrued Annual Leave | | 11,887 | 43,889 |
| Long Service Leave | | 10,606 | 34,423 |
| Fringe Benefits Tax | | 1,476 | 2,180 |
| Payroll Tax | | (366) | 366 |
| Superannuation | | 70,544 | 55,957 |
| | | <u>585,499</u> | <u>561,975</u> |
| Other Expenses | | | |
| ACTU Research Project on Delegates | | 0 | 3,000 |
| Affiliation Fees | | 22,473 | 17,326 |
| Attendance Fees and Allowances | | 17,303 | 18,682 |
| Building Expenses | 6 | 21,828 | 22,220 |
| Donations | 8 | 11,077 | 2,750 |
| Bad Debts – Tasmania | | 0 | 24,643 |
| General Expenses | | 9,711 | 10,954 |
| Insurance | | 12,486 | 7,902 |
| Meeting and Conference Expenses | | 77,533 | 94,916 |
| Postage | | 10,802 | 15,831 |
| Media | | 4,608 | 8,738 |
| Printing and Stationery | | 29,601 | 48,142 |
| Professional Services | 7 | 31,705 | 20,453 |
| Provision for Doubtful Debts SA & NT | | 30,000 | 0 |
| Publications | | 15,890 | 14,263 |
| Records Management | | 0 | 0 |
| Repairs and Maintenance | | 14,641 | 19,708 |
| Research Project University of Sydney | | 7,500 | 0 |
| Shift Work and Workload Study | | 2,250 | 2,750 |
| Telephone | | 21,998 | 21,930 |
| Training Expenses | | 34,778 | 87,956 |
| Website Costs | | 0 | 0 |
| | | <u>376,184</u> | <u>442,164</u> |
| TOTAL EXPENDITURE | | <u>986,252</u> | <u>1,026,626</u> |
| NET SURPLUS FOR YEAR | | 130,591 | 52,932 |
| Accumulated Funds at beginning of Year | | <u>1,355,609</u> | <u>1,302,677</u> |
| ACCUMULATED FUNDS AT END OF YEAR | | <u>1,486,200</u> | <u>1,355,609</u> |

The attached Notes 1 to 14 form part of these Accounts

**AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION
NATIONAL COUNCIL**

STATEMENT OF FINANCIAL POSITION AS AT 31 DECEMBER 2004

| | Note | 2004 \$ | 2003 \$ |
|--|------|------------------|------------------|
| ACCUMULATED FUNDS | | <u>1,486,200</u> | <u>1,355,609</u> |
| Represented by Net Assets as follows: | | | |
| CURRENT ASSETS | | | |
| Cash Assets | | | |
| Cash at Bank | | | |
| - General Fund | | 25,081 | 68,887 |
| - Grant Account: Cultural Committee Fund | | 531 | 867 |
| Petty Cash | | 150 | 150 |
| Secretary's Imprest Account | | <u>3,000</u> | <u>3,000</u> |
| | | <u>28,762</u> | <u>72,904</u> |
| Receivables | | | |
| Amounts Due from Branches | 14 | 235,166 | 352,247 |
| Prepayments | | 6,601 | 9,830 |
| Stock of Badges, etc. | | 5,552 | 5,763 |
| Sundry Debtors | | <u>13,363</u> | <u>19,685</u> |
| | | <u>260,682</u> | <u>387,525</u> |
| Investments | | | |
| Money Market Call Account | | <u>786,605</u> | <u>558,908</u> |
| Long Service Leave Fund | | | |
| Cash Management Call Account | | 341,730 | 279,391 |
| Cash at Bank | | 37 | 38 |
| | | <u>341,767</u> | <u>279,429</u> |
| TOTAL CURRENT ASSETS | | <u>1,417,816</u> | <u>1,298,766</u> |
| NON CURRENT ASSETS | | | |
| Fixed Assets | | | |
| Property | 3 | 425,245 | 435,070 |
| Computer | 4 | 15,934 | 11,960 |
| Furniture and Equipment | 5 | <u>9,569</u> | <u>20,184</u> |
| | | <u>450,748</u> | <u>467,214</u> |
| TOTAL ASSETS | | <u>1,868,564</u> | <u>1,765,980</u> |

**AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION
NATIONAL COUNCIL**

STATEMENT OF FINANCIAL POSITION AS AT 31 DECEMBER 2004 [Cont'd]

| | 2004 | 2003 |
|--|------------------|------------------|
| | \$ | \$ |
| LESS LIABILITIES | | |
| CURRENT LIABILITIES | | |
| Payables | | |
| Sundry Creditors | 85,693 | 135,857 |
| Unexpended Grants- Cultural Committee Fund | 531 | 867 |
| | <u>86,224</u> | <u>136,724</u> |
| Provisions | | |
| Provision for Annual Leave | 125,244 | 113,357 |
| Provision for Long Service Leave | 170,896 | 160,290 |
| | <u>296,140</u> | <u>273,647</u> |
| TOTAL LIABILITIES | <u>382,364</u> | <u>410,371</u> |
| NET ASSETS | <u>1,486,200</u> | <u>1,355,609</u> |

The attached Notes 1 to 14 form part of these Accounts

**AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION
NATIONAL COUNCIL**

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

| | Note | 2004 \$ | 2003 \$ |
|--|------|------------------|------------------|
| CASH FLOW FROM OPERATING ACTIVITIES | | | |
| Capitation | | 1,133,039 | 1,028,447 |
| Interest | | 40,560 | 30,182 |
| Sundry Income | | 12,123 | 3,000 |
| Payments to Suppliers and Employees | | <u>(931,390)</u> | <u>(928,162)</u> |
| NET CASH PROVIDED BY OPERATING ACTIVITIES | 10 | <u>254,332</u> | <u>133,467</u> |
| CASH FLOW FROM INVESTING ACTIVITIES | | | |
| Payments for Purchase of Fixed Assets | | <u>(8,103)</u> | <u>(6,520)</u> |
| NET CASH USED IN INVESTING ACTIVITIES | | <u>(8,103)</u> | <u>(6,520)</u> |
| CASH FLOW FROM FINANCING ACTIVITIES | | | |
| Proceeds from Grants | | 0 | 177 |
| Payments from Grants | | <u>(336)</u> | <u>0</u> |
| NET CASH USED IN FINANCING ACTIVITIES | | <u>(336)</u> | <u>177</u> |
| NET INCREASE IN CASH HELD | | 245,893 | 127,124 |
| Cash at Beginning of Year | | <u>911,241</u> | <u>784,117</u> |
| CASH AT END OF YEAR | 9 | <u>1,157,134</u> | <u>911,241</u> |

The attached Notes 1 to 14 form part of these Accounts

**AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION
NATIONAL COUNCIL**

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

I. STATEMENT OF ACCOUNTING POLICIES

The financial report has been prepared in accordance with applicable Accounting Standards, other mandatory professional reporting requirements (Urgent Issues Group Consensus Views) and the Workplace Relations Act, 1996. The financial report has also been prepared on the basis of historical costs and does not take into account changing money values or, except where stated, current valuations of non-current assets. The accounting policies have been consistently applied, unless otherwise stated.

The following is a summary of the significant accounting policies adopted by the union in the preparation of the financial report.

- [a] Depreciation of fixed assets is calculated on the straight-line basis in order to write the assets off over their useful lives to the union.
- [b] Provision for employee benefits in the form of Long Service Leave and Accrued Annual Leave have been made for the estimated entitlements of all employees on the basis of their terms of employment.

In the case of Long Service Leave, the provision has been measured by reference to periods of service and current salary rates as it is considered that this results in an amount not materially different to that achieved by discounting estimated future cash flows.

- [c] No provision for Income Tax is necessary as Industrial Trade Unions are exempt from Income Tax under Section 50-15 of the Income Tax Assessment Act 1997.
- [d] Australian equivalents to International Financial Reporting Standards (IFRSs)
For the year ended 31 December 2005, all general purpose financial reports will be required to comply with Australian equivalents to International Financial Reporting Standards (IFRSs) instead of Australian Accounting Standards presently on issue. Comparative financial statements must also be presented in accordance with Australian equivalents to IFRSs for the year ended 31 December 2004.

The National Executive considers that no key accounting policy changes will arise out of this transition to IFRSs.

A more detailed review will be conducted during the year ending 31 December 2005.

2. INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the Workplace Relations Act, 1996, the attention of members is drawn to the provisions of Sub-Sections [1], [2] and [3] of Section 272 of Schedule 1B which read 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, and the manner in which, the information is to be made available. The period must not be less than 14 days after the application is given to the reporting unit.
- [3] A reporting unit must comply with an application made under subsection (1).

**AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION
NATIONAL COUNCIL**

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2004 [Cont'd]**

| | 2004 \$ | 2003 \$ |
|--|------------------|------------------|
| 3. PROPERTY | | |
| Land - At Independent Valuation 1992 | 86,667 | 86,667 |
| Building - At Independent Valuation 1992 | <u>446,667</u> | <u>446,667</u> |
| | 533,334 | 533,334 |
| Less Accumulated Depreciation on Building | <u>(108,089)</u> | <u>(98,264)</u> |
| | <u>425,245</u> | <u>435,070</u> |
| <p>The valuation of freehold land and building was based on the assessment of the current market value of freehold land and buildings. The independent valuation as of 1 September 1992 was carried out by M.C. McAlister ANZIV ALVE (Val), Registered Valuer No. 2480. The valuation was not made in accordance with a regular policy of revaluing property, plant and equipment. This valuation is reflected in the above figures.</p> <p>An independent valuation as of 31 December 2003 was carried out by Phillip R Barlow FAPI, Registered Valuer No1251. The valuation of freehold land and building was based on the assessment of the current market value of freehold land and buildings. The valuation of the land and building was determined to be \$666,666.</p> <p>No adjustment for the later valuation has been made in these accounts.</p> | | |
| 4. COMPUTER | | |
| Cost | 79,268 | 71,323 |
| Less Accumulated Depreciation | <u>(63,334)</u> | <u>(59,363)</u> |
| | <u>15,934</u> | <u>11,960</u> |
| 5. FURNITURE AND EQUIPMENT | | |
| Cost | 179,403 | 179,403 |
| Less Accumulated Depreciation | <u>(169,834)</u> | <u>(159,219)</u> |
| | <u>9,569</u> | <u>20,184</u> |
| 6. BUILDING EXPENSES | | |
| Cleaning | 9,880 | 8,820 |
| Electricity | 11,948 | 10,219 |
| Sundry Outgoings | <u>0</u> | <u>3,181</u> |
| | <u>21,828</u> | <u>22,220</u> |
| 7. PROFESSIONAL SERVICES | | |
| Audit and Accountancy | 15,965 | 13,222 |
| Legal Expenses | <u>15,740</u> | <u>7,231</u> |
| | <u>31,705</u> | <u>20,453</u> |

**AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION
NATIONAL COUNCIL**

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2004 [Cont'd]**

| | 2004 | 2003 |
|---|------------------|----------------|
| | \$ | \$ |
| 8. DONATIONS | | |
| Australian Labour Party | 10,000 | 0 |
| Other | 1,077 | 2,750 |
| | <u>11,077</u> | <u>2,750</u> |
| 9. RECONCILIATION OF CASH | | |
| For the purposes of the statement of cash flows, cash includes cash on hand and at call deposits with banks and other financial institutions. | | |
| Cash at the end of the year is shown in the Statement of Financial Position as follows: | | |
| Money Market Call Account | 786,605 | 558,908 |
| Cash at Bank | 25,081 | 68,887 |
| Petty Cash | 150 | 150 |
| Secretary's Imprest Account | 3,000 | 3,000 |
| Long Service Leave Fund Cash Management Call Account | 341,730 | 279,391 |
| Long Service Leave Fund Bank Account | 37 | 38 |
| Cultural Committee Fund | 531 | 867 |
| | <u>1,157,134</u> | <u>911,241</u> |
| 10. RECONCILIATION OF CASH FLOW FROM OPERATIONS WITH NET SURPLUS | | |
| Net Surplus | 130,591 | 52,932 |
| Cash Flows in Operating Activities but not in Operating Results | | |
| Payments from Employee Provisions | 0 | (9,430) |
| Non-Cash Flows in Net Surplus | | |
| Depreciation | 24,569 | 22,487 |
| Charges to Provisions | 22,493 | 78,312 |
| Changes in Assets and Liabilities | | |
| [Increase]/ Decrease in Sundry Debtors | 6,322 | 26,145 |
| [Increase]/ Decrease in Amount Due from Branches | 117,081 | (1,890) |
| [Increase]/ Decrease in Prepayments | 3,229 | (2,457) |
| Increase/ [Decrease] in Sundry Creditors | (50,164) | (34,593) |
| [Increase]/ Decrease in Stock of Badges etc. | 211 | 1,961 |
| CASH FLOWS FROM OPERATIONS | <u>254,332</u> | <u>133,467</u> |

**AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION
NATIONAL COUNCIL**

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2004 [Cont'd]**

11. FINANCIAL INSTRUMENTS

Interest Rate Risk

The Council's exposure to interest rate risk and the effective weighted average interest rate for each class of financial assets and financial liabilities is set out below:

| 31 December 2004 | Floating Interest Rate \$ | Non Interest Bearing \$ | Total \$ |
|---------------------------------|--|--|---------------------|
| Financial Assets | | | |
| Cash Assets | 28,762 | 0 | 28,762 |
| Receivables | 0 | 248,529 | 248,529 |
| Investments (<1 year) | 786,605 | 0 | 786,605 |
| Long Service Leave Fund | <u>341,767</u> | <u>0</u> | <u>341,767</u> |
| | <u>1,157,134</u> | <u>248,529</u> | <u>1,405,663</u> |
| Weighted Average Interest Rate: | 4.30% | | |
| Financial Liabilities | | | |
| Payables | <u>0</u> | <u>86,224</u> | <u>86,224</u> |
| Net Financial Assets | <u>1,157,134</u> | <u>162,305</u> | <u>1,319,439</u> |
| | | | |
| 31 December 2003 | Floating Interest Rate \$ | Non Interest Bearing \$ | Total \$ |
| Financial Assets | | | |
| Cash Assets | 72,904 | 0 | 72,904 |
| Receivables | 0 | 371,932 | 371,932 |
| Investments (<1 year) | 558,908 | 0 | 558,908 |
| Long Service Leave Fund | <u>279,429</u> | <u>0</u> | <u>279,429</u> |
| | <u>911,241</u> | <u>371,932</u> | <u>1,283,173</u> |
| Weighted Average Interest Rate: | 4.09% | | |
| Financial Liabilities | | | |
| Payables | <u>0</u> | <u>136,724</u> | <u>136,724</u> |
| Net Financial Assets | <u>911,241</u> | <u>235,208</u> | <u>1,146,449</u> |

Credit Risk Exposure

Credit Risk is the risk that counter parties to a financial asset will fail to discharge their obligation, causing the National Council to incur financial loss.

The credit risk exposure of the National Council to financial assets which have been recognised in the Statement of Financial Position is generally the carrying amounts, net of any provisions for doubtful debts.

The carrying amounts of cash and non-interest bearing monetary financial assets and liabilities (eg receivables and payables) approximate net fair values.

**AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION
NATIONAL COUNCIL**

**NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2004 [Cont'd]**

12. REGISTERED OFFICE

The registered office and principal place of business of the National Council is:

Level 1
83-89 Renwick Street
REDFERN NSW 2016

13. RELATED PARTIES

- (a) The aggregate amount of remuneration paid to officers during the financial year is disclosed in the Statement of Financial Performance under Salaries and Allowances - Officials.
- (b) The aggregate amount paid during the financial period to a superannuation plan in respect of the retirement of officers was \$13,201 (2003: \$13,038).
- (c) There have been no other transactions between officers and the union other than those relating to their membership of the union and the reimbursement by the union in respect of expenses incurred by them in the performance of their duties. Such transactions have been on conditions no more favourable than those which it is reasonable to expect would have been adopted by parties at arm's length.

**AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION
NATIONAL COUNCIL**

NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2004 [Cont'd]

14. AMOUNTS DUE FROM BRANCHES

| | TOTAL | VICTORIA | N.S.W. | SA & NT | QLD. | TASMANIA | WA |
|--|--------------------|------------------|------------------|--------------------|------------------|-----------------|-----------------|
| AMOUNTS DUE FROM BRANCHES AT 1 JANUARY 2004 | | | | | | | |
| Capitation | 337,352 | 124,264 | 95,142 | 64,604 | 42,725 | 1,005 | 9,612 |
| A.C.T.U. Affiliation Fees | 14,895 | 5,293 | 0 | 535 | 8,857 | 210 | 0 |
| | <u>352,247</u> | <u>129,557</u> | <u>95,142</u> | <u>65,139</u> | <u>51,582</u> | <u>1,215</u> | <u>9,612</u> |
| AMOUNTS CHARGED TO BRANCHES | | | | | | | |
| Capitation | 1,170,578 | 237,567 | 604,027 | 33,398 | 241,855 | 10,109 | 43,622 |
| A.C.T.U. Affiliation Fees | 71,134 | 10,591 | 36,837 | 2,102 | 18,317 | 863 | 2,424 |
| | <u>1,241,712</u> | <u>248,158</u> | <u>640,864</u> | <u>35,500</u> | <u>260,172</u> | <u>10,972</u> | <u>46,046</u> |
| AMOUNTS RECEIVED FROM BRANCHES | | | | | | | |
| Capitation | (1,242,764) | (269,030) | (635,959) | (35,083) | (242,405) | (10,249) | (50,038) |
| A.C.T.U. Affiliation Fees | (86,029) | (15,884) | (36,837) | (2,637) | (27,174) | (1,073) | (2,424) |
| | <u>(1,328,793)</u> | <u>(284,914)</u> | <u>(672,796)</u> | <u>(37,720)</u> | <u>(269,579)</u> | <u>(11,322)</u> | <u>(52,462)</u> |
| AMOUNTS DUE FROM BRANCHES AT 31 DECEMBER 2004 | | | | | | | |
| Capitation | 265,166 | 92,801 | 63,210 | 62,919 | 42,175 | 865 | 3,196 |
| A.C.T.U. Affiliation Fees | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | <u>265,166</u> | <u>92,801</u> | <u>63,210</u> | <u>62,919</u> | <u>42,175</u> | <u>865</u> | <u>3,196</u> |
| Provision for Doubtful Debts | (30,000) | 0 | 0 | (30,000) | 0 | 0 | 0 |
| | <u>235,166</u> | <u>92,801</u> | <u>63,210</u> | <u>32,919</u> | <u>42,175</u> | <u>865</u> | <u>3,196</u> |

**AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION
NATIONAL COUNCIL**

INDEPENDENT AUDIT REPORT

To the members of the Australian Rail Tram and Bus Industry Union, National Council

Scope

The Financial Report and the Responsibility of the National Executive and the National Secretary

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 National Executive's Statement for Australian Rail Tram and Bus Industry Union National Council for the year ended 31 December 2004.

The National Executive and the National Secretary 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 have conducted an independent audit of the financial report in order to express an opinion on it to the members of the National Council. Our audit has been conducted in accordance with Australian Auditing Standards in order to provide reasonable assurance 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 controls, 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 Workplace Relations Act 1996, including compliance with Accounting Standards and other mandatory professional reporting requirements in Australia a view which is consistent with our understanding of the National Council's financial position and 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 National Executive and the National Secretary.

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 and the Workplace Relations Act 1996.

**AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION
NATIONAL COUNCIL**

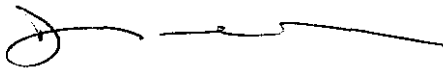
Audit Opinion

In our opinion the financial report of Australian Rail Tram and Bus Industry Union National Council is in accordance with:-

- (a) the Workplace Relations Act 1996, including:
 - (i) giving a true and fair view of the National Council's financial position as at 31 December 2004 and its performance for the year ended on that date; and
 - (ii) complying with Australian Accounting Standards; and
 - (iii) complying with any other requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of Schedule 1B of the Act; and
- (b) other mandatory professional reporting requirements in Australia.



A.J. WILLIAMS & CO.
Chartered Accountants.



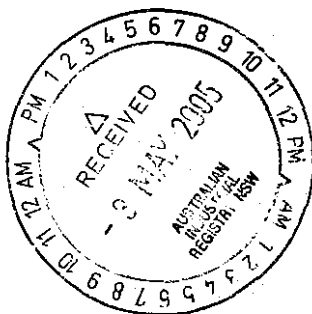
D. S. MCLEAN
Registered Company Auditor.
SYDNEY NSW 2000

8 April 2005

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

NATIONAL COUNCIL

**CONCISE FINANCIAL REPORT
FOR THE YEAR ENDED 31 DECEMBER 2004**



**AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION
NATIONAL COUNCIL**

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**AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION
NATIONAL COUNCIL**

DISCUSSION AND ANALYSIS OF THE FINANCIAL STATEMENTS

Information on the Australian Rail, Tram and Bus Industry Union, National Council Concise Financial Report:

The financial statements and disclosures in the concise financial report have been derived from the 2004 financial report of the Australian Rail, Tram and Bus Industry Union, National Council.

A copy of the full financial report and auditors report can be sent to any members, free of charge, upon request.

This discussion and analysis is provided to assist members in understanding the concise report. The discussion and analysis is based on Australian Rail, Tram and Bus Industry Union, National Council 2004 financial report.

Statement of Financial Performance:

The Surplus attributed to members this year is \$130,591 compared to a surplus of \$52,932 in 2003. This surplus is mainly due to a reduction in operating cost and increase in revenue.

Statement of Financial Position:

Total assets increased by \$102,584 mainly due to an increase in investments while total liabilities decreased by \$28,007 due to a reduction in sundry creditors. As a consequence members funds increased by \$130,591 from the 2003 year.

Statement of Cash Flows:

Cash assets increased from \$911,241 as at 31 December 2003 to \$1,157,134 as at 31 December 2004. Cash flows from operations increased by 91% during the year from \$133,467 in 2003 to \$254,332 in 2004. This increase was a result of:

- an increase in member contributions
- interest on investments
- increase in rent received



**ROBERT HAYDEN
NATIONAL SECRETARY**

8 April 2005

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION NATIONAL COUNCIL

OPERATING REPORT

This Operating Report covers the activities of the Australian Rail, Tram and Bus Union, National Council, for the financial year ended 31st December 2004, the results of those activities and any significant changes in the nature of those activities during the year.

1. Principal Activities of the National Council

The principal activities of the National Council of the Union, during the past year fell into the following categories:

- Implementation of the decisions of the National Executive and National Council
- Implementation of the union's organising agenda, including direct assistance and strategic advice on particular industry or site organising projects, the training and development of officials and assistance to branches on planning and resourcing campaigns.
- Industrial support including representation of individual member grievances, advice on legal and legislative matters, holding of union elections as provided for in the rules of the union, and responding to the needs of branches and members as provided for within the rules of the union, within the scope of any statutory or legal obligations.
- The administration of federal awards, the certification of federal industrial agreements, the variation of awards following major test cases, and making application to vary federal awards on behalf of branches.
- National media and communications to members, branches and the broader community via media releases in support of campaigns, web based technology, including the national magazine RTBU Worker.
- Coordination of and negotiation of key national industries, and assistance to branches on bargaining by request.

The National Council has consulted with the ACTU on the development of claims to be pursued in the AIRC and union policy in general. Where appropriate, the National Council has assisted branches in the implementation of relevant decisions via the variation of awards.

The National Council has also been involved in lobbying and negotiations with different levels of Government and key industry organizations around issues of importance to ART&BIU members, eg training, skill shortage, fatigue management, vehicle design.

2. The National Council's Financial Affairs

The financial position of the National Council has improved marginally due to the identification of cost savings and increases in membership fees as a result of wage increases.

During the 2003-4 financial year, the National Council funded branches to implement mutually agreed growth projects and activities arising out of agreed branch projects and industrial campaigns.

3. Right of Members to Resign.

All Members of the Union have the right to resign from the union in accordance with Rule 14 of the Union Rules (and Section 174 of the Workplace Relations Act); namely by providing notice addressed and delivered to the Secretary of the relevant Branch, including via email.

**AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION
NATIONAL COUNCIL**

OPERATING REPORT (Continued)

4. Directorship of Superannuation Funds

To the best of our knowledge and belief, no officer of the organisation, by virtue of their office of the Rail Tram and Bus Union, National Council is

- (i) a trustee of a superannuation entity or exempt public sector superannuation scheme; or
- (ii) a director of a company that is the trustee of a superannuation entity or an exempt public sector superannuation scheme; and
- (iii) where a criterion for the officer being the trustee or director is that the officer is an officer of a registered organisation.

5. Membership of the Union.

There were 32,958 members of the union as at 31st December 2004.

6. Employees of the National Office

As at 31 December 2004 the National Office employed 7 fulltime employees and 2 part time employees with a total number of 8 employees on a full time equivalent basis.

7. National Executive

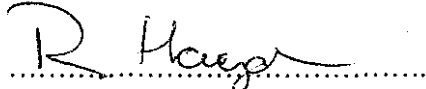
The following persons were members of the National Executive, during the year ended 31st December 2004;

| Name | Period of Appointment |
|--------------------|------------------------------|
| Roger Jowett | 1.01.04 to 31.12.04 |
| Robert Hayden | 1.01.04 to 15.12.04 |
| Trevor Dobbyn | 1.01.04 to 31.12.04 |
| Peter Jenkins | 1.01.04 to 31.12.04 |
| Nick Lewocki | 1.01.04 to 31.12.04 |
| Owen Doogan | 1.01.04 to 31.12.04 |
| Michael Schmitzer | 1.01.04 to 31.12.04 |
| Raymond Hancox | 1.01.04 to 31.12.04 |
| Robert Christison | 1.01.04 to 31.12.04 |
| Gerald Shelverton | 1.01.04 to 31.12.04 |
| Dennis Ellis | 1.01.04 to 31.12.04 |
| Phillip Kessey | 1.01.04 to 31.12.04 |
| Ross Schimke | 1.01.04 to 31.12.04 |
| Paul Baonza | 1.01.04 to 31.12.04 |
| David Matters | 1.01.04 to 31.12.04 |
| Lou Di Gregorio | 1.01.04 to 31.12.04 |
| Noel Morris | 1.01.04 to 31.12.04 |
| David Mathie | 1.01.04 to 31.12.04 |
| Ms Joanne McCallum | 1.01.04 to 31.12.04 |
| Ms Sallie Higgins | 1.01.04 to 31.12.04 |
| Gregory Harvey | 1.01.04 to 23.11.04 |
| Alex Claassens | 1.01.04 to 15.12.04 |
| | |

**AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION
NATIONAL COUNCIL**

OPERATING REPORT (Continued)

Signed in accordance with a resolution of the National Executive

A handwritten signature in cursive script, appearing to read 'R Hayden', is written over a horizontal dotted line.

**ROBERT HAYDEN
NATIONAL SECRETARY**

8 April 2005

**AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION
NATIONAL COUNCIL**

NATIONAL EXECUTIVE'S STATEMENT

On 8 April 2005 the National Executive of the Rail Tram and Bus Union, National Council passed the following resolution in relation to the general purpose financial report ("GPFR") of the National Council for the year ended 31 December 2004.

The National Executive declares in relation to the GPFR that in its opinion:

- (a) the financial report and notes comply with the Australian Accounting Standards;
- (b) the financial report and notes comply with the reporting guidelines of the Industrial Registrar;
- (c) the financial report and notes give a true and fair view of the financial performance, financial position and cash flows of the National Council for the financial year ended 31 December 2004;
- (d) there are reasonable grounds to believe that the National Council will be able to pay its debts as and when they become due and payable; and
- (e) during the financial year ended 31 December 2004 and since the end of the financial year:
 - (i) meetings of the National Executive were held in accordance with the rules of the organisation and the rules of the National Council; and
 - (ii) the financial affairs of the National Council have been managed in accordance with the rules of the organisation and the rules of the National Council; and
 - (iii) the financial records of the National Council have been kept and maintained in accordance with Schedule 1B to the Workplace Relations Act 1996 and the Workplace Relations (Registration and Accountability of Organisations) Regulations 2003; and
 - (iv) the financial records of the National Council have been kept, as far as practicable, in a consistent manner to each of the other branches of the organisation; and
 - (v) the information sought in any request of a member of the National Council or a Registrar duly made under section 272 of Schedule 1B to the Workplace Relations Act 1996 has been furnished to the member or Registrar; and
 - (vi) there has been compliance with any order for inspection of the financial records made by the Commission under section 273 of Schedule 1B to the Workplace Relations Act 1996.

For the National Executive:


.....
ROBERT HAYDEN

8 April 2005

**AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION
NATIONAL COUNCIL**

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

| | 2004 | 2003 |
|-----------------------------|------------------|------------------|
| | \$ | \$ |
| INCOME | | |
| Capitation | 1,064,160 | 1,046,376 |
| Interest | 40,560 | 30,182 |
| Rental Income | 7,144 | 3,000 |
| Sundry Income | <u>4,979</u> | <u>-</u> |
| TOTAL INCOME | <u>1,116,843</u> | <u>1,079,558</u> |
| EXPENDITURE | | |
| Depreciation | 24,569 | 22,487 |
| Employee Benefits Expense | 585,499 | 561,975 |
| Other Expenses | <u>376,184</u> | <u>442,164</u> |
| TOTAL EXPENDITURE | <u>986,252</u> | <u>1,026,626</u> |
| NET SURPLUS FOR YEAR | <u>130,591</u> | <u>52,932</u> |

The attached notes form part of these accounts

**AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION
NATIONAL COUNCIL**

STATEMENT OF FINANCIAL POSITION AS AT 31 DECEMBER 2004

| | 2004 | 2003 |
|--------------------------------------|------------------|------------------|
| | \$ | \$ |
| ACCUMULATED FUNDS | <u>1,486,200</u> | <u>1,355,609</u> |
| Represented by Net Assets as follow: | | |
| CURRENT ASSETS | | |
| Cash Assets | 28,762 | 72,904 |
| Receivables | 260,682 | 387,525 |
| Investments | 786,605 | 558,908 |
| Long Service Leave Fund | <u>341,767</u> | <u>279,429</u> |
| TOTAL CURRENT ASSETS | <u>1,417,816</u> | <u>1,298,766</u> |
| NON CURRENT ASSETS | | |
| Fixed Assets | <u>450,748</u> | <u>467,214</u> |
| TOTAL NON CURRENT ASSETS | <u>450,748</u> | <u>467,214</u> |
| TOTAL ASSETS | <u>1,868,564</u> | <u>1,765,980</u> |
| LESS: LIABILITIES | | |
| CURRENT LIABILITIES | | |
| Payables | 86,224 | 136,724 |
| Provisions | <u>296,140</u> | <u>273,647</u> |
| TOTAL CURRENT LIABILITIES | <u>382,364</u> | <u>410,371</u> |
| TOTAL LIABILITIES | <u>382,364</u> | <u>410,371</u> |
| NET ASSETS | <u>1,486,200</u> | <u>1,355,609</u> |

The attached notes form part of these accounts

**AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION
NATIONAL COUNCIL**

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

| | 2004 | 2003 |
|--|------------------|------------------|
| | \$ | \$ |
| CASH FLOW FROM OPERATING ACTIVITIES | | |
| Capitation | 1,133,039 | 1,028,447 |
| Interest | 40,560 | 30,182 |
| Sundry Income | 12,123 | 3,000 |
| Payments to Suppliers and Employees | <u>(931,390)</u> | <u>(928,162)</u> |
| NET CASH PROVIDED BY OPERATING ACTIVITIES | <u>254,332</u> | <u>133,467</u> |
| CASH FLOW FROM INVESTING ACTIVITIES | | |
| Payments for Purchase of Fixed Assets | <u>(8,103)</u> | <u>(6,520)</u> |
| NET CASH USED IN INVESTING ACTIVITIES | <u>(8,103)</u> | <u>(6,520)</u> |
| CASH FLOW FROM FINANCING ACTIVITIES | | |
| Proceeds from Grants | - | 177 |
| Payments from Grants | <u>(336)</u> | <u>-</u> |
| NET CASH USED IN FINANCING ACTIVITIES | <u>(336)</u> | <u>177</u> |
| NET INCREASE IN CASH HELD | 245,893 | 127,124 |
| Cash at Beginning of Year | <u>911,241</u> | <u>784,117</u> |
| CASH AT END OF YEAR | <u>1,157,134</u> | <u>911,241</u> |

The attached notes form part of these accounts

**AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION
NATIONAL COUNCIL**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2004**

NOTE 1: BASIC PREPARATION OF THE CONCISE FINANCIAL REPORT

The concise financial report has been prepared in accordance with applicable Accounting Standards and the Workplace Relations Act 1996.

The financial statements, specific disclosures and other information included in the concise financial report are derived from and are consistent with the full report of the Australian Rail Tram and Bus Industry Union, National Council. The concise financial report cannot be expected to provide as detailed an understanding of the financial performance, financial position and financing and investing activities of Australian Rail Tram and Bus Union, National Council as the full financial report.

The accounting policies have been consistently applied by the entity and are consistent with those of the previous financial year.

NOTE 2: INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

In accordance with the requirements of the Workplace Relations Act, 1996, the attention of members is drawn to the provisions of Sub-Sections [1], [2] and [3] of Section 272 of Schedule 1B which read 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, and the manner in which, the information is to be made available. The period must not be less than 14 days after the application is given to the reporting unit.
- [3] A reporting unit must comply with an application made under subsection (1).

**AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION
NATIONAL COUNCIL**

INDEPENDENT AUDIT REPORT

To the members of the Australian Rail Tram and Bus Industry Union, National Council

Scope

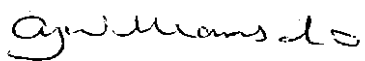
We have audited the concise financial report of Australian Rail Tram and Bus Industry Union, National Council for the financial year ended 31 December 2004 comprising the National Executive's Statement, Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows and notes to the financial statements. The National Executive is responsible for the financial report. We have conducted an independent audit of this financial report in order to express an opinion on it to the members.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance whether the concise financial report is free of material misstatement. We have also performed an independent audit of the full financial report of Australian Rail Tram and Bus Industry Union, National Council for the year ended 31 December 2004. Our audit report on the full financial report was signed on 8 April 2005, and was not subject to any qualification.

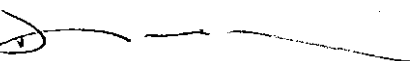
Our procedures in respect of the audit of the concise financial report included testing that the information in the concise financial report is consistent with the full financial report, and examination, on a test basis, of evidence supporting the amounts, discussion and analysis, and other disclosures which were not directly derived from the full financial report. These procedures have been undertaken to form an opinion whether, in all material respects, the concise financial report is presented fairly in accordance with Accounting Standards and the Workplace Relations Act 1996.

Audit Opinion

In our opinion, the concise financial report of Australian Rail Tram and Bus Industry Union, National Council complies with Accounting Standards and the Workplace Relations Act 1996.



A.J. WILLIAMS & CO.



D. S. MCLEAN
Registered Company Auditor.
SYDNEY NSW 2000

8 April 2005



RAIL, TRAM & BUS UNION

AUSTRALIAN RAIL, TRAM & BUS INDUSTRY UNION

ABN 28 921 128 419

NATIONAL OFFICE: 83-89 Renwick Street, REDFERN NSW 2016

Phone: (02) 9310 3966

Fax: (02) 9319 2096

Email: rtbu@rtbu-nat.asn.au

web: www.rtbu-nat.asn.au

CERTIFICATION OF SECRETARY OR OTHER AUTHORISED OFFICER

s.268 OF Schedule 1B Workplace Relations Act 1996

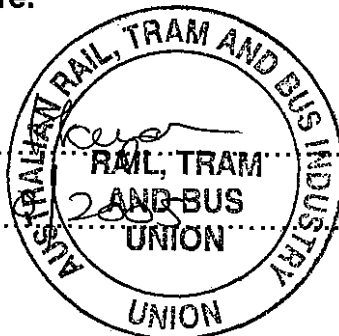
I **Robert Norman Hayden** being the National Secretary of the Australian Rail, Tram & Bus Union, National Office certify:

- That the documents lodged herewith are copies of the Full Report and the Concise Report referred to in S.268 of the RAO Schedule, and
- That the Concise report was provided to members on 13th May, 2005
- That the Full Report was presented to a meeting of the Committee of Management of the reporting unit on **Monday 17th October, 2005 at 11am** in accordance with section 266 of the RAO Schedule.

Please Note: The National Office of the Rail, Tram & Bus Industry Union will endeavour to meet the time requirements of the ROA Schedule in the future.

Signature:

Date:



**MINUTES OF MEETING OF THE COMMITTEE OF MANAGEMENT TELECONFERENCE
OF THE AUSTRALIAN RAIL TRAM & BUS INDUSTRY UNION – NATIONAL EXECUTIVE
HELD 17TH OCTOBER 2005**

**(Meeting Commenced at 11.00am with
Peter Jenkins National Vice President in the Chair)**

Present: Robert Hayden..... National Secretary
Peter Jenkins..... National Vice President
Joanne McCallum..... National Vice President Affirmative Action
(Women),
Nick Lewocki..... Secretary NSW Branch
Owen Doogan..... Secretary Qld Branch
Ray Hancox.....Secretary SA & NT Branch
Robert Christison.....Secretary RTBU-WA Branch
Sandro Amicosante.....Secretary Tasmanian Branch
Phillip Kessey..... Assistant National Secretary
(Administrative) Division,
Louie Di Gregorio.....Victorian Branch Delegate
Michael Schmitzer..... NSW Branch Delegate.

Apologies: Apologies were tendered on behalf of T. Dobbyn, Sallie Higgins, D. Ellis,
R. Schimke, D. Matters, V. Moore. R. Baonza, D. Mathie

The apologies were received on the Motion of Nick Lewocki and
seconded by Peter Jenkins.

**2004 YEAR
FINANCIAL REPORTS
AND STATEMENTS**

The Secretary tabled the 2004 Year Financial Statements
together with Auditor Report, Accounting Officer Certificate and
Committee of Management Certificate

RESOLVED to accept the Financial Statements, Reports and
Certificates and request the Secretary to lodge the same with the
Industrial Registries within 14 days.

Moved by: Owen Doogan
Seconded by: Ray Hancox

Carried: Unanimously

CLOSURE: There being no further business the meeting closed at 11.30am.



Australian Government
Australian Industrial Registry

Level 8, Terrace Towers
60 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
Fax: (02) 9380 6990
Email: sydney@air.gov.au

Mr Robert Hayden
National Secretary
Australian Rail Tram & Bus Industry Union
83-89 Renwick Street
REDFERN NSW 2016

Dear Mr Hayden

Re: Financial Statements and Accounts for the year ending 31 December 2004 (FR2004/725)

Thank you for your letter of 19 October 2005 enclosing the Secretary's Certificate for the financial statements and accounts for the year ending 31 December 2004.

Following the receipt of this information the documents have now been filed, and may be viewed on the internet at www.e-airc.gov.au/139v/financial.

Yours sincerely,

A handwritten signature in black ink that reads "Belinda Penna".

Belinda Penna
for Deputy Industrial Registrar

24 October 2005