



FAIR WORK  
COMMISSION

27 July 2015

Mr Bob Nanva  
National Secretary  
Australian Rail, Tram and Bus Industry Union  
Trades Hall, Suite 210, 4-10 Goulburn Street  
SYDNEY NSW 2000

Dear Mr Nanva

**Re: Lodgement of Financial Statements and Accounts - Australian Rail, Tram and Bus Industry Union - for year ended 31 December 2014 (FR2014/400)**

I acknowledge receipt of the financial report of the Australian Rail, Tram and Bus Industry Union for the year ended 31 December 2014. The documents were lodged with the Fair Work Commission on 1 July 2015. The financial report has now been filed.

The financial report was filed based on a primary review. This involved confirming that the financial reporting timelines required under s.253, s.265, s.266 and s.268 of the *Fair Work (Registered Organisations) Act 2009* (RO Act) have been satisfied, all documents required under s.268 of the RO Act were lodged and that various disclosure requirements under the Australian Accounting Standards, RO Act and reporting guidelines have been complied with. A primary review does not examine all disclosure requirements.

Please note that the financial report for the year ending 31 December 2015 may be subject to an advanced compliance review.

Reporting Requirements

On the FWC website a number of factsheets in relation to the financial reporting process and associated timelines are available. The Reporting Guidelines and most recent copy of the set of model financial statements can also be found. The FWC recommends reporting units use this model as it will assist in ensuring compliance with the *Fair Work (Registered Organisations) Act 2009*, the s.253 Reporting Guidelines and the Australian Accounting Standards. Access to this information may be obtained via [this link](#).

If you require further information on the financial reporting requirements of the Act, I may be contacted on (02) 6746 3283 or by email at [stephen.kellett@fwc.gov.au](mailto:stephen.kellett@fwc.gov.au).

Yours sincerely

Stephen Kellett  
Senior Adviser, Regulatory Compliance Branch

cc. Mr Ken Mangraviti, Auditor

**From:** KELLETT, Stephen  
**Sent:** Monday, 27 July 2015 1:43 PM  
**To:** 'Allan Barden'  
**Cc:** 'Ken Mangraviti'  
**Subject:** Attention Mr Bob Nanva - Financial reporting - ARTBIU - y/e 31 Dec 2014 - filing

Dear Allan,

Please see attached my letter, addressed to Mr Bob Nanva, in relation to the above.



ARTBIU FR2014 400  
(primary final).pdf

Yours sincerely

STEPHEN KELLETT  
Regulatory Compliance Branch  
**FAIR WORK COMMISSION**

80 William Street  
EAST SYDNEY NSW 2011

(ph) (02) 6746 3283  
(email) [stephen.kellett@fwc.gov.au](mailto:stephen.kellett@fwc.gov.au)

**From:** Allan Barden [mailto:abarden@rtbu.org.au]  
**Sent:** Wednesday, 1 July 2015 1:28 PM  
**To:** Orgs  
**Cc:** Bob Nanva  
**Subject:** [Gallichio] On CMS FR2014/400 Lodgement of Financial Statements and Accounts - Australian Rail, Tram and Bus Industry Union - for year ended 31 December 2014



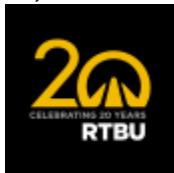
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To General Manager  
Fair Work Commission,

Subject:- Lodgement of Financial Statements and Accounts - Australian Rail,  
Tram and Bus Industry Union - for year ended 31 December 2014

Please find the RTBU lodgement of Financial Statements and Accounts for year ended 31/12/2014.

*Regards*



**ALLAN BARDEN** Assistant National Secretary

**Rail, Tram & Bus Union Australia**  
Celebrating 20 years of amalgamation

**Office:** Lvl 2, Trades Hall, 4-10 Goulburn Street, Sydney NSW 2000  
**Phone:** 02 8203 6099 **Fax:** 02 9319 2096 [rtbu-nat.asn.au](http://rtbu-nat.asn.au)

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# RTBU

RAIL, TRAM & BUS UNION AUSTRALIA

**25 June 2015**  
**To The General Manager**  
**Regulatory Compliance Branch**  
**FAIR WORK COMMISSION**  
**80 William Street**  
**EAST SYDNEY NSW 2011**

**Subject:- RTBU 2014 Financial Report.**

Dear General Manager,

Please find attached, in accordance with s.268 of the Fair Work (Registered Organisations') Act 2009 , the RTBU 2014, Financial Reporting package.

This package incorporates;

- Certificate by Assistant National Secretary (Designated Officer), (Attachment A)
- A copy of the Full Financial Accounts, including the Audit Report., (Attachment B)
- A copy of the Concise Report provided to our members. (Attachment C)

Regards,

Allan Barden  
Assistant National Secretary

# **ATTACHMENT A**

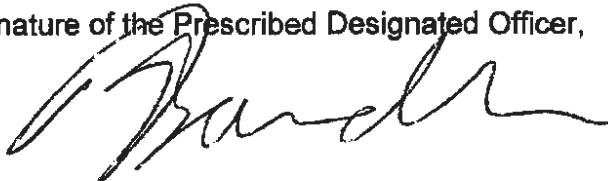
**RAIL TRAM AND BUS UNION NATIONAL OFFICE**  
*s.268 Fair Work (Registered Organisations) Act 2009*

**CERTIFICATE BY PRESCRIBED DESIGNATED OFFICER**  
Certificate for the period ended 31 December 2014

I, Allan Barden, being the Assistant National Secretary of the Rail, Tram and Bus Union National Office, certify:

- That the documents lodged herewith are copies of the full report, concise report for the Rail, Tram and Bus Union for the period ended 31 December 2014 referred to in s 268 of the *Fair Work (Registered Organisations) Act 2009*; and
- That the concise report was provided to members of the reporting unit on 29<sup>th</sup> May 2015; and
- that the full report was presented to a meeting of the committee of management of the reporting unit on the 24<sup>th</sup> June 2015 in accordance with s.268 of the *Fair Work (Registered Organisations) Act 2009*.

Signature of the Prescribed Designated Officer,



Name of Prescribed Designated Officer: **Allan Barden**  
Title of Prescribed Designated Officer: **Assistant National Secretary**  
Dated: **25<sup>th</sup> June 2015**

# ATTACHMENT B

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

**NATIONAL OFFICE**

**ABN 28 921 128 419**

**FINANCIAL REPORT**

**FOR THE YEAR ENDED 31 DECEMBER 2014**



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

**NATIONAL OFFICE  
ABN 28 921 128 419**

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AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

NATIONAL OFFICE

FOR THE YEAR ENDED 31 DECEMBER 2014

## Operating Report

This Operating Report covers:

- ( the activities of the Australian Rail, Tram & Bus Industry Union, National Office, for the financial year ended 31<sup>st</sup> December 2014,
- ( the results of those activities and
- ( any significant changes in the nature of those activities as required under s.254 Fair Work (Registered Organisations) Act 2009.

### 1. Principal Activities of the National Office

The principal activities of the National Office of the Union, as conducted through the National Office, during the past year fall into the following categories:

Making agreements with employers
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 bulletin <i>Transport Now</i>
Coordination of and Negotiation of key national industries, and assistance to branches on bargaining by request
The National Office has consulted with the ACTU on the development of claims to be pursued in the FWC and union policy in general. Where appropriate, the National Office has assisted branches in the implementation of relevant decisions via the variation of awards.
The National Office has been involved in campaigns and negotiations with government, political parties and industry organisations, including with financial donations and/or other support, around issues of importance for members, eg EBA negotiations, training, skill shortages, fatigue laws.

### 2 Any Significant Changes in Activities

- ( General Elections were held toward the latter part of 2014, and were declared by the Australian Electoral Commission on the 3<sup>rd</sup> December 2014.
- ( The Branch Executive of the West Australian PTA Branch was formed on the declaration of the aforementioned elections, which included delegates elected to the Branch Executive.
- ( The West Australian PTA Branch commenced operations as a separate and autonomous branch of the union from the declaration of the election of the PTA Branch Executive.
- ( Trevor Dobbyn, Victorian Branch Secretary, retired and in accordance with the Rule 78- Casual Vacancy Ma Luba Grigorovitch was appointed Branch Secretary on the 8<sup>th</sup> February 2014.
- ( The following Rule Changes were ratified during 2014:

o Alterations to the Federally Registered Uniform Rules of the Rail Tram and Bus Industry Union were, Rules 3, 6, 9, 21, 23, 27, 35, 41, 43, 47, 48, 50, 51, 52, 55, 58, 63, 64, 67, 71, 74, 75, 76, 77, 82, 87, 88, 98, 99, 100, 101, 102, 104, 113, 114, 116, 119, 125, 130, 131, 132, 133, 134, 135, 136, 137A, 154, 156, 157, 158, 159, 168, 173, 179, 179A.

## AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

### NATIONAL OFFICE

#### 3 Details of any Significant Changes in Financial Affairs

The financial affairs of the National Office have altered marginally due to the following:

- The engagement of consultants to implement a series of governing body recommendations concerning research, policy, development and publicity
- Legal expenses in relation to advocacy, EBA and union structures advice.

#### 4 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 Fair Work (RO) Act 2009); namely by providing notice addressed and delivered to the Secretary of the relevant Branch, including via email.

#### 14 - RESIGNATION FROM MEMBERSHIP

(1) A member of an organisation may resign from membership by written notice addressed and delivered to a person designated for the purpose in the rules of the organisation or a branch of the organisation.

Note: The notice of resignation can be given electronically if the organisation's rules allow for this (see section 9 of the *Electronic Transactions Act 1999*).

(2) A notice of resignation from membership of an organisation takes effect:

(a) 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, whichever is later; or

(b) in any other case:

- (i) at the end of 2 weeks, or such shorter period as is specified in the rules of the organisation, after the notice is received by the organisation; or
- (ii) on the day specified in the notice; whichever is later.

(3) Any dues payable but not paid by a former member of an 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.

(4) A notice delivered to the person mentioned in subsection (1) is taken to have been received by the organisation when it was delivered.

(5) A notice of resignation that has been received by the organisation is not invalid because it was not addressed and delivered in accordance with subsection (1).

(6) A resignation from membership of an organisation is valid even if it is not effected in accordance with this section if the member is informed in writing by or on behalf of the organisation that the resignation has been accepted.

Note: Regulations may require employers who offer payroll deduction facilities to inform employees that cessation of payroll deduction by an employee does not constitute resignation (see section 359).

#### 5 Board Positions held by officers, employees of the National Office to be inserted here.

To the best of our knowledge and belief, only the following Officers held any of the following positions by virtue of their office of the Rail, Tram and Bus Union National Council are:

- < a trustee of a superannuation entity or exempt public sector superannuation scheme; or
- < a director of a company that is the trustee of a superannuation entity or an exempt public sector superannuation scheme; and
- < where a criterion for the officer being the trustee or director is that the officer is an officer of a registered organisation

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

The member(s) listed below hold the following position(s) as trustees or company directors:

OFFICIAL	ORGANISATION
Bob Narva	( Transport & Logistics Industry Skills Council - Director
	( Tracksafe Foundation - Director
	( Department of Infrastructure & Transport, High Speed Rail Advisory Group - Member
Allan Barden	( Tracksafe Foundation - Director

**6 Membership of the Union.**

There were 32,010 members of the union as at 31st December 2014.

**7 Employees of the National Office**

As at 31 December 2014 the National Office employed 5 full time employees.

**8 Members of the National Executive**

The following persons were members of the National Executive, during the year ending 31<sup>st</sup> December 2014;

Bob Narva	National Secretary	01/01/2014 to 31/12/2014
Allan Barden	Assistant National Secretary	01/01/2014 to 31/12/2014
Owen Doogan	National President	01/01/2014 to 03/12/2014
Phil Allerf		03/12/2014 to 31/12/2014
James Styles	National Vice-President (Rail)	01/01/2014 to 31/12/2014
Gary Way	National Vice-President (Road)	01/01/2014 to 03/12/2014
David Wooliams		03/12/2014 to 31/12/2014
Joanne McCallum	National Vice-President (Affirmative Action)	01/01/2014 to 03/12/2014
Leanne Holmes		03/12/2014 to 31/12/2014
Alex Claessens	Branch Secretary – NSW	01/01/2014 to 31/12/2014
Trevor Dobbyn	Branch Secretary – Victoria	01/01/2014 to 08/02/2014
Luba Grigorovitch		08/02/2014 to 31/12/2014
Samantha Simonetie	Branch Secretary – Tasmania	01/01/2014 to 31/12/2014
Owen Doogan	Branch Secretary – Queensland	01/01/2014 to 31/12/2014
Darren Phillips	Branch Secretary - SA&NT	01/01/2014 to 31/12/2014
Phillip Woodcock	Branch Secretary – WA	01/01/2014 to 31/12/2014
Paul Robinson	Branch Secretary- WA PTA Branch	03/12/2014 to 31/12/2014
Peter Perkins	Assistant National Secretary Rail Operations	01/01/2014 to 03/12/2014
John Curley		03/12/2014 to 31/12/2014

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

NATIONAL OFFICE

Greg Tarnell	Assistant National Secretary Fleet Maintenance	01/01/2014 to 31/12/2014
Ross Schimke	Assistant National Secretary Infrastructure	01/01/2014 to 31/12/2014
Keith McMahon	Assistant National Secretary Locomotive	01/01/2014 to 31/12/2014
Phil Altieri Gary Way	Assistant National Secretary Tram & Bus	01/01/2014 to 03/12/2014
Greg Cameron Grant Wainwright	Assistant National Secretary Administrative, Supervisory	01/01/2014 to 03/12/2014 03/12/2014 to 31/12/2014
Doug Klineberg Michael Cartwright	NSW Branch Delegate	01/01/2014 to 03/12/2014 03/12/2014 to 31/12/2014
Chris Preston	NSW Branch Delegate	05/04/2014 to 31/12/2014
Robert Hayden	NSW Branch Delegate	01/01/2014 to 31/12/2014
Marc Marotta John Anderson	Victorian Branch Delegate	01/01/2014 to 03/12/2014 03/12/2014 to 31/12/2014
Tenilelu (Danny) Faalele Darren Galea	Victorian Branch Delegate	08/04/2014 to 03/12/2014 03/12/2014 to 31/12/2014
David Matters Tom Brown	Qld Branch Delegate	01/01/2014 to 03/12/2014 03/12/2014 to 31/12/2014
Peter Allen	Qld Branch Delegate	01/01/2014 to 31/12/2014

Allan Barden



ASSISTANT NATIONAL SECRETARY

Dated: 29th May 2015

# AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

**NATIONAL OFFICE  
ABN 28 921 128 419**

## **INDEPENDENT AUDIT OPINION TO THE MEMBERS**

### **AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION NATIONAL OFFICE**

#### **Report on the Financial Report**

We have audited the general purpose financial report of the Australian Rail, Tram and Bus Industry Union, National Office which comprises the statement of financial position as at 31 December 2014, statements of comprehensive income, statement of changes in equity and statement of cash flows for the year ended on that date, a statement of significant accounting policies and the Committee of Management's Statement.

#### **Committee of Management Responsibility**

The Committee of Management are responsible for the preparation and true and fair presentation of the financial report in accordance with the Fair Work (Registered Organisations) Act 2009, and for such internal control as the committee determines is necessary to enable the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error, and selecting appropriate accounting policies as stated in Note 1 to the financial report.

#### **Audit Approach**

Our responsibility is to express an opinion on the financial report based on our audit. We conduct our audit in accordance with Australian Auditing Standards. These auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the directors, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion

#### **Auditor's Declaration**

I am an approved auditor for the purpose of Fair Work (Regulated Organisations) Act 2009 and I am a member of the Institute of Chartered Accountants Australia and I hold a Public Practice Certificate.

#### **Independence**

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements and the Fair Work (Registered Organisations) Act 2009.

# AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

**NATIONAL OFFICE  
ABN 28 921 128 419**

## **Recovery of Wage Activity**

The accompanying notes to the financial statements include comment that the Union has not derived any revenue during the year as a result of any recovery of wage activity it may have undertaken on behalf of members. Our Audit Opinion has been formed on the basis that no recovery of wage activity was undertaken.

## **Audit Opinion**

In our opinion, the general purpose financial report of the Australian Rail, Tram & Bus Industry Union, National Office presents fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia as well as the requirements imposed by the Reporting Guidelines of Part 3 of Chapter 8 of Schedule 1B of the Fair Work (Registered Organisations) Act 2009.

We are also of the opinion that management's use of the going concern basis of accounting in the preparation of the financial statements was appropriate.



K Mangraviti  
Registered Company Auditor  
Ken Mangraviti Pty Ltd

Suite 4D/140 William Street  
Woolloomooloo NSW 2011

Dated: <sup>29</sup> May, 2015

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

**NATIONAL OFFICE  
ABN 28 921 128 419**

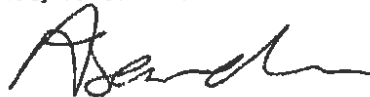
**FOR THE YEAR ENDED 31 DECEMBER 2014**

**COMMITTEE OF MANAGEMENT STATEMENT**

On <sup>20th</sup> May 2015, the Committee of Management of the Australian Rail Tram & Bus Industry Union National Office passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 31 December 2014.

- (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 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; and
- (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 the branch concerned; and
  - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the "Fair Work (RO) Act 2009"; and
  - (iv) the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
  - (v) no further information has been sought in any request of a member of the reporting unit or a Registrar duty made under section 272 of the "Fair Work (RO) Act 2009"; and
  - (vi) no order for inspection of financial records have been made by the Commission under section 273 of the "Fair Work (RO) Act 2009"
- (f) The National Office has not derived any revenue during the year as a result of any recovery of wages activity it may have undertaken on behalf of members.

Signed <sup>20th</sup> May, 2015 by Allan Barden in accordance with such resolution as is passed by the committee of management.





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

**NATIONAL OFFICE  
ABN 28 921 128 419**

**STATEMENT OF COMPREHENSIVE INCOME  
FOR THE YEAR ENDED 31 DECEMBER 2014**

	Notes	2014 \$	2013 \$
<b>REVENUE</b>			
Capitation	6	1,968,220	1,986,026
Affiliation Fees	6	97,357	113,816
Levies	6	22,656	58,782
Interest Received		20,174	24,713
Grants and Donations		-	-
Member Subscriptions		-	-
Rent Received		81,273	27,000
Other Income	3	27,880	42,323
Property Transferred from NSW Branch		-	2,602,742
<b>TOTAL REVENUE</b>		<u>2,217,560</u>	<u>4,855,402</u>
<b>EXPENSES</b>			
Employee Expenses	4A	815,667	561,862
Capitation Fees		-	-
Affiliation Fees	4B	123,897	157,727
Administration Expenses	4C	688,127	808,779
Grants or Donations	4D	12,490	22,545
Depreciation and Amortisation		31,564	41,306
Legal Costs	4E	292,425	189,539
Audit Fees	4F	31,813	30,350
Other Expenses	4G	89,717	102,320
<b>TOTAL EXPENSES</b>		<u>1,946,720</u>	<u>1,915,428</u>
<b>PROFIT/(LOSS) FOR THE YEAR</b>		<u>271,840</u>	<u>2,939,974</u>
<b>OTHER COMPREHENSIVE INCOME</b>			
Gain on Revaluation of Land & Buildings		-	581,556
<b>TOTAL COMPREHENSIVE INCOME FOR THE YEAR</b>		<u>271,840</u>	<u>3,521,530</u>

The accompanying Notes form part of this Financial Report.

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

**NATIONAL OFFICE  
ABN 28 921 128 419**

**STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 31 DECEMBER 2014**

	<b>Retained Earnings \$</b>	<b>Asset Revaluation Reserve \$</b>	<b>Total \$</b>
<b>Balance at 1 January 2013</b>	3,285,775	325,983	3,611,758
Surplus for the Year	3,521,530	-	3,521,530
Transfer to Reserve	(581,558)	581,556	-
<b>Balance at 31 December 2013</b>	<u>6,225,749</u>	<u>907,539</u>	<u>7,133,288</u>
Surplus for the Year	271,840	-	271,840
<b>Balance at 31 December 2014</b>	<u>6,497,589</u>	<u>907,539</u>	<u>7,405,128</u>

**NOTE TO THE STATEMENT OF CHANGES IN EQUITY**

**Note A - Compulsory Levy**

Other than capitation fees and ACTU Levies, the reporting unit receive no other compulsory levy.

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

**NATIONAL OFFICE  
ABN 28 921 128 418**

**STATEMENT OF FINANCIAL POSITION  
AS AT 31 DECEMBER 2014**

	Notes	2014 \$	2013 \$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	5	3,730,713	2,763,458
Receivables	6	337,611	659,764
Other	7	45,836	18,309
<b>TOTAL CURRENT ASSETS</b>		<u>4,114,160</u>	<u>3,441,531</u>
<b>NON CURRENT ASSETS</b>			
Financial Assets	8	20	20
Property	9	89,377	94,162
Investment Property	10	3,900,000	3,900,000
Plant & Equipment	11	25,806	44,135
Motor Vehicles	12	31,352	18,447
<b>TOTAL NON CURRENT ASSETS</b>		<u>4,046,635</u>	<u>4,057,764</u>
<b>TOTAL ASSETS</b>		<u>8,160,795</u>	<u>7,499,295</u>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	13	374,815	146,049
Provisions	14	301,651	219,958
Income in Advance	15	79,001	-
<b>TOTAL CURRENT LIABILITIES</b>		<u>755,467</u>	<u>366,007</u>
<b>TOTAL LIABILITIES</b>		<u>755,467</u>	<u>366,007</u>
<b>NET ASSETS</b>		<u>7,405,128</u>	<u>7,133,288</u>
<b>ACCUMULATED SURPLUS</b>			
Reserves		907,539	907,539
Accumulated Surplus		<u>6,497,589</u>	<u>6,225,749</u>
<b>ACCUMULATED SURPLUS</b>		<u>7,405,128</u>	<u>7,133,288</u>

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

**NATIONAL OFFICE  
ABN 28 921 128 419**

**STATEMENT OF CASHFLOWS  
FOR THE YEAR ENDED 31 DECEMBER 2014**

	Notes	2014 \$	2013 \$
<b>CASH FLOW FROM OPERATING ACTIVITIES:</b>			
Receipts from other reporting units		2,591,963	2,220,819
Other Income		27,880	42,323
Payment to other reporting units		(82,494)	(87,711)
Payments to Suppliers and Employees		(1,651,086)	(2,090,619)
Rent Received		81,273	27,000
Interest received		20,174	24,713
<b>Net cash provided/(used) by operating activities</b>	<b>B</b>	<u>987,710</u>	<u>136,525</u>
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>			
Payment for property, plant, equipment and software		(20,454)	(90,091)
<b>Net cash used in investing activities</b>		<u>967,256</u>	<u>(90,091)</u>
<b>Net increase/(decrease) in cash and cash equivalents held</b>		967,256	46,434
<b>Cash and cash equivalents at the beginning of the year</b>		2,763,458	2,717,024
<b>Cash and cash equivalents at the end of the year</b>	<b>A</b>	<u>3,730,713</u>	<u>2,763,458</u>

**NOTES TO THE STATEMENT OF CASH FLOW**

**Note A - Reconciliation of Cash**

Cash at the end of the financial year as show in the Statement of Cash Flows is reconciled to the related items in the Statement of Financial Position as follows:

Cash at Bank and on Deposit	<u>3,730,713</u>	<u>2,763,460</u>
-----------------------------	------------------	------------------

**Note B – Reconciliation of Cash Flow from Operations with Profit from Ordinary Activities**

Profit from Ordinary Activities	271,840	3,521,530
Depreciation	31,584	41,306
Transfer of Asset from NSW Branch/Revaluation	-	(3,184,298)
Change in Assets and Liabilities		
(Increase)/Decrease in Receivables	322,153	(196,352)
(Increase)/Decrease in Prepaid Expenses	(27,527)	(12,032)
Increase/(Decrease) in Creditors	228,766	25,676
Increase/(Decrease) in Unearned Income	79,001	-
Increase/(Decrease) in Provision for employee benefits	81,893	(59,305)
<b>Cash Flows from Operations</b>	<u>987,710</u>	<u>136,525</u>

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

NATIONAL OFFICE  
ABN 28 621 128 418

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2014

1 STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements are general purpose financial statements that have been prepared in accordance with Accounting Standards, Australian Accounting Interpretations and other authoritative pronouncements issued by the Australian Accounting Standards Board and the Fair Work (Registered Organisations) Act 2009. For the purpose of preparing the general purpose financial statements, the Australian Rail, Tram and Bus Industry Union, National Office is a not-for-profit entity.

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

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

a. Property, Plant & Equipment

Each class of property, plant and equipment is carried at cost or at fair value less, where applicable any accumulated depreciation.

Plant and equipment

Plant and equipment are included at fair value. The carrying amount is reviewed annually by the Committee of Management to ensure it is not in excess of recoverable amount.

Property for own use & Investment Property

Freehold land and buildings are measured on the fair value basis, being the amount for which an asset could be exchanged between knowledgeable willing parties in an arms length transaction. It is the policy of the entity to have periodic independent valuations, with annual appraisals being made by directors.

Property held to earn rental income is separately disclosed from property held for own use. Investment properties are measured on the fair value basis. As with property held for own use, it is the policy of the entity to have periodic independent valuations, with annual appraisals being made by directors. The change in fair value of investment properties are recorded in the income statement. No depreciation is provided where the fair value basis is used. The last independent valuation was as at 16 March 2014 carried out by Malcolm Craig, Registered Valuer No 4173. The valuation of land and building was determined to be \$3,900,000.

b. Income Tax

No provision for income tax is necessary, as "Trade Unions" are exempt from income tax under Section 50-16 of the Income Tax Assessment Act 1997.

c. Employee Entitlements

Provision for employee entitlements in the form of Long Service Leave and Accrued Annual Leave has been made for the estimated accrued entitlement of all employees on the basis of their terms of employment. In the case of Long Service Leave, the accrual 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.

Contributions are made by the National Council to employee superannuation funds and are charged as expenses when incurred.

d. Defined Superannuation Schemes

In respect to defined benefit plans, the cost of providing the benefits is determined using the projected unit cost method. Actuarial calculations are conducted by State Super. The amount recognised in the Statement of Financial Position represents the present value of the defined benefits obligations adjusted for any unrecognised actuarial gains and losses and unrecognised past service costs less the fair value of the plan's assets. The union has defined benefit obligations for members participating in the State Authorities Superannuation Scheme and the State Authorities Non-Contributory Superannuation Scheme. All Schemes are closed to new members.

e. Revenue

Revenue is measured at the fair value of the consideration received or receivable.

Revenue from capitations is accounted for on an accrual basis and is recorded as revenue in the year to which it relates.

Receivables for goods and services are recognised at the nominal amounts due less any impairment allowance account. Collectability of debts is reviewed at end of the reporting period. Allowances are made when collectability of the debt is no longer probable.

Interest revenue is recognised on an accrual basis using the effective interest method.

Rental revenue from lease is recognised on an accrual basis and is recorded as revenue in the year to which it relates.

f. Comparative

When required by Accounting Standards and the Fair Work (Registered Organization) Act 2009, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

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NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2014

	2014 \$	2013 \$
<b>2 OPERATING SURPLUS</b>		
Operating Profit	<u>271,840</u>	<u>2,946,627</u>
<b>3 OTHER INCOME</b>		
Sponsorship	-	39,318
Profit/Loss on Asset Disposal	11,000	-
Other Income	<u>18,880</u>	<u>3,005</u>
	<u>27,880</u>	<u>42,323</u>
<b>4 EXPENSE</b>		
<b>4A: Employee Expenses</b>		
Holders of Office:		
Wages and Salaries	248,562	232,975
Superannuation	11,781	20,248
Leave and Other Entitlements	49,194	27,891
Separation and Redundancies	-	-
Retirement Benefit Expenses	<u>26,787</u>	<u>(106,039)</u>
	<u>336,324</u>	<u>175,019</u>
Employees Other than Officeholders:		
Wages and Salaries	367,982	132,532
Superannuation	37,995	35,414
Leave and Other Entitlements	5,912	18,897
Separation and Redundancies	<u>67,454</u>	<u>-</u>
	<u>479,343</u>	<u>386,843</u>
	<u>815,667</u>	<u>561,862</u>
<b>4B: Affiliation Fees</b>		
ACTU	97,357	128,393
International Transport Workers Federation	20,239	16,799
Rail Industry Safety Standards Board	2,479	2,521
The McKell Institute	3,622	5,014
Tracksafe	-	5,000
	<u>123,697</u>	<u>157,727</u>
<b>4C: Administration Expenses</b>		
Consideration to employers for payroll deductions:	-	-
Compulsory Levies		
ACTU 2011 IR Levy	-	63,692
ACTU 2013 IR Levy	-	54,500
ACTU 2014 IR Levy	54,500	-
Fees/Allowances -- Meeting and Conferences		
Attendance	7,655	11,430
Council Executive Expenses and Lost Time	11,732	119,209
Conference and Meeting Expenses		
Accommodations	32,880	38,860
Airfares & Travelling Expenses	89,652	108,942
Conference and Meetings	14,770	113,188
National Executive	28,231	10,945
Accountancy	64,835	15,800
Bank Charges & F.I.D etc.	2,967	1,124
Consultants	110,963	112,438
Property Expenses		
Building Expenses	9,528	7,089
Rates & Land Taxes	5,526	10,234
Rent Paid	80,410	40,205
Office Expenses		
General Expenses	3,581	-
Postage	1,285	2,299
Printing and Stationery	13,781	35,874
Subscription and Membership	8,949	1,650
Telephone	19,696	44,696
Website	<u>6,327</u>	<u>20,008</u>
	<u>568,127</u>	<u>609,779</u>

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

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NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2014

	2014	2013					
	\$	\$					
<b>4D: Grants or Donations</b>							
Grants		-					
Donations							
Total paid that was \$1,000 or less	500	95					
Total paid that exceeded \$1,000	11,980	22,480					
	<u>12,480</u>	<u>22,575</u>					
<b>4E: Legal Costs</b>							
Litigation	-	-					
Other Legal Matters	292,425	189,539					
	<u>292,425</u>	<u>189,539</u>					
<b>4F: Audit Fees</b>							
Financial Statement Audit Services	25,039	22,762					
Other Services	3,775	7,588					
	<u>31,813</u>	<u>30,350</u>					
<b>4G: Other Expenses</b>							
Campaigns	-	8,200					
Fringe Benefit Tax	2,850	2,083					
Fines	173	-					
General Expense	2,419	18,718					
Insurances - General	20,788	28,082					
Interest	117	-					
Memorabilia	-	2,065					
Motor Vehicle Expenses	11,116	11,822					
Penalties - via RO Act or RO Regulations	-	-					
Publications	800	288					
Repairs and Maintenance	25,182	28,548					
Staff Training	2,000	-					
Badges & Other Items	4,172	8,446					
	<u>69,717</u>	<u>102,320</u>					
<b>6 CASH AND CASH EQUIVALENTS</b>							
Cash on Hand	-	501					
Cash at Bank and on Deposit	3,720,713	2,762,867					
	<u>3,720,713</u>	<u>2,763,368</u>					
<b>6 TRADE AND OTHER RECEIVABLES</b>							
Receivables from Other Reporting Units	330,094	617,084					
Other Receivables	7,517	42,700					
	<u>337,611</u>	<u>659,784</u>					
Receivables from Other Reporting Units							
	VIC	NSW	SA/NT	QLD	TAS	WA	TOTAL
Opening Balance 01/01/2014	71,992	345,962	11,235	163,692	8,372	18,111	617,084
Amounts Charged to Branches							
Capitation Fees	807,214	944,659	94,424	397,418	18,287	108,041	2,165,043
Affiliation Fees	24,238	49,689	3,638	23,880	1,392	4,482	107,094
ACTU Levies	8,867	13,907	1,018	6,628	388	1,248	32,857
Amount Received from Branches							
Capitation Fees	(801,184)	(1,261,011)	(92,857)	(347,436)	(21,297)	(88,275)	(2,413,030)
Affiliation Fees	(31,031)	(62,272)	(4,789)	(18,985)	(1,841)	(4,849)	(113,747)
ACTU Levies	(22,864)	(28,211)	(2,167)	(7,937)	(1,211)	(3,706)	(65,186)
Closing Balance 31/12/2014	<u>87,870</u>	<u>12,422</u>	<u>10,300</u>	<u>217,080</u>	<u>2,081</u>	<u>30,031</u>	<u>330,084</u>

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

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NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2014

	2014 \$	2013 \$		
<b>7 OTHER CURRENT ASSET</b>				
Prepayments	15,836	16,309		
<b>8 FINANCIAL ASSETS</b>				
Share Encumbers Credit Union	20	20		
<b>9 PROPERTY</b>				
Leasehold Improvements – Goulburn Street – at Cost	88,988	88,388		
Less: Provision for Depreciation	(10,011)	(5,228)		
	88,977	84,162		
<b>10 INVESTMENT PROPERTY</b>				
Redfern Property – at Valuation	3,900,000	3,900,000		
<b>11 PLANT &amp; EQUIPMENT</b>				
Plant and Equipment	197,338	197,338		
Less: Provision for Depreciation	(171,453)	(153,204)		
	25,885	44,135		
<b>12 MOTOR VEHICLES</b>				
Motor Vehicles	50,001	52,254		
Less: Provision for Depreciation	(18,649)	(32,807)		
	31,352	19,447		
<b>31 December 2013</b>				
Balance at Beginning of Year	Property 751,868	Property -	Equipment 46,879	Vehicle 26,095
Additions/Revaluation	68,548	3,900,000	21,541	-
Disposals/Reclassification	(715,702)	-	-	-
Depreciation	(10,573)	-	(24,065)	(8,648)
Carrying Amount at End of Year	94,162	3,900,000	44,135	19,447
<b>31 December 2014</b>				
Balance at Beginning of Year	Property 94,162	Property 3,900,000	Equipment 44,135	Vehicle 19,447
Additions/Revaluation	-	-	-	20,455
Disposals/Reclassification	-	-	-	-
Depreciation	(4,785)	-	(18,349)	(8,660)
Carrying Amount at End of Year	89,377	3,900,000	25,886	31,352
<b>13 ACCOUNTS PAYABLE</b>				
Consideration to Employers for Payroll Deductions				-
Payable to Other Reporting Units				
NSW Branch	6,380		6,377	
TAS Branch	-		7,993	
QLD Branch	5,842		-	
WA Branch	-		21,155	
SA Branch	786		2,885	
Trade Creditors	87,035		7,130	
Legal Costs	35,580		11,832	
Other Payable	257,188		68,677	
	374,811		146,049	



AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

NATIONAL OFFICE  
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NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2014

	2014 \$	2013 \$		
<b>14 PROVISIONS</b>				
Officeholders:				
Provision for Annual Leave	111,847	77,385		
Provision for Long Service Leave	33,277	26,280		
Provision for ADO	36,658	31,613		
Provision for Retirement Benefits	2,406	(24,379)		
Provision for Separations and Redundancies	-	-		
	<u>189,890</u>	<u>110,909</u>		
Employees Other than Officeholders:				
Provision for Annual Leave	67,621	65,595		
Provision for Long Service Leave	28,282	19,533		
Provision for ADO	19,056	23,821		
Provision for Separations and Redundancies	-	-		
	<u>114,981</u>	<u>109,049</u>		
	<u>301,871</u>	<u>219,958</u>		
 Movement during the Year:				
	Annual Leave	Long Service Leave	ADO	Retire Benefits
Benefits Balance at the Beginning of the Year	142,980	45,223	55,534	(24,379)
Increase/(Decrease) in Provision	36,488	16,496	2,162	28,787
Balance at the End of Year	<u>179,468</u>	<u>61,719</u>	<u>57,696</u>	<u>4,408</u>
 <b>15 INCOME IN ADVANCE</b>				
Capitation Fees in Advance - RTBU NSW	<u>79,021</u>	-		
 <b>16 RETIREMENT BENEFITS OBLIGATIONS</b>				

Other than for one employee, employees of the National Council are entitled to benefits from a superannuation plan on retirement, disability or death. For these employees, the National Council participated in a defined contribution plan. The benefits provided under this plan are based on accumulated contributions and earnings for each employee. The National Council's liability is limited to paying the contributions to the plan.

For one employee, the National Council participated in an employer sponsored defined benefits plan during the year. The benefit provided by the plan is based on the length of service of the member at retirement. Employees contribute various percentages of their gross income and the union may contribute up to 4.5 times the employee's final average salary at retirement depending on the length of membership and the employee's own contributions.

Reconciliation of the present value of the defined benefit obligation -

Present Value at the Beginning of the Year	757,638	752,185
Current Service Cost	6,864	7,027
Interest Cost	30,012	24,031
Contributions by Funds Participants	3,382	3,409
Actuarial Gains	126,407	(8,286)
Benefits Paid	(17,457)	(12,688)
Taxes, Premiums & Expenses Paid	(859)	(8,039)
Present Value at the End of the Year	<u>904,656</u>	<u>757,638</u>

Fair Value at the Beginning of the Year	827,769	687,058
Interest Income	31,836	21,105
Actual Return	55,672	117,848
Employer Contributions	1,514	39,259
Contributions by Funds Participant	3,249	3,409
Benefits (Paid) Transferred In	(18,888)	(12,669)
Taxes, Premiums & Expenses Paid	(821)	(8,039)
Fair value at the End of the Year	<u>902,250</u>	<u>827,769</u>

Reconciliation of assets and liabilities recognised in the Statement of Financial Position -

Present Value of Funded Defined Benefit Obligations	904,656	757,638
Fair Value of Fund Assets at End of Year	(902,250)	(827,769)
Adjustment for Effect of Asset Ceiling	-	45,752
Net (Asset)/Liability Recognised in the Statement of Financial	<u>2,406</u>	<u>(24,378)</u>

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

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NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2014

The percentage of the Funds assets invested in each asset class at 31 December

	2014 %	2013 %
Australian Equities	28.9	33.9
Overseas Equities	30.6	28.3
Australian Fixed Interest	6.7	4.4
Overseas Fixed Interest	2.5	2.2
Property	8.8	6.1
Cash	7.2	8
Other	17.4	15.2

All fund assets are invested by STC at arm's length through independent fund managers.

	2014 \$	2013 \$
<b>17 KEY MANAGEMENT PERSONNEL REMUNERATION</b>		
Short-Term Employee Benefit		
Salary (including annual leave taken)	248,562	232,975
Annual Leave Accrued	111,847	77,385
ADO Accrued	38,458	31,613
	<u>398,867</u>	<u>341,973</u>
Post-Employment Benefits		
Superannuation	11,781	20,248
Retirement Benefit Accrued	2,406	(24,379)
	<u>14,187</u>	<u>(4,131)</u>
Other Long-Term Benefits:		
Long-Service Leave Accrued	33,877	26,280
	<u>33,877</u>	<u>26,280</u>
Total	<u>447,233</u>	<u>364,130</u>
<b>18 FINANCIAL INSTRUMENTS</b>		

Interest Rate Risk

The reporting unit's exposure to interest rate risk and the effective average interest rate for each class of financial assets and financial liabilities are set out below.

31 December 2013

	Interest \$	Rate \$	Non Interest \$	Total \$
Receivable	93,454	2,858,383	621	2,783,458
	-	-	659,784	659,784
	<u>93,454</u>	<u>2,858,383</u>	<u>660,385</u>	<u>3,423,222</u>

Weighted Average Interest Rate 0.6%

31 December 2014

	Interest \$	Rate \$	Non Interest \$	Total \$
Receivable	96,266	3,634,439	8	3,730,713
	-	-	337,611	337,611
	<u>96,266</u>	<u>3,634,439</u>	<u>337,619</u>	<u>4,068,324</u>

Weighted Average Interest Rate 0.5%

Credit Risk Exposure

Credit risk is the risk that counter parties to a financial asset will fail to discharge their obligations, causing the Branch to incur a financial loss. The credit risk exposure of the Branch to financial assets which have been recognized in the Statement of Financial Position is generally the carrying amounts. The carrying amounts of cash and investments approximate net fair values.

**19 PROVIDING INFORMATION**

In accordance with the requirements of the Workplace Relations Act 1996, the attention of members is drawn to the provisions of Section 272 of Schedule 1B which reads as follows:

- (1) A member of an organization, 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, 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 (1) above.

**AUSTRALIAN RAIL TRAM AND BUS INDUSTRY UNION**

**NATIONAL OFFICE  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2014**

**20 REGISTERED OFFICE**

The registered office and principle place of business of the reporting unit is:

Suite 210, Trades Hall  
4 - 10 Goulburn Street  
Sydney NSW 2000

**21 RECOVERY WAGES**

The Union has not derived any revenue during the year as a result of any recovery of wages activity it may have undertaken on behalf of members

**22 GOING CONCERN**

The reporting unit's ability to continue as a going concern is not reliant on any other reporting units.

**23 FINANCIAL SUPPORT**

The reporting unit has not agreed to provide any financial support to any reporting units nor did it require any financial support.

**24 ASSETS & LIABILITIES ACQUIRED**

The reporting unit has not acquired any asset or liability as a result of an amalgamation, a restructure of branches, determination, or revocation of the Fair Work Commission.

# **ATTACHMENT C**

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

**NATIONAL OFFICE**

**ABN 28 921 128 419**

**CONCISE REPORT**

**FOR THE YEAR ENDED 31 DECEMBER 2014**

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

**NATIONAL OFFICE  
ABN 28 921 128 419**

**CONCISE FINANCIAL REPORT  
FOR THE YEAR ENDED 31 DECEMBER 2014**

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**Operating Report  
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**AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION**

**NATIONAL OFFICE  
ABN 28 921 128 419**

**CONCISE FINANCIAL REPORT  
FOR THE YEAR ENDED 31 DECEMBER 2014**

**Operating Report**

This Operating Report covers:

- { the activities of the Australian Rail, Tram & Bus Industry Union, National Office, for the financial year ended 31<sup>st</sup> December 2014,
- { the results of those activities and
- { any significant changes in the nature of those activities as required under s.254 Fair Work (Registered Organisations) Act 2009.

**1. Principal Activities of the National Office**

The principal activities of the National Office of the Union, as conducted through the National Office, during the past year fell into the following categories:

Making agreements with employers
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 bulletin <i>Transport Now</i> .
Coordination of and Negotiation of key national industries, and assistance to branches on bargaining by request
The National Office has consulted with the ACTU on the development of claims to be pursued in the FWC and union policy in general. Where appropriate, the National Office has assisted branches in the implementation of relevant decisions via the variation of awards
The National Office has been involved in campaigns and negotiations with government, political parties and industry organisations, including with financial donations and/or other support, around issues of importance for members, eg EBA negotiations, training, skill shortages, fatigue laws.

**2 Any Significant Changes in Activities**

- { General Elections were held toward the latter part of 2014, and were declared by the Australian Electoral Commission on the 3<sup>rd</sup> December 2014.
- { The Branch Executive of the West Australian PTA Branch was formed on the declaration of the aforementioned elections, which included delegates elected to the Branch Executive.
- { The West Australian PTA Branch commenced operations as a separate and autonomous branch of the union from the declaration of the election of the PTA Branch Executive.
- { Trevor Dobbins, Victorian Branch Secretary, retired and in accordance with the Rule 78- Casual Vacancy Ms Luba Grigorovitch was appointed Branch Secretary on the 8<sup>th</sup> February 2014.
- { The following Rule Changes were ratified during 2014:

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

**NATIONAL OFFICE  
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**CONCISE FINANCIAL REPORT  
FOR THE YEAR ENDED 31 DECEMBER 2014**

o Alterations to the Federally Registered Uniform Rules of the Rail, Tram and Bus Industry Union were, Rules 3, 6, 9, 21, 23, 27, 35, 41, 43, 47, 48, 50, 51, 52, 55, 58, 63, 64, 67, 71, 74, 75, 76, 77, 82, 87, 88, 98, 99, 100, 101, 102, 104, 113, 114, 116, 119, 123, 130, 131, 132, 133, 134, 135, 136, 137A, 154, 156, 157, 158, 159, 168, 173, 179, 179A.

**3 Details of any Significant Changes in Financial Affairs**

The financial affairs of the National Office have altered marginally due to the following:

- The engagement of consultants to implement a series of governing body recommendations concerning research, policy, development and publicity
- Legal expenses in relation to advocacy, ERA and union structures advice.

**4 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 Fair Work (RC) Act 2009); namely by providing notice addressed and delivered to the Secretary of the relevant Branch, including via email.

**14 - RESIGNATION FROM MEMBERSHIP**

(1) A member of an organisation may resign from membership by written notice addressed and delivered to a person designated for the purpose in the rules of the organisation or a branch of the organisation.

Note: The notice of resignation can be given electronically if the organisation's rules allow for this (see section 9 of the *Electronic Transactions Act 1999*).

(2) A notice of resignation from membership of an organisation takes effect:

(a) 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, whichever is later, or

(b) in any other case:

- (i) at the end of 2 weeks, or such shorter period as is specified in the rules of the organisation, after the notice is received by the organisation; or
- (ii) on the day specified in the notice; whichever is later.

(3) Any dues payable but not paid by a former member of an 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.

(4) A notice delivered to the person mentioned in subsection (1) is taken to have been received by the organisation when it was delivered.

(5) A notice of resignation that has been received by the organisation is not invalid because it was not addressed and delivered in accordance with subsection (1).

(6) A resignation from membership of an organisation is valid even if it is not effected in accordance with this section if the member is informed in writing by or on behalf of the organisation that the resignation has been accepted.

Note: Regulations may require employers who offer payroll deduction facilities to inform employees that cessation of payroll deduction by an employee does not constitute resignation (see section 359).



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

**NATIONAL OFFICE  
ABN 28 921 128 419**

**CONCISE FINANCIAL REPORT  
FOR THE YEAR ENDED 31 DECEMBER 2014**

**5 Board Positions held by officers, employees of the National Office to be inserted here.**

To the best of our knowledge and belief, only the following Officers held any of the following positions by virtue of their office of the Rail, Tram and Bus Union National Council are:

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

The member(s) listed below hold the following position(s) as trustees or company directors:

OFFICIAL	ORGANISATION
Bob Narva	( Transport & Logistics Industry Skills Council - Director
	( Tracksafe Foundation - Director
	( Department of Infrastructure & Transport, High Speed Rail Advisory Group - Member
Allan Barden	( Tracksafe Foundation - Director

**6 Membership of the Union.**

There were 32,010 members of the union as at 31st December 2014.

**7 Employees of the National Office**

As at 31 December 2014 the National Office employed 6 full time employees.

**8 Members of the National Executive**

The following persons were members of the National Executive, during the year ending 31<sup>st</sup> December 2014;


Bob Narva	National Secretary	01/01/2014 to 31/12/2014
Allan Barden	Assistant National Secretary	01/01/2014 to 31/12/2014
Owen Doogan	National President	01/01/2014 to 03/12/2014
Phil Allieri		03/12/2014 to 31/12/2014
James Styles	National Vice-President (Rail)	01/01/2014 to 31/12/2014
Gary Way	National Vice-President (Road)	01/01/2014 to 03/12/2014
David Woollams		03/12/2014 to 31/12/2014
Joanne McCallum	National Vice-President (Affirmative Action)	01/01/2014 to 03/12/2014
Leanne Holmes		03/12/2014 to 31/12/2014

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

NATIONAL OFFICE  
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Alex Claassens	Branch Secretary - NSW	01/01/2014 to 31/12/2014
Trevor Dobbyn Luba Grigorovitch	Branch Secretary - Victoria	01/01/2014 to 08/02/2014 08/02/2014 to 31/12/2014
Samantha Simonetis	Branch Secretary - Tasmania	01/01/2014 to 31/12/2014
Owen Dooqan	Branch Secretary - Queensland	01/01/2014 to 31/12/2014
Darren Phillips	Branch Secretary - SA&NT	01/01/2014 to 31/12/2014
Phillip Woodcock	Branch Secretary - WA	01/01/2014 to 31/12/2014
Paul Robinson	Branch Secretary- WA PTA Branch	03/12/2014 to 31/12/2014
Peter Perkins John Curley	Assistant National Secretary Rail Operations	01/01/2014 to 03/12/2014 03/12/2014 to 31/12/2014
Greg Tathell	Assistant National Secretary Fleet Maintenance	01/01/2014 to 31/12/2014
Ross Schinike	Assistant National Secretary Infrastructure	01/01/2014 to 31/12/2014
Keith McMahon	Assistant National Secretary Locomotive	01/01/2014 to 31/12/2014
Phil Alder Gary Way	Assistant National Secretary Tram & Bus	01/01/2014 to 03/12/2014
Greg Cameron Grant Walwright	Assistant National Secretary Administrative, Supervisory.	01/01/2014 to 03/12/2014 03/12/2014 to 31/12/2014
Doug Klineberg Michael Cartwright	NSW Branch Delegate	01/01/2014 to 03/12/2014 03/12/2014 to 31/12/2014
Chris Preston	NSW Branch Delegate	05/04/2014 to 31/12/2014
Robert Hayden	NSW Branch Delegate	01/01/2014 to 31/12/2014
Marc Mancilla John Anderson	Victorian Branch Delegate	01/01/2014 to 03/12/2014 03/12/2014 to 31/12/2014
Taniolu (Danny) Fasilola Darren Gates	Victorian Branch Delegate	08/04/2014 to 03/12/2014 03/12/2014 to 31/12/2014
David Marfens Tom Brown	Qld Branch Delegate	01/01/2014 to 03/12/2014 03/12/2014 to 31/12/2014
Peter Allen	Qld Branch Delegate	01/01/2014 to 31/12/2014

  
Allan Barden

ASSISTANT NATIONAL SECRETARY

Dated: 29th May 2015

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

**NATIONAL OFFICE  
ABN 28 921 128 419**

**CONCISE REPORT  
FOR THE YEAR ENDED 31 DECEMBER 2014**

**COMMITTEE OF MANAGEMENT STATEMENT**

On <sup>20<sup>th</sup></sup> May 2015, the Committee of Management of the Australian Rail Tram & Bus Industry Union National Office passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 31 December 2014.

- (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 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; and
- (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 the branch concerned; and
  - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the "Fair Work (RO) Act 2009"; and
  - (iv) the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
  - (v) no further information has been sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the "Fair Work (RO) Act 2009"; and
  - (vi) no order for inspection of financial records have been made by the Commission under section 273 of the "Fair Work (RO) Act 2009".
- (f) The National Office has not derived any revenue during the year as a result of any recovery of wages activity it may have undertaken on behalf of members.

Signed <sup>29<sup>th</sup></sup> May, 2015 by Allan Barden in accordance with such resolution as is passed by the committee of management.



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

**NATIONAL OFFICE  
ABN 28 921 128 419**

**CONCISE REPORT  
FOR THE YEAR ENDED 31 DECEMBER 2014**

**DISCUSSION AND ANALYSIS OF THE FINANCIAL FACTORS**

This discussion and analysis is provided to members in understanding the concise financial report.

**Statements of Comprehensive Income**

In 2014, RTBU National Office produced a surplus of \$271,840, 19% lower than the prior year's surplus, excluding the effects of gain from the Redfern property transfer and revaluation gain on land and building. Some key points to note:

- An increase in rental income as property was owned and rented the whole period;
- An increase in employee expenses as the National Office increased staffing levels,
- Lower administration expenses, in particular, reduction in conference cost held in the prior year.
- Reduction in payment of ACTU levy as the previous year's expenses included past period levies

**Statement of Financial Position**

Total assets increased by \$661,500, including increase in cash holding by \$967,256. This is due to an improved debtor collection system that reduced the accounts receivable balance significantly.

Liabilities are \$389,660 higher than the prior year, mainly as the result December monthly expenses, such as legal fees, paid in next financial year.

Accumulated Surplus has grown by 3.8% to \$7,405,128.

**Statement of Cash Flows**

Cash holding increased by \$967,256 This including \$322,151 decrease in debtor, and \$79,001 of unearned income.

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

**NATIONAL OFFICE  
ABN 26 921 128 419**

**CONCISE REPORT**

**STATEMENT OF COMPREHENSIVE INCOME  
FOR THE YEAR ENDED 31 DECEMBER 2014**

		2014 \$	2013 \$
<b>REVENUE</b>			
Capitation	3	1,968,220	1,986,026
Affiliation Fees	3	97,357	113,816
Levies	3	22,858	58,782
Interest Received		20,174	24,713
Grants and Donations		-	-
Member Subscriptions		-	-
Rent Received		81,273	27,000
Other Income		27,860	42,323
Property Transferred from NSW Branch		-	2,602,742
<b>TOTAL REVENUE</b>		<u>2,217,560</u>	<u>4,855,402</u>
<b>EXPENSES</b>			
Employee Expenses	2A	815,687	881,562
Capitation Fees		-	-
Affiliation Fees	2B	123,897	157,727
Administration Expenses	2C	568,127	809,779
Grants or Donations	2D	12,490	22,545
Depreciation and Amortization		31,584	41,306
Legal Costs	2E	252,425	189,539
Audit Fees		31,813	30,350
Other Expenses		69,717	102,320
<b>TOTAL EXPENSES</b>		<u>1,945,720</u>	<u>2,215,128</u>
<b>PROFIT/(LOSS) FOR THE YEAR</b>		<u>271,840</u>	<u>2,640,274</u>
<b>OTHER COMPREHENSIVE INCOME</b>			
Gain on Revaluation of Land & Buildings		-	581,556
<b>TOTAL COMPREHENSIVE INCOME FOR THE YEAR</b>		<u>271,840</u>	<u>3,221,830</u>

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

**NATIONAL OFFICE  
ABN 28 921 128 419**

**CONCISE REPORT**

**STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 31 DECEMBER 2014**

	<b>Retained Earnings \$</b>	<b>Asset Revaluation Reserve \$</b>	<b>Total \$</b>
Balance at 1 January 2013	3,285,776	325,963	3,611,739
Surplus for the Year	3,521,530	-	3,521,530
Transfer to Reserve	<u>(581,558)</u>	<u>581,558</u>	<u>-</u>
Balance at 31 December 2013	<u>6,225,748</u>	<u>907,521</u>	<u>7,133,269</u>
Surplus for the Year	<u>271,840</u>	<u>-</u>	<u>271,840</u>
Balance at 31 December 2014	<u>6,497,588</u>	<u>907,521</u>	<u>7,405,109</u>

**NOTE TO THE STATEMENT OF CHANGES IN EQUITY**

**Note A - Compulsory Levy**

Other than capitation fees and ACTU Levies, the reporting unit receive no other compulsory levy.

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

**NATIONAL OFFICE  
ABN 28 921 128 419**

**CONCISE REPORT**

**STATEMENT OF FINANCIAL POSITION  
AS AT 31 DECEMBER 2014**

		2014	2013
		\$	\$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents		3,730,713	2,763,458
Receivables	3	337,611	659,764
Other		45,836	18,309
<b>TOTAL CURRENT ASSETS</b>		<u>4,114,160</u>	<u>3,441,531</u>
<b>NON CURRENT ASSETS</b>			
Financial Assets		20	20
Property		89,377	94,162
Investment Property		3,900,000	3,900,000
Plant & Equipment		25,886	44,135
Motor Vehicles		31,352	19,447
<b>TOTAL NON CURRENT ASSETS</b>		<u>4,046,635</u>	<u>4,057,764</u>
<b>TOTAL ASSETS</b>		<u>8,160,795</u>	<u>7,499,295</u>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	4	374,815	146,049
Provisions		301,851	219,958
Income in Advance		79,001	-
<b>TOTAL CURRENT LIABILITIES</b>		<u>755,667</u>	<u>366,007</u>
<b>TOTAL LIABILITIES</b>		<u>755,667</u>	<u>366,007</u>
<b>NET ASSETS</b>		<u>7,405,128</u>	<u>7,133,288</u>
<b>ACCUMULATED SURPLUS</b>			
Reserves		907,539	907,539
Accumulated Surplus		6,497,589	6,225,750
<b>ACCUMULATED SURPLUS</b>		<u>7,405,128</u>	<u>7,133,288</u>

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

**NATIONAL OFFICE  
ABN 28 921 128 419**

**CONCISE REPORT**

**STATEMENT OF CASHFLOWS  
FOR THE YEAR ENDED 31 DECEMBER 2014**

	2014 \$	2013 \$
<b>CASH FLOW FROM OPERATING ACTIVITIES:</b>		
Receipts from other reporting units	2,591,863	2,220,819
Other Income	27,880	42,323
Payment to other reporting units	(82,494)	(87,711)
Payments to Suppliers and Employees	(1,851,086)	(2,090,819)
Rent Received	81,273	27,000
Interest received	20,174	24,713
<b>Net cash provided/(used) by operating activities</b>	<b>987,710</b>	<b>136,525</b>
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>		
Payment for property, plant, equipment and software	(20,455)	(90,801)
<b>Net cash used in investing activities</b>	<b>(20,455)</b>	<b>(90,901)</b>
<b>Net increase/(decrease) in cash and cash equivalents held</b>	<b>967,255</b>	<b>46,434</b>
<b>Cash and cash equivalents at the beginning of the year</b>	<b>2,763,458</b>	<b>2,717,024</b>
<b>Cash and cash equivalents at the end of the year</b>	<b>3,730,713</b>	<b>2,763,458</b>



AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

NATIONAL OFFICE  
ABN 28 921 128 418

CONCISE REPORT  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2014

1 INFORMATION TO MEMBERS

The Committee of Management of the Australian Rail, Tram & Bus Industry Union National Office has resolved to provide a concise financial report to members for the financial year ended 31 December 2014.

The concise financial report has been derived from the full report and cannot be expected to provide as full an understanding of the financial performance, financial position and financial and investing activities of the branch as the full report. A copy of the full report and auditor's report will be sent to any member who requests them free of charge.

Members are advised of the following provisions:

Fair Work (Registered Organisations) Act 2009

Sec 272 information to be provided to members or Registrar

(1) A member of a reporting unit, or a Registrar, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making the application.

(2) The application must be in writing and must specify the period within which, and the manner in which, the information is to be made available. The period must not be less than 14 days after the application is given to the reporting unit.

(3) A reporting unit must comply with an application made under subsection (1).

2 EXPENSE

	2014 \$	2013 \$
<b>2A. Employee Expenses</b>		
Holders of Office:		
Wages and Salaries	248,562	232,975
Superannuation	11,781	20,246
Leave and Other Entitlements	48,184	27,831
Separation and Redundancies	-	-
Retirement Benefit Expenses	26,787	(105,033)
	<u>335,324</u>	<u>175,019</u>
Employees Other than Officeholders:		
Wages and Salaries	857,982	332,532
Superannuation	37,985	35,414
Leave and Other Entitlements	8,917	18,897
Separation and Redundancies	67,454	-
	<u>1,012,338</u>	<u>486,843</u>
	<u>818,667</u>	<u>661,862</u>
<b>2B. Affiliation Fees</b>		
ACTU	97,267	128,383
International Transport Workers Federation	20,239	16,789
Rail Industry Safety Standards Board	2,470	2,521
The Mickell Institute	3,822	5,074
Tracksafe	-	5,000
	<u>123,807</u>	<u>157,777</u>
<b>2C. Administration Expenses</b>		
Consideration to employers for payroll deductions	-	-
Compulsory Levies		
ACTU 2011 IR Levy	-	63,662
ACTU 2014 IR Levy	-	54,500
ACTU 2014 IR Levy	54,500	-
Fees/Allowances - Meeting and Conferences		
Attendance	7,655	11,430
Council Executive Expenses and Lost Time	11,732	118,209
Conference and Meeting Expenses		
Accommodations	32,680	38,680
Airfare & Travelling Expenses	69,682	106,842
Conference and Meetings	14,770	112,188
National Executive	28,231	10,846
Others	330,908	281,015
	<u>598,127</u>	<u>809,779</u>

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

NATIONAL OFFICE  
ABN 28 621 128 419

CONCISE REPORT  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2014

	2014	2013					
	\$	\$					
<b>2D: Grants or Donations</b>							
<b>Grants</b>							
<b>Donations</b>							
Total paid that were \$1,000 or less	500	68					
Total paid that exceeded \$1,000	11,990	22,450					
	<u>12,490</u>	<u>22,518</u>					
<b>2E: Legal Costs</b>							
<b>Litigation</b>							
Other Legal Matters	262,425	189,539					
	<u>262,425</u>	<u>189,539</u>					
<b>2F: Audit Fees</b>							
Financial Statement Audit Services	26,036	22,792					
Other Services	6,775	7,588					
	<u>31,811</u>	<u>30,380</u>					
<b>2G: Other Expenses</b>							
Penalties - via RO Act or RO Regulations							
Others	69,717	102,320					
	<u>69,717</u>	<u>102,320</u>					
<b>3 TRADE AND OTHER RECEIVABLES</b>							
Receivables from Other Reporting Units	330,994	617,074					
Other Receivables	7,517	42,700					
	<u>338,511</u>	<u>659,774</u>					
<b>Receivables from Other Reporting Units</b>							
	VIC	NSW	SAAST	QLD	TAS	WA	TOTAL
Opening Balance 01/01/2014	71,982	345,952	11,235	163,692	6,372	18,111	617,064
Amounts Charged to Branches							
Capitalisation Fees	607,214	944,859	94,424	397,418	18,287	103,041	2,165,049
Affiliation Fees	24,236	49,895	3,838	23,980	1,882	4,452	107,064
ACTU Levies	9,687	13,907	1,018	6,528	388	1,248	32,657
Amount Received from Branches							
Capitalisation Fees	(601,154)	(1,281,011)	(92,057)	(347,438)	(21,297)	(88,275)	(2,115,030)
Affiliation Fees	(31,031)	(62,272)	(4,789)	(19,955)	(1,841)	(4,849)	(113,747)
ACTU Levies	(22,954)	(28,211)	(2,167)	(7,807)	(1,211)	(2,708)	(65,186)
Closing Balance 31/12/2014	57,970	12,422	19,600	217,980	2,091	30,031	330,084
<b>4 ACCOUNTS PAYABLE</b>							
Consideration to Employers for Payroll Deductions							
Payable to Other Reporting Units							
NSW Branch	8,363	6,377					
TAS Branch	-	7,998					
QLD Branch	5,842	-					
WA Branch	-	21,185					
SA Branch	786	2,805					
Trade Creditors	65,035	7,130					
Legal Cost	36,580	11,832					
Other Payable	267,189	88,677					
	<u>374,815</u>	<u>148,048</u>					
<b>5 PROVISIONS</b>							
<b>Officers/holders:</b>							
Provision for Annual Leave	111,847	77,385					
Provision for Long Service Leave	39,977	26,280					
Provision for ADO	38,658	31,513					
Provision for Retirement Benefits	2,406	(24,379)					
Provision for Separations and Redundancies	-	-					
	<u>192,890</u>	<u>110,308</u>					
<b>Employees Other than Officers/holders:</b>							
Provision for Annual Leave	67,621	65,595					
Provision for Long Service Leave	28,282	19,533					
Provision for ADO	19,058	23,821					
Provision for Separations and Redundancies	-	-					
	<u>114,961</u>	<u>108,949</u>					
	<u>307,851</u>	<u>219,257</u>					

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

NATIONAL OFFICE  
ABN 28 921 128 418

CONCISE REPORT  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2014

	2014		2013	
	£		£	
Movement during the Year	Annual Leave	Long Service Leave	ADO	Retire Benefits
Benefits Balance at the Beginning of the Year	142,980	45,823	55,584	(24,879)
Increase/(Decrease) in Provision	36,498	16,495	2,162	25,787
Balance at the End of Year	<u>179,478</u>	<u>62,318</u>	<u>57,746</u>	<u>2,408</u>

6 INCOME IN ADVANCE

Capitation Fees In Advance - RTBU NSW

70,001

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7 PROVIDING INFORMATION

In accordance with the requirements of the Workplace Relations Act 1995, the attention of members is drawn to the provisions of Section 272 of Schedule 1B which reads as follows:

- (1) A member of an organisation, 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, 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 (1) above.

8 REGISTERED OFFICE

The registered office and principle place of business of the reporting unit is:

Suite 710, Trades Hall  
4 - 10 Goulburn Street  
Sydney NSW 2000

9 RECOVERY WAGES

The Union has not derived any revenue during the year as a result of any recovery of wages activity it may have undertaken on behalf of members.

10 GOING CONCERN

The reporting unit's ability to continue as a going concern is not reliant on any other reporting units.

11 FINANCIAL SUPPORT

The reporting unit has not agreed to provide any financial support to any reporting units nor did it require any financial support.

12 ASSETS & LIABILITIES ACQUIRED

The reporting unit has not acquired any asset or liability as a result of an amalgamation, a restructuring of branches, determination or revocation of the Fair Work Commission.

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

**NATIONAL OFFICE  
ABN 28 821 128 419**

**INDEPENDENT AUDIT OPINION  
TO THE MEMBERS**

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

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

**Scope**

We have audited the concise financial report of the Australian Rail, Tram and Bus Industry Union, National Office for the financial year ended 31 December, 2014 comprising the Committee of Management Statement, Statement of Comprehensive Income, Statement of Financial Position, Statement of Cash Flows and notes to the financial statements. The Committee of Management 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.

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 and other disclosures which were 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, the Fair Work (Registered Organisations) Act 2009.

I am an approved auditor for the purpose of the Fair Work (Registered Organisations) Act 2009.

**Recovery of Wage Activity**

The accompanying notes to the financial statements include comment that the Union has not derived any revenue during the year as a result of any recovery of wage activity it may have undertaken on behalf of members. Our Audit Opinion has been formed on the basis that no recovery of wage activity was undertaken.

**Audit Opinion**

In our opinion, the Concise Financial Report of Australian Rail, Tram and Bus Industry Union – National Office for the year ended 31st December, 2014 is in accordance with the full audited general purpose financial report available for inspection by members. The Audit opinion, expressed in that report is as follows:

"In our opinion, the general purpose financial report of the Australian Rail, Tram and Bus Industry Union – National Office presents fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia as well as the requirements imposed by the Reporting Guidelines or Part 3 of Chapter 8 of Schedule 1B of the Fair Work (Registered Organisations) Act 2009."

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

**NATIONAL OFFICE  
ABN 28 921 128 419**

**INDEPENDENT AUDIT OPINION  
TO THE MEMBERS**

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

We are also of the opinion that management's use of the going concern basis of accounting in the preparation of the financial statements was appropriate.



Ken Mangrevill  
Registered Company Auditor  
Ken Mangrevill Pty Ltd

Suite 4D/140 William Street  
Woolloomooloo NSW 2011

Dated *29* May, 2015



12 June 2015

Mr Bob Nanva  
National Secretary  
Australian Rail, Tram and Bus Industry Union  
Sent via email: [bnanva@rtbu.org.au](mailto:bnanva@rtbu.org.au)

Dear Mr Nanva,

**Lodgement of Financial Report - Reminder to lodge on or before 15 July 2015**

The Fair Work Commission's (the FWC) records disclose that the financial year of the Australian Rail, Tram and Bus Industry Union (the reporting unit) ended on the 31 December 2014.

As you would be aware, the *Fair Work (Registered Organisations) Act 2009* (the RO Act) requires that a reporting unit prepare a financial report in accordance with the RO Act, make it available to the members and then must lodge the financial report within 14 days after the general meeting of members, or if the rules of the reporting unit allow, the Committee of Management meeting (s.268).

The maximum period of time allowed under the RO Act for the completion of the financial reporting process is six months and 14 days after the expiry date of its financial year (s.253, s254, s265, s.266, s.268). For your reporting unit that requires lodgement of its financial report on or before **15 July 2015, and in any event no later than 14 days after the relevant meeting.**

The FWC encourages your reporting unit to lodge its financial report at the earliest opportunity in order to ensure compliance with its obligations. Failure of a reporting unit to lodge its financial report is a breach of a civil penalty provision of the RO Act. This can result in the General Manager instituting an inquiry or investigation into a reporting unit's non-compliance under Chapter 11, Part 4 of the RO Act. The actions available to the General Manager following an investigation include issuing Federal Court legal proceedings for breach of a civil penalty provision. The orders available to the Federal Court include imposition of a pecuniary penalty on the organisation or individual officer, whose conduct led to the contravention, of up to \$51,000 per contravention on the organisation and up to \$10,200 per contravention on the individual officer.

We encourage you to lodge the full financial report directly to [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au). That is the official email address for electronic lodgements of material related to registered organisations matters.

Should you seek any clarification in relation to the above, please contact me on (03) 8661 7936 or via email at [robert.pfeiffer@fwc.gov.au](mailto:robert.pfeiffer@fwc.gov.au).

Yours sincerely,

Robert Pfeiffer  
Senior Adviser  
Regulatory Compliance Branch



12 January 2015

Mr Thomas Costa  
National Legal Officer - ARTBIU  
Australian Rail, Tram and Bus Industry Union  
Sent via email: [tcosta@rtbu.org.au](mailto:tcosta@rtbu.org.au)

Dear Mr Costa,

**Re: Lodgement of Financial Report - [FR2014/400]  
Fair Work (Registered Organisations) Act 2009 (the RO Act)**

The financial year of the Australian Rail, Tram and Bus Industry Union (the reporting unit) ended on 31 December 2014.

This is a courtesy letter to remind you of the obligation to prepare and lodge the financial report for the reporting unit by the due date, namely 15 July 2015 (being the expiry date of 6 months and 14 days from the end of the financial year), under s.268 of the RO Act.

The RO Act sets out a particular chronological order in which financial documents and statements must be prepared, audited, provided to members and presented to a meeting. For your assistance, the attached *Timeline/Planner* summarises these requirements.

Fact sheets and guidance notes in relation to financial reporting under the RO Act are provided on the Fair Work Commission website. Further, the General Manager's updated Reporting Guidelines that apply to all financial reports prepared on or after 30 June 2014 are also available on the website which includes a webinar presentation on the Reporting Guidelines.

The Fair Work Commission has also developed a model set of financial statements. There is no requirement to use this model but it may be a useful resource to ensure compliance with the RO Act, the Reporting Guidelines and the Australian Accounting Standards. All of the above information can be accessed through our website under [Financial Reporting](#).

I request that the financial report and any statement of loans, grants or donations made during the financial year (statement must be lodged within 90 days of end of financial year) be emailed, rather than posted, to [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au). A sample statement of loans, grants or donations is available at [sample documents](#).

**It should be noted that s.268 is a civil penalty provision.** Failure to lodge a financial report may result in legal proceedings being issued with the possibility of a pecuniary penalty (up to \$51,000 for a body corporate and \$10,200 for an individual per contravention) being imposed upon an officer whose conduct led to the contravention and/or your organisation.

Should you seek any clarification in relation to the above, please contact me on (03) 8661 7936 or via email at [robert.pfeiffer@fwc.gov.au](mailto:robert.pfeiffer@fwc.gov.au).

Yours sincerely,

Robert Pfeiffer  
Senior Adviser  
Regulatory Compliance Branch

## TIMELINE/ PLANNER

Financial reporting period ending:	/ /
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Prepare financial statements and Operating Report.
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(a) A Committee of Management Meeting must consider the financial statements, and if satisfied, pass a resolution declaring the various matters required to be included in the Committee of Management Statement.	/ /
(b) A # designated officer must sign the Statement which must then be forwarded to the auditor for consideration as part of the General Purpose Financial Report (GPFR).	/ /

As soon as practicable after end of financial year

Auditor's Report prepared and signed and given to the Reporting Unit - s257	/ /
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Within a reasonable time of having received the GPFR  
(NB: Auditor's report must be dated on or after date of Committee of Management Statement)

Provide full report free of charge to members – s265 The full report includes: <ul style="list-style-type: none"> <li>the General Purpose Financial Report (which includes the Committee of Management Statement);</li> <li>the Auditor's Report; and</li> <li>the Operating Report.</li> </ul>	/ /
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(a) if the report is to be presented to a General Meeting (which must be held within 6 months after the end of the financial year), the report must be provided to members 21 days before the General Meeting,  
or  
(b) in any other case including where the report is presented to a Committee of Management meeting\*, the report must be provided to members within 5 months of end of financial year.

Present full report to:	/ /
(a) General Meeting of Members - s266 (1),(2); OR	/ /
(b) where the rules of organisation or branch allow* - a Committee of Management meeting - s266 (3)	/ /

Within 6 months of end of financial year  
Within 6 months of end of financial year

Lodge full report with the Fair Work Commission, together with the #Designated Officer's certificate++ – s268	/ /
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Within 14 days of meeting

\* the full report may only be presented to a committee of management meeting if the rules of the reporting unit provide that a percentage of members (not exceeding 5%) are able to call a general meeting to consider the full report.  
 # The Committee of Management Statement and the Designated Officer's certificate must be signed by the Secretary or another officer who is an elected official and who is authorised under the rules (or by resolution of the organisation) to sign the statement or certificate – s243.  
 ++ The Designated Officer's certificate must state that the documents lodged are copies of the documents provided to members and presented to a meeting in accordance with s266 – dates of such events must be included in the certificate. The certificate cannot be signed by a non-elected official.