



FAIR WORK
AUSTRALIA

2 June 2012

Mr Alex Claassens
Secretary, New South Wales Branch
Australian Rail, Tram and Bus Industry Union
Level 4, 321 Pitt Street
SYDNEY NSW 2000



Dear Mr Claassens

**Re: Lodgement of Financial Statements and Accounts – s237 Loans, Grants and Donations
Statement - Australian Rail, Tram and Bus Industry Union, New South Wales Branch –
for year ending 31 December 2011 (FR2011/2925)**

Thank you for lodging the above financial statements and accounts, which were received by Fair Work Australia on 21 May 2012.

The documents have been filed.

The documents lodged included a statement under section 237 of the Fair Work (Registered Organisations) Act 2009. That statement has been filed separately.

Yours sincerely,

Stephen Kellett

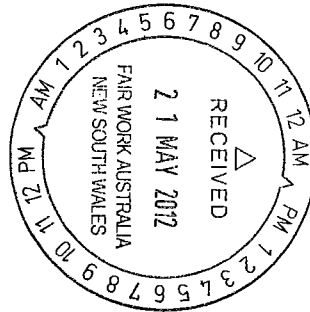
Organisations, Research and Advice Branch



AC:MM

Monday, May 21, 2012

**MR STEPHEN KELLETT
FAIR WORK AUSTRALIA
STATUTORY SERVICES BRANCH
LEVEL 8, 80 WILLIAM STREET
EAST SYDNEY NSW 2011**



Dear Mr Kellett

Please find attached Financial Statements for financial year ending December 2011.

Yours faithfully

**ALEX CLAASSENS
BRANCH SECRETARY**

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AUSTRALIAN RAIL TRAM & BUS INDUSTRY UNION

NEW SOUTH WALES BRANCH

Certificate of Secretary or other Authorised Officer
S268 OF Schedule 1B Workplace Relations Act 1996

I Alexander Claassens being the Branch Secretary of the Australian Rail Tram & Bus Industry Union, New South Wales Branch certify:

- That the documents lodged herewith are copies of the full report (and the concise report), referred to in s268 of the RAO Schedule; and
- That the concise report was provided to members on 19th April, 2012.
- That the full report was presented to a meeting of the committee management of the reporting unit on the 10th May, 2012 in accordance with section 266 of the RAO Schedule.

Signature:

A. Claassens

Date:

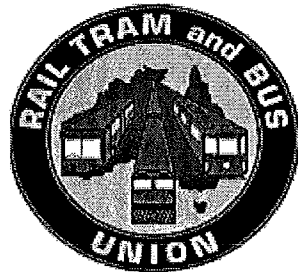
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AUSTRALIAN RAIL TRAM & BUS INDUSTRY UNION

NEW SOUTH WALES BRANCH

FINANCIAL REPORT

For the Year Ended 31st December 2011



NSW Branch

Rail Tram and Bus Union

NSW BRANCH OPERATING REPORT FOR 2011

Prepared

31st March 2012

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SCOPE OF OPERATING REPORT

This Operating Report covers the,

1. Activities of the Rail, Tram & Bus Union (RTBU) NSW Branch, and results of those activities for the calendar year 1 January 2011 to 31 December 2011;
2. Significant changes in the nature of the activities as required under Fair Work (Registered Organisations) Act 2009.
3. Details of any significant changes in financial affairs.
4. Details of the rights of members to resign
5. Details of officers and members who hold positions as trustees or company officers.
6. Members of the committee of management
7. 2010 Union Elections
8. Number of members and number of employees

THE PRINCIPAL ACTIVITIES & RESULTS OF THE ACTIVITIES OF THE BRANCH

The RTBU (NSW) is a member based, federally register trade union representing members whose usual place of work is located within the State of New South Wales (NSW) and the Australian Capital Territory (ACT) together with members employed rail, tram (light rail) and government owned and operated bus industries.

The reporting unit's activities are directed by the NSW Branch Executive and NSW Branch Council in accordance with our objectives and rules of registration.

The principal activities and the results of these activities fell into the following categories:

ACTIVITIES	2011 RESULTS
1. Making agreements with employers.	<ul style="list-style-type: none"> • 52 Federally registered Agreements • 2 NSW State Awards (State Transit)
2. Implementation of Branch Council's agenda, including providing assistance and strategic advice to individual members in relation to workplace issues.	<ul style="list-style-type: none"> • Received application for admittance of 1386 new members (Bus and Rail Divisions)
3. Representing members in tribunals and related institutions.	<ul style="list-style-type: none"> • 36 appeals before NSW Transport Appeals Board (TAB) (27 Rail Division & 11 Tram & Bus Division)
4. Electing representatives to peak trade union bodies in NSW.	<ul style="list-style-type: none"> • 5 delegates and alternate delegates (Rail Division) and 2 delegates (Bus Division) 2 delegates South Coast Labor Council nominated to Unions NSW.
5. Attending meetings called by peak union bodies in NSW.	<ul style="list-style-type: none"> • Attend approximately 35 Unions NSW General meetings. • 20 UnionsNSW Executive meetings • 6 UnionsNSW OHS & WC meetings

	<ul style="list-style-type: none"> • 6 South Coast Labour Council meetings
6. Making submissions on behalf of the branch to inquiries and proceedings affecting the industry.	<ul style="list-style-type: none"> • 6 submissions were made in 2011.
7. Training delegates & representatives.	<ul style="list-style-type: none"> • 11 delegates training courses were conducted within the Branch in 2011 • 136 workplace delegates were trained.
8. Produced and distributed circulars, bulletins, newsletters and materials as authorised by the union.	<ul style="list-style-type: none"> • Produced and distributed: <ul style="list-style-type: none"> - 4 copies of union journal <i>Rail & Road</i>; - 64 Branch membership bulletins - 13 RTBU Transport Watchdog Bulletins - Rail Operations Division <ul style="list-style-type: none"> o Guards - 4 Blue Light newsletters - Locomotive Division: <ul style="list-style-type: none"> o 36 Loco Express Electronic newsletter o 24 Footplates o 60 circulars - Tram and Bus <ul style="list-style-type: none"> o 13 Bus Express electronic newsletter

ANY SIGNIFICANT CHANGES IN ACTIVITIES

The principle activities of the Branch during the year were that of a registered trade union and no significant change occurred in the nature of those activities.

DETAILS OF ANY SIGNIFICANT CHANGES IN FINANCIAL AFFAIRS

The Rail, Tram & Bus Union (RTBU) NSW Branch financial affairs are summarised below; (*for more information see attachment A: Financial Report*)

- Total assets and accumulated funds remained relatively stable for the operating year to 31 December 2011; with following variations
- a decrease in current assets of \$805,729 for the operating year to 31 December 2011;
- a increase in non-current assets of \$884,637 for the operating year to 31 December 2011
- an decrease in total income of \$328,148 for the operating year to 31 December 2011;
- an increase in total expenses of \$388,060 for the operating year to 31 December 2011; and
- There was an increase in union fees by 7.5%:

OTHER RELEVANT INFORMATION

- The Rail, Tram & Bus Union (RTBU) NSW Branch also managed the RTBU Holiday Park at Jervis Bay on behalf of the union and its members.

DETAILS OF THE RIGHTS OF MEMBERS TO RESIGN

All members of the RTBU (NSW) have the right to resign from the union in accordance with **Rule 14, Resignation from Membership**, of the Rules of the Rail Tram and Bus Industry Union.

DETAILS OF OFFICERS AND MEMBERS WHO HOLD POSITIONS AS TRUSTEES OF COMPANIES OR TRUSTS

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

1. A trustee of a superannuation entity or exempt public sector superannuation scheme;
or
2. A director of a company that is a trustee of a superannuation entity or an exempt public sector superannuation scheme; and
3. Where a criterion for the officer being a trustee or director is that the officer is an officer of a registered organisation.

MEMBERS OF THE COMMITTEE OF MANAGEMENT

The members of Branch Council & Branch Executive during the year ending 31 December 2010 were:

BRANCH COUNCIL	BRANCH EXECUTIVE
Branch President	Branch President
Senior Branch Vice-President	Senior Branch Vice-President
Junior Branch Vice-President	Junior Branch Vice-President
Branch Secretary	Branch Secretary
Assistant Branch Secretary	Assistant Branch Secretary
Branch Organisers	Branch Organisers
Branch Divisional Presidents	Divisional Secretary's & Presidents
Branch Divisional Vice-Presidents	
Branch Divisional Secretaries	
Branch Divisional Delegates to Branch Council	

THE REGISTERED OFFICE OF THE AUSTRALIAN RAIL, TRAM & BUS INDUSTRY UNION IS:

LEVEL 4, 321 PITT STREET
 SYDNEY NSW 2000

LIST OF OFFICE HOLDERS

The members holding offices during the year ending 31 December 2011 were as follows:

BRANCH OFFICE HOLDERS

OFFICE	NAME	WORK ADDRESS/DEPOT
BRANCH PRESIDENT	ANTHONY CLEAR	TRAIN DRIVER HORNSBY NSW
BRANCH SECRETARY	ALEX CLAASSENS	LEVEL 4, 321 PITT STREET SYDNEY NSW 2000
ASSISTANT BRANCH SECRETARY	DAVID WOOLLAMS	88-89 RENWICK STREET REDFERN NSW 2016
BRANCH ORGANISER	MICHAEL CARTWRIGHT	LEVEL 4, 321 PITT STREET SYDNEY NSW 2000
BRANCH ORGANISER	DOUG KLINEBERG	LEVEL 4, 321 PITT STREET SYDNEY NSW 2000
SENIOR BRANCH VICE PRESIDENT	DOUG KLINEBERG	LEVEL 4, 321 PITT STREET SYDNEY NSW 2000
JUNIOR BRANCH VICE-PRESIDENT	CARISSA JAMES	AREA CONTROLLER SYDNEY NSW

BRANCH DIVISIONAL DELEGATES TO BRANCH COUNCIL

OFFICE	NAME	OCCUPATION	WORK ADDRESS/DEPOT
BRANCH DIVISIONAL PRESIDENT	BRETT ROSSER	DRIVER	PENRITH
BRANCH DIVISIONAL SENIOR VICE-PRESIDENT	ROBERT PROCTOR	DRIVER	COUNTRYLINK, WERRIS CREEK
BRANCH DIVISIONAL JUNIOR VICE-PRESIDENT	MARK SUPPLE	DRIVER	MORANDOO
BRANCH DIVISIONAL SECRETARY	ROBERT HAYDEN	UNION OFFICIAL	LEVEL 4, 321 PITT STREET SYDNEY NSW 2000
ASSISTANT BRANCH DIVISIONAL SECRETARY	IAN WYLLIE	DRIVER	PN COAL, PORT KEMBLA

BRANCH DIVISIONAL DELEGATES TO BRANCH COUNCIL

OFFICE	NAME	OCCUPATION	WORK ADDRESS/DEPOT
METROPOLITAN DISTRICT (3)	PAUL FOSTER	DRIVER	FLEMINGTON
	SHAN RATHINAM	DRIVER	CENTRAL
	DAVID MORAN	DRIVER	WATERFALL
NORTHERN DISTRICT (1)	PETER MUNDEY	DRIVER	PN TAREE
WESTERN DISTRICT (1)	PETER CARTER	DRIVER	PN BROKEN HILL
SOUTHERN DISTRICT (1)	BRUCE WOOTEN	DRIVER	PN JUNEE

BRANCH DIVISIONAL OFFICIALS - TRAMWAY & BUS DIVISION

OFFICE	NAME	OCCUPATION	WORK ADDRESS/DEPOT
BRANCH DIVISIONAL PRESIDENT	GARY WAY	UNION OFFICIAL	83-89 RENWICK STREET, REDFERN NSW 2016
BRANCH DIVISIONAL SENIOR VICE-PRESIDENT	BRETT PETERS	BUS OPERATOR	HAMILTON
BRANCH DIVISIONAL SECRETARY	CHRIS PRESTON	UNION OFFICIAL	83-89 RENWICK STREET, REDFERN NSW 2016

BRANCH DIVISIONAL DELEGATES TO BRANCH COUNCIL

NAME	OCCUPATION	WORK ADDRESS/DEPOT
KELLY BUDDEN	BUS OPERATOR	HAMILTON
DANIEL JAGGERS	BUS OPERATOR	RYDE
BRUCE EDDY	BUS OPERATOR	RANDWICK
STEVEN GIARDULLO	BUS OPERATOR	PORT BOTANY
ZIVKO IVANOVIC	BUS OPERATOR	LEICHHARDT

BRANCH DIVISIONAL DELEGATE TO BRANCH COUNCIL AFFIRMATIVE ACTION (WOMEN)

NAME	OCCUPATION	WORK ADDRESS/DEPOT
LEANNE HOLMES	BUS OPERATOR	HAMILTON

BRANCH DIVISIONAL INFRASTRUCTURE DIVISION

OFFICE	NAME	OCCUPATION	WORK ADDRESS/DEPOT
BRANCH DIVISIONAL PRESIDENT	JAMES BUCKLEY	WORK GROUP LEADER	CLYDE
BRANCH DIVISIONAL VICE-PRESIDENT	KHALED SAKR	INFRASTRUCTURE WORKER1A (1)	CLYDE
BRANCH DIVISIONAL SECRETARY	RAY WEST	SIGNAL SECTION MAN	GOSFORD

BRANCH DIVISIONAL DELEGATES TO BRANCH COUNCIL

OFFICE	NAME	OCCUPATION	WORK ADDRESS/DEPOT
METROPOLITAN DISTRICT (2)	TARVINDER PANESAR	INFRASTRUCTURE WORKER 1B	SYDENHAM
	MICHAEL SULLIVAN	SIGNAL SECTIONMAN	HORNSBY
NORTHERN DISTRICT (1)	TONY READ	INFRASTRUCTURE TRACK WORKER	ARTC TAMWORTH
NORTH COAST DISTRICT (1)	ANESTASI BOUBOULAS	INFRASTRUCTURE WORKER 1A	ARTC GRAFTON
WESTERN DISTRICT (1)	ANDREW WILLETTS	INFRASTRUCTURE WORKER 1A	ARTC DUBBO
SOUTHERN DISTRICT (1)	MICHAEL TAPPER	INFRASTRUCTURE WORKER 1A	ARTC GOULBURN

**BRANCH DIVISIONAL PHOTOGRAPHERS - ADMINISTRATIVE SUPERVISORY
TECHNICAL & PROFESSIONAL DIVISION**

OFFICE	NAME	OCCUPATION	WORK ADDRESS/DEPOT
BRANCH DIVISIONAL PRESIDENT	MARK THOMPSON	STATION MANAGER	RICHMOND
BRANCH DIVISIONAL VICE-PRESIDENT	PAUL CASEY	STATION MANAGER	MAITLAND
BRANCH DIVISIONAL SECRETARY	BOB BARKER	PAYROLL OFFICER	BURWOOD

BRANCH DIVISIONAL DELEGATES TO BRANCH COUNCIL

OFFICE	NAME	OCCUPATION	WORK ADDRESS/DEPOT
METROPOLITAN DISTRICT (3)	TERRY MISSINGHAM	SALES ACCOUNT TEAM LEADER	HURSTVILLE
	ADAM CULLEN	DUTY MANAGER	CENTRAL
	PETER WELLER	DUTY MANAGER	BLACKTOWN
NORTHERN DISTRICT (1)	GREG CAMERON	ASSET CO-ORDINATOR	PORT WARATAH
WESTERN & SOUTHERN DISTRICTS (1)	JOHN WHITTY	C&A OFFICER	WAGGA WAGGA
STATE TRANSIT AUTHORITY (1)	EARL DONALDSON	CLERK SPECIAL GRADE	WILLOUGHBY
SYDNEY FERRIES CORPORATION (1)	VACANT		

**BRANCH OFFICERS - TOWN HALLS - TOWN HALL MAINTENANCE CENTRE - COVINGTON,
FLEMINGTON MAINTENANCE & SERVICE DIVISION**

OFFICE	NAME	OCCUPATION	WORK ADDRESS/DEPOT
BRANCH DIVISIONAL PRESIDENT	IDA SKY MORRISON	PRESENTATION SERVICE ATTENDANT	TOWN HALL
BRANCH DIVISIONAL VICE-PRESIDENT	STEPHEN HOLMES	ENGINEERING OPERATOR	FLEMINGTON MAINTENANCE CENTRE
BRANCH DIVISIONAL SECRETARY	MICK BARTLETT	PRESENTATION SERVICE ATTENDANT	HORNSBY MAINTENANCE CENTRE

BRANCH DIVISIONAL DELEGATES TO BRANCH COUNCIL

OFFICE	NAME	OCCUPATION	WORK ADDRESS/DEPOT
METROPOLITAN DISTRICT (2)	ISMAIL HAYWOOD	PRESENTATION SERVICE ATTENDANT	CENTRAL
	MICHAEL MALEK	OPERATOR MACHINIST	FLEMINGTON MAINTENANCE CENTRE
NORTHERN, WESTERN & SOUTHERN DISTRICTS (1)	CLARENCE EDWARDS	ENGINEERING OPERATOR	BATHURST

BRANCH OFFICE HOLDERS RAIL OPERATIONS DIVISION

OFFICE	NAME	OCCUPATION	WORK ADDRESS/DEPOT
BRANCH DIVISIONAL PRESIDENT	MICHAEL SULLIVAN	GUARD	MORTDALE
BRANCH DIVISIONAL VICE-PRESIDENT	ANDREW SELLARS	GUARD	CENTRAL
BRANCH DIVISIONAL SECRETARY	JOANNE MCCALLUM	CUSTOMER SERVICE ATTENDANT	TUGGERAH

BRANCH DIVISIONAL DELEGATES TO BRANCH COUNCIL

OFFICE	NAME	OCCUPATION	WORK ADDRESS/DEPOT
METROPOLITAN DISTRICT (5)	PAUL COLLIMORE	GUARD	GOSFORD
	JACK D'SOUZA	GUARD	CENTRAL
	SUKHDARSHAN DHALIWAL	GUARD	HORNSBY
	BRUCE GALE	GUARD	LIVERPOOL
	ALAN VAN DER HORN	CSA	NORTH SYDNEY
NORTHERN DISTRICT (1)	RIA ANDREWS	GUARD	NEWCASTLE
WESTERN DISTRICT (1)	ALF JOHNSTON	PASSENGER ATTENDANT	DUBBO
SOUTHERN DISTRICT (1)	BRIAN FRANKHAM	CUSTOMER ATTENDANT	WAGGA WAGGA

BRANCH DIVISIONAL DELEGATE TO BRANCH COUNCIL AFFIRMATIVE ACTION (WOMEN)

NAME	OCCUPATION	WORK ADDRESS/DEPOT
CARISSA JAMES	AREA CONTROLLER	SYDNEY SIGNAL BOX

2010 ELECTIONS

The RTBU was due to have elections in November 2010, however, those elections were rescheduled for February 2011 by the Australian Electoral Commission (AEC).

The Office Holders information above reflects the results of those elections and subsequent changes.

MEMBERSHIP INFORMATION**Number Of Members**

As at the 31 December 2011 there were 15,995 financial members of the Rail, Tram & Bus Union (RTBU) NSW Branch across the following Divisions of the union:

DIVISION	FINANCIAL MEMBERS	NON-FINANCIAL MEMBERS	TOTAL
Rail Operations	3843	120	3963
Infrastructure	1538	91	1629
Workshops	1021	13	1034
Admin / Professional	2241	122	2363
Locomotive	3407	83	3490
Bus and Tram	3945	228	4173
TOTAL	15,995	657	16,652

Numbers of Employees

As at the 31 December 2011 the Rail, Tram & Bus Union (RTBU) NSW Branch employed 26 full-time employees and 3 Part-time employee.

POSITION	No. OF EMPLOYEES	
	(Full/Time)	(Part/Time)
Elected Paid Officials	6	0
Offices of the Union	12	1
Office Manager	1	0
Clerical Support	7	2



ALEX CLAASSENS
NSW Branch Secretary

Date: 31 March 2012

**COMMITTEE OF MANAGEMENT STATEMENT
FEDERAL ORGANISATION**

**AUSTRALIAN RAIL, TRAM & BUS INDUSTRY UNION
NEW SOUTH WALES BRANCH**

On 28th March 2012 the Committee of Management of the Australian Rail, Tram & Bus Industry Union, New South Wales Branch passed the following resolution in relation to the general purpose financial report(GPFR) of the reporting unit for the financial year ended 31 December, 2011:

- (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; 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 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) 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 information has been sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule; and
 - (vi) no order for inspection of financial records have been made by the Commission under section 273 of the RAO Schedule.
- (f) The Branch 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.

Signed in accordance with such resolution as is passed by the committee of management



Signed at Sydney 28th March 2012

**INDEPENDENT AUDIT OPINION
TO THE MEMBERS OF THE AUSTRALIAN RAIL, TRAM & BUS
INDUSTRY UNION NEW SOUTH WALES BRANCH**

Report on the Financial Report

We have audited the accompanying financial report of the Australian Rail, Tram and Bus Industry Union, New South Wales Branch, which comprises the statement of financial position as at 31 December 2011, statements of financial performance, statement of changes in accumulated funds 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 the Industrial Relations Act 1996, 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

Independence

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

Recovery of Wage Activity

The accompanying notes to the financial statements includes 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.

**INDEPENDENT AUDIT OPINION
TO THE MEMBERS OF THE AUSTRALIAN RAIL, TRAM & BUS
INDUSTRY UNION NEW SOUTH WALES BRANCH**

Audit Opinion

For the purposes of the Fair Work (Registered Organisations) Act 2009

In our opinion, the general purpose financial report of the Australian Rail, Tram & Bus Industry Union, New South Wales Branch 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.

For the purposes of the Industrial Relations Act 1996

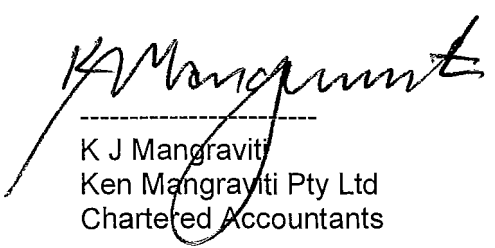
We report that we have inspected and audited the accounting records of the Australian Rail, Tram & Bus Industry Union, New South Wales Branch in relation to the year ended 31 December 2011 and report that in our opinion, satisfactory accounting records were kept by the organisation in relation to the period, including:

- (a) (i) records of the sources and nature of the income of the organisation (including income from members); and
- (ii) records of the nature and purpose of the expenditure of the organisation;

in our opinion the accounts and other statements prepared under section 510 of the Industrial Relations Act 1991 in relation to the period were properly drawn up, so as to give a true and fair view of :

- (b) (i) the financial affairs of the organisation as at 31 December 2011; and
- (ii) the income and expenditure and surplus of the organisation for the year ended 31 December 2011;
- (c) (i) all information, being information which was reasonably wanted for the purpose of this audit, which was required and sought by us or by any person authorised by me for the purpose of the audit, was provided.

We also understand that to the extent that there was any deficiency, failure or shortcoming in relation to the matters referred to above, we must report particulars in accord with Section 514 (5) of the Industrial Relations Act.



K J Mangraviti
Ken Mangraviti Pty Ltd
Chartered Accountants

Date: 28 March, 2012

AUSTRALIAN RAIL TRAM & BUS INDUSTRY UNION

NEW SOUTH WALES BRANCH

**STATEMENT FINANCIAL PERFORMANCE
For the Year Ended 31st December 2011**

GENERAL FUND

	2011	2010
	\$	\$
<u>INCOME</u>		
Dividends Received	36	29
Interest Received	283,535	257,766
Rent Received-Redfern	42,277	5,333
Members Contributions	6,482,148	6,219,899
Book Sales	64	509
Account Services Income	12,927	18,273
Federal Award	—	60,000
Other Income	26,099	644
Work Cover Grant	30,476	—
Rail & Road Advert	29,000	23,545
Rents received	—	1,821
Profit on Sale of Investments	6,401	658,213
Loss On Sale Of Motor Vehicle	—	(4,030)
	<hr/>	<hr/>
	6,912,961	7,242,002
		<hr/>
TOTAL INCOME		7,242,002
<u>LESS EXPENSES INCURRED</u>		
Advertising & Promotion	—	409
Air Fares & Travelling Expenses	54,620	83,266
Audit Fees	42,465	38,170
Auditors Other Services	3,910	4,195
Body Corporate Fees	146,706	142,052
Bank Charges & F.I.D. etc	27,424	22,774
Branch Council Expenses	13,437	12,276
Commissions	2,573	2,311
Consultants Fees	9,000	12,194
Depreciation	279,060	418,774
Donations, Affiliations Fees & Subscriptions-Industrial Council, Executive Expenses & Lost Time	141,963	196,371
Donations	46,174	7,841
Electricity	43,514	52,175
Organizing Expenses	131,964	115,956
Fringe Benefits Tax	9,107	12,510
General Expenses	54,490	75,967
Hire - Plant and Equipment	4,851	7,260
Honorariums	28,990	28,300
Insurances - General	98,815	108,067
Legal Expenses	102,166	79,563
Motor Vehicle Expenses	102,813	86,202
Members Training	7435	5216
Members Mortality Fund	42,500	30,000

The accompanying notes form part of these financial statements

AUSTRALIAN RAIL TRAM & BUS INDUSTRY UNION

NEW SOUTH WALES BRANCH

STATEMENT FINANCIAL PERFORMANCE
For the Year Ended 31st December 2011

GENERAL FUND

	2011	2010
	\$	\$
Payroll Tax	144,600	128,747
Parking Levy	16,800	16,320
Postage	17,477	24,991
Provision for Employee Entitlements	116,103	229,353
Printing, Stationery & Computer Software	190,875	188,043
Publications & Subscriptions	2,900	7,140
Press & Media Consultancy	111,554	115,841
Remuneration-Office Holders	560,316	620,391
Remuneration-Employees/Delegates	2,067,543	1,679,810
Rail & Road Publishing & Other Costs	178,528	134,154
Rates and Taxes	40,617	42,276
Repairs and Maintenance	93,206	76,622
Staff Fares & Travelling	13,334	15,007
Staff Training	6,080	18,892
Staff Uniforms	8,838	1,875
Superannuation	495,459	479,923
Sustentation National Office	861,814	797,525
Telephone	114,874	103,259
Badges & Other Items	71,731	63,240
Political Action Campaign	84,247	90,857
Website Maintenance	71,793	4,447
Wollongong Property Expense	-	2,870
TOTAL EXPENSES INCURRED	7,043,076	6,695,187
<u>NET INCOME</u>	<u>(130,115)</u>	<u>546,814</u>

The accompanying notes form part of these financial statements

AUSTRALIAN RAIL TRAM & BUS INDUSTRY UNION

NEW SOUTH WALES BRANCH

STATEMENT FINANCIAL PERFORMANCE
For the Year Ended 31st December 2011

SUSSEX INLET PARK

	2011 \$	2010 \$
<u>INCOME</u>		
Rent Received - Caravans	97,527	97,961
Rent Received - Units	122,706	143,487
Other Income	-	-
	<hr/>	<hr/>
	220,233	241,448
TOTAL INCOME	220,233	241,448
<u>LESS EXPENSES INCURRED</u>		
Consultant Fees	-	-
Depreciation	45,975	37,259
Electricity	19,280	18,005
General Expenses	1,404	3,641
Insurances - General	7,494	15,937
Motor Vehicle Expenses	1,041	893
Printing & Stationary	287	1,725
Rates and Taxes	13,409	17,386
Repairs and Maintenance	67,660	33,658
Telephone	228	2,548
Sussex Inlet Contract	123,584	118,831
	<hr/>	<hr/>
TOTAL EXPENSES INCURRED	280,362	249,883
<u>NET LOSS</u>	<hr/> <u>(60,130)</u>	<hr/> <u>(8,436)</u>

The accompanying notes form part of these financial statements

AUSTRALIAN RAIL TRAM & BUS INDUSTRY UNION

NEW SOUTH WALES BRANCH

**STATEMENT FINANCIAL PERFORMANCE
For the Year Ended 31st December 2011**

BUS & TRAM PICNIC FUND

	2011 \$	2010 \$
<u>INCOME</u>		
Members Contributions	202,636	207,751
	<hr/>	<hr/>
	202,636	207,751
TOTAL INCOME	202,636	207,751
<u>LESS EXPENSES INCURRED</u>		
Picnic Expenses	179,768	181,421
	<hr/>	<hr/>
TOTAL EXPENSES INCURRED	179,768	181,421
<u>NET INCOME</u>	<hr/> <hr/>	<hr/> <hr/>
	22,868	26,329

The accompanying notes form part of these financial statements

AUSTRALIAN RAIL TRAM & BUS INDUSTRY UNION

NEW SOUTH WALES BRANCH

**STATEMENT FINANCIAL PERFORMANCE
For the Year Ended 31st December 2011**

BUS & TRAM TRAFFIC FUND

	2011 \$	2010 \$
<u>INCOME</u>		
Members Contributions	219,465	195,998
	<hr/>	<hr/>
	219,465	195,998
TOTAL INCOME	219,465	195,998
<u>LESS EXPENSES INCURRED</u>		
Commission Paid	2,607	2,475
Fines	65,440	55,705
Legal Expenses	1,254	3,529
	<hr/>	<hr/>
TOTAL EXPENSES INCURRED	69,301	61,709
<u>NET INCOME</u>	<hr/> <hr/>	<hr/> <hr/>
	150,164	134,289

The accompanying notes form part of these financial statements

AUSTRALIAN RAIL,TRAM AND BUS INDUSTRY UNION

NEW SOUTH WALES BRANCH

**STATEMENT OF CHANGES IN ACCUMULATED FUNDS
As at 31st December 2011**

	Retained Profits	Asset Reval	Total
	\$	\$	\$
Balance 1/1/2010	13,273,229	4,068,605	17,341,834
Surplus/movement for year	698,996	(690,055)	8,941
Balance 31/12/2010	13,972,225	3,378,550	17,350,775
Surplus/movement for year	(17,213)	-	(17,213)
Balance 31/12/2011	13,955,012	3,378,550	17,333,562

The accompanying notes form part of these financial statements

AUSTRALIAN RAIL TRAM & BUS INDUSTRY UNION

NEW SOUTH WALES BRANCH

**STATEMENT OF FINANCIAL POSITION
As at 31st December 2011**

	Note	2011 \$	2010 \$
<u>CURRENT ASSETS</u>			
Cash and Cash Equivalents	3	5,656,099	6,394,226
Receivables	4	163,887	246,738
Other	5	117,832	102,583
		<hr/>	<hr/>
<u>TOTAL CURRENT ASSETS</u>		5,937,818	6,743,547
		<hr/>	<hr/>
<u>NON-CURRENT ASSETS</u>			
Financial Assets	6	996,249	1,236
Property	7	6,695,787	6,840,334
Investment Property	8	3,560,429	3,471,519
Plant & Equipment	9	247,993	284,056
Motor Vehicles	10	160,417	160,351
Sussex Inlet Property & Equip	11	1,023,655	1,042,396
		<hr/>	<hr/>
<u>TOTAL NON-CURRENT ASSETS</u>		12,684,529	11,799,892
		<hr/>	<hr/>
<u>TOTAL ASSETS</u>		18,622,347	18,543,439
		<hr/>	<hr/>
<u>CURRENT LIABILITIES</u>			
Accounts Payable	12	396,822	397,709
Provisions	13	891,962	794,957
		<hr/>	<hr/>
<u>TOTAL CURRENT LIABILITIES</u>		1,288,785	1,192,666
		<hr/>	<hr/>
<u>TOTAL LIABILITIES</u>		1,288,785	1,192,666
		<hr/>	<hr/>
<u>NET ASSETS</u>		17,333,562	17,350,775
		<hr/>	<hr/>
<u>ACCUMULATED FUNDS</u>			
Reserves	14	3,378,550	3,378,550
Accumulated Surplus	15	13,955,012	13,972,225
		<hr/>	<hr/>
<u>ACCUMULATED FUNDS</u>		17,333,562	17,350,775
		<hr/>	<hr/>

The accompanying notes form part of these financial statements

AUSTRALIAN RAIL TRAM & BUS INDUSTRY UNION

NEW SOUTH WALES BRANCH

**STATEMENT OF CASH FLOWS
For the Year Ended 31st December 2011**

	This Year Inflows (Outflows)	Last Year Inflows (Outflows)
CASH FLOW FROM OPERATING ACTIVITIES		
Receipts from members	6,987,100	6,569,211
Payments to suppliers and employees	(7,153,798)	(6,395,330)
Interest received	283,535	257,766
Rent received	262,510	248,602
Receipts - other	98,600	99,244
	<hr/>	<hr/>
Net cash provided by (used in) operating activities (Note 2)	477,947	779,493
 CASH FLOW FROM INVESTING ACTIVITIES		
Payment for assets	(221,061)	(2,863,330)
	<hr/>	<hr/>
Net cash provided by (used in) investing activities	(221,061)	(2,863,330)
 Net increase (decrease) in cash held		
Cash at beginning of year	256,886	(2,083,837)
	<hr/>	<hr/>
Cash at end of year (Note 1)	6,394,226	8,478,063
	<hr/>	<hr/>
	6,651,112	6,394,226
	<hr/>	<hr/>

NOTES TO THE STATEMENT OF CASH FLOWS

Note 1: Reconciliation of Cash

Cash at the end of the financial year as shown 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	6,651,112	6,394,226
	<hr/>	<hr/>

The accompanying notes form part of these financial statements

AUSTRALIAN RAIL TRAM & BUS INDUSTRY UNION

NEW SOUTH WALES BRANCH

**STATEMENT OF CASH FLOWS
For the Year Ended 31st December 2011**

	This Year Inflows (Outflows)	Last Year Inflows (Outflows)
Note 2: Reconciliation of Cash Flow from Operations with profit from ordinary activities		
Profit from ordinary activities	(17,213)	698,996
Depreciation	325,035	456,033
Sale assets	6,401	(654,183)
Change in assets and liabilities		
(Increase)/Decrease in receivables	82,855	(54,437)
(Increase)/Decrease in prepaid expenses	(15,249)	(10,294)
Increase/(Decrease) in creditors	(887)	115,532
Increase/(Decrease) in provision for employee benefits	97,005	227,846
Cash flows from operations	<u>477,947</u>	<u>779,493</u>

The accompanying notes form part of these financial statements

AUSTRALIAN RAIL TRAM & BUS INDUSTRY UNION

NEW SOUTH WALES BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended 31st December 2011**

NOTE 1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The financial report is a general purpose financial report that has been prepared in accordance with applicable Accounting Standards, including Australian Equivalents to International Financial Reporting Standards (AIFRS), other mandatory professional reporting requirements, the Fair Work (Registered Organisations) Act 2009 and the Industrial Relations Act, 1996.

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 cost. 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

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 the committee. The last independent valuations were carried out between 13 October 2009 and 19 November 2009.

Investment property

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.

AUSTRALIAN RAIL TRAM & BUS INDUSTRY UNION

NEW SOUTH WALES BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended 31st December 2011**

(b) Income Tax

No provision for income tax is necessary, as "Trade Unions" are exempt from income tax under Section 50 -15 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.

(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 unions 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) Contributions

Only contributions received are brought to account. Contribution received subsequent to year end, but relating to prior to year end are brought to account as receivables.

	2011 \$	2010 \$
Note 2: OPERATING SURPLUS		
Operating Surplus (deficiency)	(17,213)	698,996
Operating Surplus (deficiency) for the year comprises _		
General Fund	(130,115)	546,814
Sussex Inlet Park	(60,130)	(8,436)
Bus & Tram Picnic Fund	22,868	26,329
Bus & Tram Traffic Fund	150,164	134,289
	<u>(17,213)</u>	<u>698,996</u>

AUSTRALIAN RAIL TRAM & BUS INDUSTRY UNION

NEW SOUTH WALES BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended 31st December 2011**

	2011 \$	2010 \$
Note 3: CASH AND CASH EQUIVALENTS		
Cash on Hand	5,393	5,393
Cash at bank and on deposit	5,650,706	6,388,833
	<u>5,656,099</u>	<u>6,394,226</u>
 Note 4: RECEIVABLES		
Trade Debtors	150,227	230,547
Receivables	13,659	16,191
	<u>163,887</u>	<u>246,738</u>
 Note 5: OTHER CURRENT ASSETS		
Prepayments	117,832	102,583
	<u>117,832</u>	<u>102,583</u>
 Note 6: FINANCIAL ASSETS		
Listed Shares	1,216	1,216
Cash at bank and on deposit	995,013	—
Share Encompass	20	20
	<u>996,249</u>	<u>1,236</u>
 Note 7: PROPERTY		
Sydney-L4/Pitt St-independent valuation	3,275,000	3,275,000
Sydney-L4/Pitt St improvement - cost	432,047	432,047
Redfern - independent valuation	2,543,333	2,543,333
Redfern - improvements at cost	213,976	178,611
Wollongong	285,000	285,000
Hamilton	300,000	300,000
Deduct Prov'n for Depreciation	(353,570)	(173,657)
	<u>6,695,787</u>	<u>6,840,334</u>
 Note 8: INVESTMENT PROPERTY		
Sydney-L3/Pitt St - at directors val	3,560,429	3,471,519
	<u>3,560,429</u>	<u>3,471,519</u>

AUSTRALIAN RAIL TRAM & BUS INDUSTRY UNION

NEW SOUTH WALES BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended 31st December 2011**

	2011 \$	2010 \$	
Note 9: PLANT & EQUIPMENT			
Pitt St-Office Equip etc	654,696	645,297	
Pitt St Computer Hardware	325,601	316,663	
Pitt St - Computer Software	42,413	42,413	
Bus & Tram Division-Office equipment	309,788	287,284	
Bus & Tram Division-Computer	40,195	30,523	
Newcastle-Air Conditioner	1,540	1,540	
Deduct Prov'n for Depreciation	(1,126,240)	(1,039,664)	
	<u>247,993</u>	<u>284,056</u>	
 Note 10: MOTOR VEHICLES			
Motor Vehicles	408,954	369,749	
Deduct Prov'n for Depreciation	(248,537)	(209,397)	
	<u>160,417</u>	<u>160,351</u>	
 Note 11: SUSSEX INLET PROPERTY & EQUIP			
Leasehold Property(at valuation)	937,500	937,500	
Furniture	183,606	138,942	
Plant & Equipment	50,000	50,000	
Motor Vehicle	21,168	21,168	
Deduct Prov'n for Depreciation	(168,619)	(105,214)	
	<u>1,023,655</u>	<u>1,042,396</u>	
 Note 12: ACCOUNTS PAYABLE			
Accounts Payable	344,733	340,166	
Other payable	52,089	57,543	
	<u>396,822</u>	<u>397,709</u>	
 Note 13: PROVISIONS			
Provision for Annual Leave	351,576	393,079	
Provision for Long Service Leave	377,683	347,661	
Provision Retirement Benefits	162,703	54,216	
	<u>891,962</u>	<u>794,957</u>	
 Movements during the year -			
	Annual leave \$	Long Service \$	Retirement benefits \$
Balance beginning year	393,079	347,661	54,216
Increase(Decrease) in provision	(41,503)	29,722	108,487
	<u>351,576</u>	<u>377,383</u>	<u>162,703</u>

AUSTRALIAN RAIL TRAM & BUS INDUSTRY UNION

NEW SOUTH WALES BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended 31st December 2011**

	2011	2010
	\$	\$
Note 14: RESERVES		
Asset Revaluation Reserve	<u>3,378,550</u>	<u>3,378,550</u>
Note 15: ACCUMULATED FUNDS		
Unappropriated Profit B-Fwd	<u>13,955,012</u>	<u>13,972,225</u>

Note 16: RETIREMENT BENEFITS OBLIGATIONS

The economic entity 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 employees final average salary at retirement depending on the length of membership and the employees own contributions.

Reconciliation of the present value of the defined benefit obligation -

	2011	2010
	\$	\$
Present value at the beginning of year	1,987,551	2,180,011
Current service cost	15,240	18,477
Interest cost	106,619	122,668
Contributions by funds participants	9,257	14,751
Actuarial losses	212,618	284,675
Benefits paid	<u>(72,627)</u>	<u>(58,481)</u>
Present value at the end of the year	<u>2,258,658</u>	<u>2,562,101</u>
Fair value at the beginning of the year	1,945,228	2,125,698
Expected return on fund assets	161,527	178,502
Actuarial loss	(161,529)	(29,768)
Employer contributions	214,088	277,183
Contribution by funds participant	9,257	14,751
Benefits (paid)transferred in	<u>(72,616)</u>	<u>(58,481)</u>
Fair value at the end of the year	<u>2,095,955</u>	<u>2,507,885</u>

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

Present value of funded defined benefit obligations	2,258,658	2,562,101
Fair value of fund assets at end of year	<u>(2,095,955)</u>	<u>(2,507,885)</u>
Net Liability recognised in the Statement of Financial Position	<u>162,703</u>	<u>54,216</u>

AUSTRALIAN RAIL TRAM & BUS INDUSTRY UNION

NEW SOUTH WALES BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended 31st December 2011**

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

	2011	2010
	%	%
Australian equities	32.1	33.7
Overseas equities	29.0	29.3
Australian fixed interest	5.6	5.7
Overseas fixed interest	2.6	2.9
Property	9.5	9.5
Cash	6.6	6.1
Other	14.6	12.8

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

Note 18: FINANCIAL INSTRUMENTS

Interest Rate Risk

The Branch'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.

	Floating interest rate	Fixed		Non Interest	Total
		1 year	Over 1-5		
	\$	\$	\$	\$	\$
31 December 2011					
Cash	1,035,533	4,615,173	-	5,393	5,656,099
Financial Assets	-	-	995,013	1,236	996,249
	<u>1,035,533</u>	<u>4,615,173</u>	<u>995,013</u>	<u>6,629</u>	<u>6,652,348</u>
31 December 2010					
Cash	1,973,685	4,420,561	-	-	6,394,246
Financial Assets	-	-	-	1,236	1,216
	<u>1,973,685</u>	<u>4,420,561</u>	<u>-</u>	<u>1,216</u>	<u>6,395,482</u>

Weighted average interest rate 4.2%

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 recognised in the Statement of Financial Position is generally the carrying amounts.

The carrying amounts of cash and investments approximate net fair values.

AUSTRALIAN RAIL TRAM & BUS INDUSTRY UNION

NEW SOUTH WALES BRANCH

**NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended 31st December 2011**

Note 17: 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 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.

In accordance with the requirements of the Industrial Relations Act, 1991 the attention of members is drawn to the provisions of Section 512 which reads as follows-

- (1) A member of an organisation, or the Industrial Registrar, may apply to the organisation for specified information prescribed by the regulations in relation to the organisation.
- (2) An organisation must, on the making of such an application, make the specified information available to the member or the Industrial Registrar in the manner, and within the time prescribed by the regulations.

Note 18: REGISTERED OFFICE

The registered office and principle place of business of the Branch is :

Level 4/321 Pitt St
Sydney
NSW 2000

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Audited Report of NSW Branch Operations and Finances, 2011

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NSW Branch

Rail Tram and Bus Union

NSW BRANCH OPERATING REPORT FOR 2011

Prepared

31st March 2012

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SCOPE OF OPERATING REPORT

This Operating Report covers the,

1. Activities of the Rail, Tram & Bus Union (RTBU) NSW Branch, and results of those activities for the calendar year 1 January 2011 to 31 December 2011;
2. Significant changes in the nature of the activities as required under Fair Work (Registered Organisations) Act 2009.
3. Details of any significant changes in financial affairs.
4. Details of the rights of members to resign
5. Details of officers and members who hold positions as trustees or company officers.
6. Members of the committee of management
7. 2010 Union Elections
8. Number of members and number of employees

THE PRINCIPAL ACTIVITIES & RESULTS OF THE ACTIVITIES OF THE BRANCH

The RTBU (NSW) is a member based, federally register trade union representing members whose usual place of work is located within the State of New South Wales (NSW) and the Australian Capital Territory (ACT) together with members employed rail, tram (light rail) and government owned and operated bus industries.

The reporting unit's activities are directed by the NSW Branch Executive and NSW Branch Council in accordance with our objectives and rules of registration.

The principal activities and the results of these activities fell into the following categories:

ACTIVITIES	2011 RESULTS
1. Making agreements with employers.	<ul style="list-style-type: none"> • 52 Federally registered Agreements • 2 NSW State Awards (State Transit)
2. Implementation of Branch Council's agenda, including providing assistance and strategic advice to individual members in relation to workplace issues.	<ul style="list-style-type: none"> • Received application for admittance of 1386 new members (Bus and Rail Divisions)
3. Representing members in tribunals and related institutions.	<ul style="list-style-type: none"> • 36 appeals before NSW Transport Appeals Board (TAB) (27 Rail Division & 11 Tram & Bus Division)
4. Electing representatives to peak trade union bodies in NSW.	<ul style="list-style-type: none"> • 5 delegates and alternate delegates (Rail Division) and 2 delegates (Bus Division) 2 delegates South Coast Labor Council nominated to Unions NSW.
5. Attending meetings called by peak union bodies in NSW.	<ul style="list-style-type: none"> • Attend approximately 35 Unions NSW General meetings. • 20 UnionsNSW Executive meetings • 6 UnionsNSW OHS & WC meetings

	<ul style="list-style-type: none"> 6 South Coast Labour Council meetings
6. Making submissions on behalf of the branch to inquiries and proceedings affecting the industry.	<ul style="list-style-type: none"> 6 submissions were made in 2011.
7. Training delegates & representatives.	<ul style="list-style-type: none"> 11 delegates training courses were conducted within the Branch in 2011 136 workplace delegates were trained.
8. Produced and distributed circulars, bulletins, newsletters and materials as authorised by the union.	<ul style="list-style-type: none"> Produced and distributed: <ul style="list-style-type: none"> 4 copies of union journal <i>Rail & Road</i>; 64 Branch membership bulletins 13 RTBU Transport Watchdog Bulletins Rail Operations Division <ul style="list-style-type: none"> Guards - 4 Blue Light newsletters Locomotive Division: <ul style="list-style-type: none"> 36 Loco Express Electronic newsletter 24 Footplates 60 circulars Tram and Bus <ul style="list-style-type: none"> 13 Bus Express electronic newsletter

ANY SIGNIFICANT CHANGES IN ACTIVITIES

The principle activities of the Branch during the year were that of a registered trade union and no significant change occurred in the nature of those activities.

DETAILS OF ANY SIGNIFICANT CHANGES IN FINANCIAL AFFAIRS

The Rail, Tram & Bus Union (RTBU) NSW Branch financial affairs are summarised below; (*for more information see attachment A: Financial Report*)

- Total assets and accumulated funds remained relatively stable for the operating year to 31 December 2011; with following variations
- a decrease in current assets of \$805,729 for the operating year to 31 December 2011;
- a increase in non-current assets of \$884,637 for the operating year to 31 December 2011
- an decrease in total income of \$328,148 for the operating year to 31 December 2011;
- an increase in total expenses of \$388,060 for the operating year to 31 December 2011; and
- There was an increase in union fees by 7.5%:

OTHER RELEVANT INFORMATION

- The Rail, Tram & Bus Union (RTBU) NSW Branch also managed the RTBU Holiday Park at Jervis Bay on behalf of the union and its members.

DETAILS OF THE RIGHTS OF MEMBERS TO RESIGN

All members of the RTBU (NSW) have the right to resign from the union in accordance with **Rule 14, Resignation from Membership**, of the Rules of the Rail Tram and Bus Industry Union.

DETAILS OF OFFICERS AND MEMBERS WHO HOLD POSITIONS AS TRUSTEES OR COMPANY DIRECTORS

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

1. A trustee of a superannuation entity or exempt public sector superannuation scheme;
or
2. A director of a company that is a trustee of a superannuation entity or an exempt public sector superannuation scheme; and
3. Where a criterion for the officer being a trustee or director is that the officer is an officer of a registered organisation.

MEMBERS OF THE COMMITTEE OF MANAGEMENT

The members of Branch Council & Branch Executive during the year ending 31 December 2010 were:

BRANCH COUNCIL	BRANCH EXECUTIVE
Branch President	Branch President
Senior Branch Vice-President	Senior Branch Vice-President
Junior Branch Vice-President	Junior Branch Vice-President
Branch Secretary	Branch Secretary
Assistant Branch Secretary	Assistant Branch Secretary
Branch Organisers	Branch Organisers
Branch Divisional Presidents	Divisional Secretary's & Presidents
Branch Divisional Vice-Presidents	
Branch Divisional Secretaries	
Branch Divisional Delegates to Branch Council	

THE REGISTERED OFFICE OF THE AUSTRALIAN RAIL, TRAM & BUS INDUSTRY UNION IS:

LEVEL 4, 321 PITT STREET
SYDNEY NSW 2000

LIST OF OFFICE HOLDERS

The members holding offices during the year ending 31 December 2011 were as follows:

BRANCH OFFICE HOLDERS

OFFICE	NAME	WORK ADDRESS/DEPOT
BRANCH PRESIDENT	ANTHONY CLEAR	TRAIN DRIVER HORNSBY NSW
BRANCH SECRETARY	ALEX CLAASSENS	LEVEL 4, 321 PITT STREET SYDNEY NSW 2000
ASSISTANT BRANCH SECRETARY	DAVID WOOLLAMS	88-89 RENWICK STREET REDFERN NSW 2016
BRANCH ORGANISER	MICHAEL CARTWRIGHT	LEVEL 4, 321 PITT STREET SYDNEY NSW 2000
BRANCH ORGANISER	DOUG KLINEBERG	LEVEL 4, 321 PITT STREET SYDNEY NSW 2000
SENIOR BRANCH VICE PRESIDENT	DOUG KLINEBERG	LEVEL 4, 321 PITT STREET SYDNEY NSW 2000
JUNIOR BRANCH VICE-PRESIDENT	CARISSA JAMES	AREA CONTROLLER SYDNEY NSW

BRANCH DIVISIONAL LEADERS - LOGIC/OTIVE DIVISION

OFFICE	NAME	OCCUPATION	WORK ADDRESS/DEPOT
BRANCH DIVISIONAL PRESIDENT	BRETT ROSSER	DRIVER	PENRITH
BRANCH DIVISIONAL SENIOR VICE-PRESIDENT	ROBERT PROCTOR	DRIVER	COUNTRYLINK, WERRIS CREEK
BRANCH DIVISIONAL JUNIOR VICE-PRESIDENT	MARK SUPPLE	DRIVER	MORANDOO
BRANCH DIVISIONAL SECRETARY	ROBERT HAYDEN	UNION OFFICIAL	LEVEL 4, 321 PITT STREET SYDNEY NSW 2000
ASSISTANT BRANCH DIVISIONAL SECRETARY	IAN WYLLIE	DRIVER	PN COAL, PORT KEMBLA

BRANCH DIVISIONAL DELEGATES TO BRANCH COUNCIL

OFFICE	NAME	OCCUPATION	WORK ADDRESS/DEPOT
METROPOLITAN DISTRICT (3)	PAUL FOSTER	DRIVER	FLEMINGTON
	SHAN RATHINAM	DRIVER	CENTRAL
	DAVID MORAN	DRIVER	WATERFALL
NORTHERN DISTRICT (1)	PETER MUNDEY	DRIVER	PN TAREE
WESTERN DISTRICT (1)	PETER CARTER	DRIVER	PN BROKEN HILL
SOUTHERN DISTRICT (1)	BRUCE WOOTEN	DRIVER	PN JUNEES

BRANCH DIVISIONAL PRESIDENTS - TRAM & BUS DIVISION

OFFICE	NAME	OCCUPATION	WORK ADDRESS/DEPOT
BRANCH DIVISIONAL PRESIDENT	GARY WAY	UNION OFFICIAL	83-89 RENWICK STREET, REDFERN NSW 2016
BRANCH DIVISIONAL SENIOR VICE-PRESIDENT	BRETT PETERS	BUS OPERATOR	HAMILTON
BRANCH DIVISIONAL SECRETARY	CHRIS PRESTON	UNION OFFICIAL	83-89 RENWICK STREET, REDFERN NSW 2016

BRANCH DIVISIONAL DELEGATES TO BRANCH COUNCIL

NAME	OCCUPATION	WORK ADDRESS/DEPOT
KELLY BUDDEN	BUS OPERATOR	HAMILTON
DANIEL JAGGERS	BUS OPERATOR	RYDE
BRUCE EDDY	BUS OPERATOR	RANDWICK
STEVEN GIARDULLO	BUS OPERATOR	PORT BOTANY
ZIVKO IVANOVIC	BUS OPERATOR	LEICHHARDT

BRANCH DIVISIONAL DELEGATE TO BRANCH COUNCIL AFFIRMATIVE ACTION (WOMEN)

NAME	OCCUPATION	WORK ADDRESS/DEPOT
LEANNE HOLMES	BUS OPERATOR	HAMILTON

BRANCH DIVISIONAL HEADERS - INFRASTRUCTURE DIVISION

OFFICE	NAME	OCCUPATION	WORK ADDRESS/DEPOT
BRANCH DIVISIONAL PRESIDENT	JAMES BUCKLEY	WORK GROUP LEADER	CLYDE
BRANCH DIVISIONAL VICE-PRESIDENT	KHALED SAKR	INFRASTRUCTURE WORKER1A (1)	CLYDE
BRANCH DIVISIONAL SECRETARY	RAY WEST	SIGNAL SECTION MAN	GOSFORD

BRANCH DIVISIONAL DELEGATES TO BRANCH COUNCIL

OFFICE	NAME	OCCUPATION	WORK ADDRESS/DEPOT
METROPOLITAN DISTRICT (2)	TARVINDER PANESAR	INFRASTRUCTURE WORKER 1B	SYDENHAM
	MICHAEL SULLIVAN	SIGNAL SECTIONMAN	HORNSBY
NORTHERN DISTRICT (1)	TONY READ	INFRASTRUCTURE TRACK WORKER	ARTC TAMWORTH
NORTH COAST DISTRICT (1)	ANESTASI BOUBOULAS	INFRASTRUCTURE WORKER 1A	ARTC GRAFTON
WESTERN DISTRICT (1)	ANDREW WILLETTS	INFRASTRUCTURE WORKER 1A	ARTC DUBBO
SOUTHERN DISTRICT (1)	MICHAEL TAPPER	INFRASTRUCTURE WORKER 1A	ARTC GOULBURN

**BRANCH OFFICE HOLDERS - ADMINISTRATIVE, SUPERVISORY,
TECHNICAL & PROFESSIONAL DIVISION**

OFFICE	NAME	OCCUPATION	WORK ADDRESS/DEPOT
BRANCH DIVISIONAL PRESIDENT	MARK THOMPSON	STATION MANAGER	RICHMOND
BRANCH DIVISIONAL VICE-PRESIDENT	PAUL CASEY	STATION MANAGER	MAITLAND
BRANCH DIVISIONAL SECRETARY	BOB BARKER	PAYROLL OFFICER	BURWOOD

BRANCH DIVISIONAL DELEGATES TO BRANCH COUNCIL

OFFICE	NAME	OCCUPATION	WORK ADDRESS/DEPOT
METROPOLITAN DISTRICT (3)	TERRY MISSINGHAM	SALES ACCOUNT TEAM LEADER	HURSTVILLE
	ADAM CULLEN	DUTY MANAGER	CENTRAL
	PETER WELLER	DUTY MANAGER	BLACKTOWN
NORTHERN DISTRICT (1)	GREG CAMERON	ASSET CO-ORDINATOR	PORT WARATAH
WESTERN & SOUTHERN DISTRICTS (1)	JOHN WHITTY	C&A OFFICER	WAGGA WAGGA
STATE TRANSIT AUTHORITY (1)	EARL DONALDSON	CLERK SPECIAL GRADE	WILLOUGHBY
SYDNEY FERRIES CORPORATION (1)	VACANT		

**BRANCH OFFICERS - ROLLERS - ROLLING MILL MANUFACTURE, OVERHAUL,
MAINTENANCE & SERVICE DIVISION**

OFFICE	NAME	OCCUPATION	WORK ADDRESS/DEPOT
BRANCH DIVISIONAL PRESIDENT	IDA SKY MORRISON	PRESENTATION SERVICE ATTENDANT	TOWN HALL
BRANCH DIVISIONAL VICE-PRESIDENT	STEPHEN HOLMES	ENGINEERING OPERATOR	FLEMINGTON MAINTENANCE CENTRE
BRANCH DIVISIONAL SECRETARY	MICK BARTLETT	PRESENTATION SERVICE ATTENDANT	HORNSBY MAINTENANCE CENTRE

BRANCH DIVISIONAL DELEGATES TO BRANCH COUNCIL

OFFICE	NAME	OCCUPATION	WORK ADDRESS/DEPOT
METROPOLITAN DISTRICT (2)	ISMAIL HAYWOOD	PRESENTATION SERVICE ATTENDANT	CENTRAL
	MICHAEL MALEK	OPERATOR MACHINIST	FLEMINGTON MAINTENANCE CENTRE
NORTHERN, WESTERN & SOUTHERN DISTRICTS (1)	CLARENCE EDWARDS	ENGINEERING OPERATOR	BATHURST

BRANCH OFFICE HOLDERS - RAIL OPERATIONS DIVISION

OFFICE	NAME	OCCUPATION	WORK ADDRESS/DEPOT
BRANCH DIVISIONAL PRESIDENT	MICHAEL SULLIVAN	GUARD	MORTDALE
BRANCH DIVISIONAL VICE-PRESIDENT	ANDREW SELLARS	GUARD	CENTRAL
BRANCH DIVISIONAL SECRETARY	JOANNE MCCALLUM	CUSTOMER SERVICE ATTENDANT	TUGGERAH

BRANCH DIVISIONAL DELEGATES TO BRANCH COUNCIL

OFFICE	NAME	OCCUPATION	WORK ADDRESS/DEPOT
METROPOLITAN DISTRICT (5)	PAUL COLLIMORE	GUARD	GOSFORD
	JACK D'SOUZA	GUARD	CENTRAL
	SUKHDARSHAN DHALIWAL	GUARD	HORNSBY
	BRUCE GALE	GUARD	LIVERPOOL
	ALAN VAN DER HORN	CSA	NORTH SYDNEY
NORTHERN DISTRICT (1)	RIA ANDREWS	GUARD	NEWCASTLE
WESTERN DISTRICT (1)	ALF JOHNSTON	PASSENGER ATTENDANT	DUBBO
SOUTHERN DISTRICT (1)	BRIAN FRANKHAM	CUSTOMER ATTENDANT	WAGGA WAGGA

BRANCH DIVISIONAL DELEGATE TO BRANCH COUNCIL AFFIRMATIVE ACTION (WOMEN)

NAME	OCCUPATION	WORK ADDRESS/DEPOT
CARISSA JAMES	AREA CONTROLLER	SYDNEY SIGNAL BOX

2010 ELECTIONS

The RTBU was due to have elections in November 2010, however, those elections were rescheduled for February 2011 by the Australian Electoral Commission (AEC).

The Office Holders information above reflects the results of those elections and subsequent changes.

PRESCRIBED INFORMATION**Number Of Members**

As at the 31 December 2011 there were 15,995 financial members of the Rail, Tram & Bus Union (RTBU) NSW Branch across the following Divisions of the union:

DIVISION	FINANCIAL MEMBERS	UNFINANCIAL MEMBERS	TOTAL
Rail Operations	3843	120	3963
Infrastructure	1538	91	1629
Workshops	1021	13	1034
Admin / Professional	2241	122	2363
Locomotive	3407	83	3490
Bus and Tram	3945	228	4173
TOTAL	15,995	657	16,652

Numbers of Employees

As at the 31 December 2011 the Rail, Tram & Bus Union (RTBU) NSW Branch employed 26 full-time employees and 3 Part-time employee.

POSITION	NO. OF EMPLOYEES	
	(Full/Time)	(Part/Time)
Elected Paid Officials	6	0
Offices of the Union	12	1
Office Manager	1	0
Clerical Support	7	2



ALEX CLAASSENS
NSW Branch Secretary

Date: 31 March 2012

ATTACHMENT A**CONCISE FINANCIAL REPORT****FOR THE YEAR ENDED 31st DECEMBER, 2011**

The Committee of Management of the Australian Rail, Tram & Bus Industry Union, New South Wales Branch has resolved to provide a concise financial report to members for the financial year ended 31 December 2011.

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.

Section 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).

SECTION 517 OF THE INDUSTRIAL RELATIONS ACT 1996

In accordance with Section 517 of the Industrial Relations Act a copy of the Auditor's Report, Accounts and Statements will be supplied free of charge to members who request same.

Certificates required to be given under the Act's by the Accounting Officer and Committee of Management have been completed in accordance with the provisions of the Act's and contain no qualifications.

THE RAIL TRAM & BUS UNION NSW BRANCH
INCOME STATEMENT
For the year ended 31st DECEMBER, 2011

	2011	2010
REVENUE FROM ORDINARY ACTIVITIES:	\$	\$
MEMBER CONTRIBUTIONS	6,904,249	6,623,648
Interest Received	283,535	257,766
RENT	262,510	248,602
PROFIT ON SALE INVESTMENTS	6,401	654,183
OTHER INCOME	98,600	99,244
EXPENSE FROM ORDINARY ACTIVITIES		
REMUNERATION – OFFICE HOLDERS	560,316	620,391
REMUNERATION – EMPLOYEE/DELEGATES	2,067,543	1,679,810
SUPERANNUATION	495,459	479,923
SUSTENTATION NATIONAL OFFICE	861,814	797,525
DEPRECIATION	325,035	456,033
DONATIONS	46,174	22,100
FEES AND SUBSCRIPTIONS	141,963	174,271
LEGAL EXPENSES	103,420	83,092
OTHER EXPENSES	2,970,783	2,871,302
NET SURPLUS (DEFICIT) FROM ORDINARY ACTIVITIES	(17,213)	698,996
TOTAL CHANGE IN ACCUMULATED FUNDS	(17,213)	698,996

THE RAIL TRAM & BUS UNION NSW BRANCH
BALANCE SHEET
As at 31st DECEMBER, 2011

	2011	2010
CURRENT ASSETS	\$	\$
CASH ASSETS	5,656,099	6,394,226
RECEIVABLES	163,887	246,738
OTHER	117,832	102,583
TOTAL CURRENT ASSETS	5,937,818	6,743,547
NON-CURRENT ASSETS		
FINANCIAL ASSETS	996,249	1,236
PROPERTY, OFFICE EQUIPMENT AND MOTOR VEHICLES-OWN USE	8,127,852	8,327,137
INVESTMENT PROPERTY	3,560,429	3,471,519
TOTAL NON-CURRENT ASSETS	12,684,529	11,799,892
TOTAL ASSETS	18,622,347	18,543,439
CURRENT LIABILITIES		
ACCOUNTS PAYABLES	344,733	340,166
OTHER PAYABLES	52,089	57,543
TOTAL CURRENT LIABILITIES	396,822	397,709
NON-CURRENT LIABILITIES		
PROVISIONS	891,962	794,957
TOTAL NON-CURRENT LIABILITIES	891,962	794,957
TOTAL LIABILITIES	1,288,784	1,192,666
NET ASSETS	17,333,562	17,350,775
ACCUMULATED FUNDS		
RESERVES	3,378,550	3,378,550
ACCUMULATED FUNDS	13,955,012	13,972,225
TOTAL ACCUMULATED FUNDS	17,333,562	17,350,775

THE RAIL TRAM & BUS UNION NSW BRANCH
STATEMENT OF CASH FLOWS
For the year ended 31st DECEMBER, 2011

	2011	2010
CASH FLOW FROM OPERATING ACTIVITIES	\$	\$
Receipts from Members	6,987,100	6,569,211
Interest Received	283,535	257,766
Rent Received	262,510	248,602
Other	98,600	99,244
Payments to Suppliers and employees	(7,153,798)	(6,395,330)
NET CASH PROVIDED BY OPERATING ACTIVITIES	477,947	779,493
CASH FLOW FROM INVESTING ACTIVITIES		
Payment for Property, Plant and Equipment	(221,061)	(2,863,330)
NET CASH USED IN INVESTING ACTIVITIES	(221,061)	(2,863,330)
NET CASH INCREASE(DECREASE)	256,886	(2,083,837)
CASH AT THE BEGINNING OF THE YEAR	6,394,226	8,478,063
CASH AT THE END OF THE YEAR	6,651,112	6,394,226

COMMITTEE OF MANAGEMENT STATEMENT

On the 28th of March, 2012 the Committee of Management of the Australian Rail Tram & Bus Industry Union, New South Wales Branch passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 31st December, 2011:

- (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 RAO Schedule and the RAO Regulations; 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 RAO Schedule; and
 - (vi) no order for inspection of financial records have been made by the Commission under section 273 of the RAO Schedule.
- (f) The Branch 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 in accordance with such resolution as passed by the committee of management.



ALEX CLAASSENS
NSW BRANCH SECRETARY

Signed at Sydney on the 28th March 2012

INDEPENDENT AUDITORS' STATEMENT

To the members of The Australian Rail, Tram and Bus Industry Union, New South Wales Branch.

SCOPE

We have audited the concise financial report of The Australian Rail, Tram & Bus Industry Union, New South Wales Branch for the financial year ended 31 December, 2011 comprising the Committee of Management Statement, Income Statement, Balance Sheet, 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 and the Industrial Relations Act 1996

AUDIT OPINIONS**A) FAIR WORK (REGISTERED ORGANISATIONS) ACT 2009**

In our opinion, the Concise Financial Report of The Australian Rail, Tram & Bus Industry Union, New South Wales Branch for the year ended 31st December, 2011 is in accordance with the full audited general purpose financial report available for inspection my members. The Audit opinion, express in that report is as follows:

In our opinion, the general purpose financial report of the Australian Rail, Tram & Bus Industry Union, New South Wales Branch 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.

B) Industrial Relations Act 1996

I certify that the Concise Financial Report is a fair and accurate summary of my Report, Accounts and Statements of the Australian Rail, Tram & Bus Industry Union, New South Wales Branch for the year ended 31st December, 2011. My Auditors Report did not contain particulars of any deficiency, failure or shortcomings as referred to in the Industrial Relations Act

Ken Mangraviti

Ken Mangraviti Pty Ltd
Chartered Accountants
Registered Company Auditor

Dated: 28 March, 2012

13 January 2012

Mr Alex Claassens
Secretary, New South Wales Branch
Australian Rail, Tram and Bus Industry Union
Level 4, 321 Pitt Street
SYDNEY NSW 2000



Dear Mr Claassens

**Lodgment of Financial Statements and Accounts – Australian Rail, Tram and Bus Industry Union,
New South Wales Branch – for year ended 31 December 2011 (FR2011/2925)**

The financial year of the Australian Rail, Tram and Bus Industry Union, New South Wales Branch has recently ended. This is a courtesy letter to remind you of the obligation to prepare the reporting unit's financial documents and to lodge audited financial accounts and statements with Fair Work Australia within the prescribed time frame unless a 1 month extension is applied for and granted.

The documents you must lodge include:

- (i) A *general purpose financial report* [see section 253(2)]; (ii) A *Committee of Management statement* (see the General Manager's Reporting Guidelines); (iii) An *operating report* [see section 254(2)]; (iv) An *auditor's report* [see sections 257(5) to 257(11)]; and (v) A *certificate* of the *secretary or other designated officer* [see section 268(c)].

I draw your particular attention to

- (a) s237 which requires you to prepare and lodge *a separate statement* providing the prescribed particulars of any loan, grant or donation made during the year which exceeds \$1,000;
- (b) s265(5) which requires you to publish or otherwise *provide your members with completed/signed copies* of the audited accounts, report and statements before final presentation and lodgment; and
- (c) s266 which requires you to *present the completed documents to a second meeting*. Note that this meeting is distinct from any initial committee meeting convened to prepare, sign or otherwise approve pre-audited documents.

Relevant references may be found at

<http://www.fwa.gov.au/index.cfm?pagename=regorgsfrguidelines> and

<http://www.fwa.gov.au/index.cfm?pagename=legislationfwroact>. If you are in any doubt as to the requirements or wish to clarify any aspect of the relevant legislation, or anticipate any difficulty in complying with the requirements, do not hesitate to contact Fair Work Australia.

Yours sincerely,

Stephen Kellett
Organisations, Research and Advice