



FAIR WORK
AUSTRALIA

21 September 2012

Mr Owen Doogan
Secretary, Queensland Branch
ARTBIU
1st Floor, 457 Upper Edward Street
BRISBANE QLD 4000



Dear Mr Doogan

Re: Lodgment of Financial Accounts and Statements – Australian Rail, Tram and Bus Industry Union, Queensland Branch – for year ending 31 December 2011 (FR2011/2860)

I acknowledge receipt of the Committee of Management Statement that was lodged today, 21 September 2012. The Statement has been added to the documents previously lodged on 13 July 2012.

The documents have been filed.

For your reference when preparing future reports, I take this opportunity to summarise some key requirements.

1. Committee of Management Statement and first meeting

A Committee of Management Statement must ordinarily be prepared and signed at or following the "first" meeting of the Branch Committee, before or no later than the date on which the auditor signs his or her audit report;

2. Concise Report

If a Concise Report is to be prepared and distributed to members, there must be evidence of a resolution by the Committee to provide one, and since such a resolution would normally be made at the first meeting of the Committee, the logical place to confirm this would be in the Committee of Management statement.

If a Concise report is to be prepared and distributed to the members care must be taken to ensure it includes all the documents required by subsections 265(3) of the *Fair Work (Registered Organisations) Act 2009* and regulation 161 of the Fair Work (Registered Organisations) Regulations 2009. I attach relevant extracts and I ask you to note them and bring them to the attention of your auditor.

I should add that in view of the fact that if the provisions of the Act and regulations are applied closely a Concise Report will consist of almost everything required for a full report, and given that the provision of the financial statements to members may now be accomplished by electronic means where website access or technology is used, the Branch may wish to consider whether it may no longer be desirable or necessary to continue to prepare a Concise Report in the future.

3. Financial Statements

Care must be taken to ensure that financial reports contain all the financial statements and reports required by subsections 253(2) and 254 of the Act and the Reporting Guidelines and that they comply with the relevant Accounting Standards. I attach relevant extracts and recommend that persons responsible for preparing the financial statements familiarise themselves with these references [see also below, next page].¹

4. Lodgement within Prescribed Period

Finally, every effort must be made to complete all the steps including presentation of the financial report to a second meeting, and to lodge the financial report within the prescribed time, which, without an extension of time, will be by 14 July in each year. I draw your attention to sections 265(5) and 266 of the Act.

If you need to discuss any aspect of the financial reporting obligations at any time please do not hesitate to do this. I can be contacted on (02) 6723 7237 or by email at stephen.kellett@fwa.gov.au

Yours sincerely,

Stephen Kellett

Senior Adviser, Regulatory Compliance Branch

ⁱ [As an example where some modification appears to be required, I note that the Branch has historically reported equity entries on the Statement of Assets and Liabilities under the heading of "Accumulated Funds". This complies with paragraph 14(e), (f), (g) and (h) of the Reporting Guidelines. However, paragraph 3 of the Reporting Guidelines also states as follows:

"In the event of a conflict between a requirement of these reporting guidelines and a requirement of an Australian Accounting Standard, the requirement of the Standard prevails unless there has been a determination under section 241 of the RAO Schedule that the Standard or the relevant part of the Standard does not apply in relation to an organisation or a class of organisations.

Subsection 253(2)(a)(iv) provides that a financial report must contain "any other statement required by the Australian Accounting Standards". Now, Australian Accounting Standard (AASB) 101 requires a separate Statement of Changes in Equity and paragraph 11 of AASB 101 states that "an entity shall present with equal prominence all of the financial statements".

Advice provided to FWA is that changes in equity entries should be set out in a separate statement].

253 Reporting unit to prepare general purpose financial report

(1) As soon as practicable after the end of each financial year, a reporting unit must cause a general purpose financial report to be prepared, in accordance with the Australian Accounting Standards, from the financial records kept under subsection 252(1) in relation to the financial year.

(2) The general purpose financial report must consist of:

(a) financial statements containing:

(i) a profit and loss statement, or other operating statement; and

(ii) a balance sheet; and

(iii) a statement of cash flows; and

(iv) any other statements required by the Australian Accounting Standards; and

(b) notes to the financial statements containing:

(i) notes required by the Australian Accounting Standards; and

(ii) information required by the reporting guidelines (see section 255); and

(c) any other reports or statements required by the reporting guidelines (see section 255).

(3) The financial statements and notes for a financial year must give a true and fair view of the financial position and performance of the reporting unit. This subsection does not affect the obligation for a financial report to comply with the Australian Accounting Standards.

Note 1: This section is a civil penalty provision (see section 305).

Note 2: The Australian Accounting Standards may be modified for the purposes of this Act by the regulations.

Note 3: If the financial statements and notes prepared in compliance with the Australian Accounting Standards would not give a true and fair view, additional information must be included in the notes to the financial statements under paragraph (2)(b).

254 Reporting unit to prepare operating report

(1) As soon as practicable after the end of each financial year, the committee of management of a reporting unit must cause an operating report to be prepared in relation to the financial year.

(2) The operating report must:

(a) contain a review of the reporting unit's principal activities during the year, the results of those activities and any significant changes in the nature of those activities during the year; and

(b) give details of any significant changes in the reporting unit's financial affairs during the year; and

(c) give details of the right of members to resign from the reporting unit under section 174; and

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

(i) a trustee of a superannuation entity or an exempt public sector superannuation scheme; or

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

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

(e) contain any other information that the reporting unit considers is relevant; and

(f) contain any prescribed information.

(3) To avoid doubt, the operating report may be prepared by the committee of management or a designated officer.

Note: This section is a civil penalty provision (see section 305).

159 Prescribed information contained in operating report (s 254 (2) (f))

For paragraph 254 (2) (f) of the Act, the following information is prescribed:

(a) the number of persons that were, at the end of the financial year to which the report relates, recorded in the register of members for section 230 of the Act and who are taken to be members of the reporting unit under section 244 of the Act;

(b) the number of persons who were, at the end of the financial year to which the report relates, employees of the reporting unit, where the number of employees includes both full-time employees and part-time employees measured on a full-time equivalent basis;

(c) the name of each person who has been a member of the committee of management of the reporting unit at any time during the reporting period, and the period for which he or she held such a position.

265 Copies of full report or concise report to be provided to members

.....

(2) A concise report may only be provided if, under the rules of the reporting unit, the committee of management of the reporting unit resolves that a concise report is to be provided.

(3) A concise report for a financial year consists of:

(a) a concise financial report for the year drawn up in accordance with the regulations; and

(b) the operating report for the year; and

(c) a statement by the auditor:

(i) that the concise financial report has been audited; and

(ii) whether, in the auditor's opinion, the concise financial report complies with the relevant Australian Accounting Standards; and

(d) a copy of anything included under subsection 257(5), (6) or (7) in the auditor's report on the full report; and

(e) a statement that the report is a concise report and that a copy of the full report and auditor's report will be sent to the member free of charge if the member asks for them.

Note: This subsection is a civil penalty provision (see section 305).

161 Concise report (s 265 (3) (a))

(1) For subsection 265 (3) of the Act, a concise financial report must include:

(a) the following financial statements presented as in the full report except for the omission of cross-references to notes to the financial statements in the full report:

(i) a profit and loss statement for the financial year;

(ii) a balance sheet for the end of the financial year;

(iii) a statement of cash flows for the financial year; and

(b) disclosure of information for the preceding financial year corresponding to the disclosures made for the current financial year; and

(c) discussion and analysis of the principal factors affecting the financial performance, financial position and financial and investing activities of the reporting unit to assist the understanding of members; and

(d) any reports or statements mentioned in paragraph 253 (2) (c) of the Act; and

(e) in addition to the statement required by paragraph 265 (3) (e) of the Act, a statement that 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 reporting unit as the full report; and

(f) the notice mentioned in subsection 272 (5) of the Act.

(2) A concise report may include any other information consistent with the full report.

EXTRACT FROM AASB 101

A set of financial statements comprises:

A statement of financial position at the end of the period

A statement of comprehensive income for the period

A statement of changes in equity for the period

A statement of cash flows for the period

Notes, comprising a summary of significant accounting policies and other information

A statement of financial position as at the start of the earliest comparative period when an entity applies an accounting policy retrospectively or makes a retrospective adjustment.

An entity may use other titles for these statements.

Structure and content (paragraphs 47-Aus138.6)

Each financial statement and the notes must be clearly identified, with the following information displayed prominently:

Statement of changes in equity includes:

Total comprehensive income for the period, showing separately totals attributable to minority interests and equity holders of the parent

.....

For each component of equity, a reconciliation between the carrying amount at the start and end of the period, separately disclosing each change.

.....

EXTRACT FROM REPORTING GUIDELINES

14.

Equity

- (e) name and balance of each fund or account operated in respect of compulsory levies raised by the reporting unit or voluntary contributions collected from members of the reporting unit;
- (f) where moneys, or the balance of moneys, standing to the credit of a fund or account referred to in subparagraph (e) have been invested in any assets - the name of the fund or account and the value of those assets;
- (g) name and balance of each fund or account operated (other than the general fund or a fund referred to in (e)) the operation of which is required by the rules of the organisation including the rules of a branch of the organisation; and
- (h) the balance of the general fund.


Committee of Management Statement

On the 14th of September 2012, the Committee of Management of the Australian Rail, Tram & Bus Industry Union – Queensland 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.

"The Committee of Management declares in relation to the GPFR that in its opinion:

- (a) The financial statements and notes comply with the Australian Accounting Standards;
- (b) The financial statements and notes comply with the reporting guidelines of the General Manager Fair Work Australia;
- (c) The financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the Australian Rail, Tram & Bus Industry Union – Queensland for the financial year ended 31st December 2011;
- (d) There are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) During the financial year to which the GPFR relates and since the end of that year:
 - i. Meetings of the Branch Executive were held in accordance with the rules of the organisation including the rules of the Branch; and
 - ii. The financial affairs of the Branch have been managed in accordance with the rules of the organisation including the rules of the Branch as far as is practicable; and
 - iii. The financial affairs of the reporting unit have been kept and maintained in accordance with Fair Work (Registered Organisations) Act 2009 and the Fair Work (Registered Organisations) Act 2009; and
 - iv. The financial records of the Branch have been kept as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
 - v. There has been no information sought from a member of the Branch or the General Manager Fair Work Australia duly made under s272 of the Fair Work (Registered Organisations) Act 2009; and
 - vi. There has been no order for inspection of the financial records made by Fair Work Australia under s253 of the Fair Work (Registered Organisations) Act 2009."

It was noted that all members of the Branch were provided with a Concise Report of the financial statements for the year ended 31st December 2011."


Owen Doogan

Secretary



**AUSTRALIAN RAIL TRAM & BUS UNION (QLD) BRANCH
BRANCH EXECUTIVE
MINUTES OF MEETING
on 14th September 2012**

Present

O Doogan
N Morris
T Brown
C Allen
L Moffitt

Apologies

B Mackie
D Matters

1. Hours

Branch Executive resolved that the meeting would convene from 5:30pm until finished and that in the absence of the Branch President, Bruce Mackie, the Senior vice president, Les Moffitt would chair this Branch Executive meeting.

2. Financial Reports FWA

The Branch Secretary once again provided Branch Executive members with copies of all the 2011 Branch Financial Reports. The Branch Secretary advised that there was only one matter to address at this Branch Executive meeting and provided the Branch Executive members with an explanation why it was necessary to consider the following resolution.

N MORRIS moved, Seconded T BROWN

The Branch Executive in its role as the Committee of Management declares in relation to the GPFR that in its opinion:

- (a) The financial statements and notes comply with the Australian Accounting Standards;
- (b) The financial statements and notes comply with the reporting guidelines of the General Manager Fair Work Australia;
- (c) The financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the Australian Rail, Tram & Bus Industry Union – Queensland for the financial year ended 31st December 2011;
- (d) There are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;

- (e) During the financial year to which the GPFR relates and since the end of that year:
- i. Meetings of the Branch Executive were held in accordance with the rules of the organisation including the rules of the Branch; and
 - ii. The financial affairs of the Branch have been managed in accordance with the rules of the organisation including the rules of the Branch as far as is practicable; and
 - iii.* The financial affairs of the reporting unit have been kept and maintained in accordance with Fair Work (Registered Organisations) Act 2009 and the Fair Work (Registered Organisations) Regulations 2009; and
 - iv. The financial records of the Branch have been kept as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
 - v. There has been no information sought from a member of the Branch or the General Manager Fair Work Australia duly made under s272 of the Fair Work (Registered Organisations) Act 2009; and
 - vi. There has been no order for inspection of the financial records made by Fair Work Australia under s253 of the Fair Work (Registered Organisations) Act 2009.

On being put, the motion was

CARRIED

It was noted that all members of the Branch were provided with a Concise Report of the financial statements for the year ended 31st December 2011.

MEETING CLOSED 5:45pm



FAIR WORK
AUSTRALIA

3 September 2012

Mr Owen Doogan
Secretary, Queensland Branch
ARTBIU
1st Floor, 457 Upper Edward Street
BRISBANE QLD 4000



Dear Mr Doogan

Re: Lodgment of Financial Accounts and Statements – Australian Rail, Tram and Bus Industry Union, Queensland Branch – for year ending 31 December 2011 (FR2011/2860)

I refer to the above financial statements and accounts, which were received by Fair Work Australia on 13 July 2012.

The report did not include a Committee of Management Statement as required by the General Manager's Reporting Guidelines. I attach the relevant extract for your reference. On 30 August 2012 I contacted Mr Peter Allen, Principal Industrial Officer, to inquire whether the omitted Statement could be lodged. However it appears that it is possible no Committee of Management Statement was prepared and signed.

The Committee of Management Statement is an important statement of assurance in relation to the accounts and statements prepared for audit. It contains declarations to be made by resolution in respect of the general purpose financial report and aspects of the management of the financial affairs of the reporting unit. The resolution is to be made at a meeting ('the first meeting') of the Committee of Management that occurs prior to or no later than the date on which the auditor signs his or her audit report.

In the event that the relevant resolution in respect of the prescribed declarations was actually made at a first meeting of the Committee but that no Committee of Management Statement was ever drawn up and signed to reflect the resolution, then I would ask that a Committee of Management Statement referring to the date the resolution was made at that meeting now be signed, and dated as at the date the authorised person(s) sign(s) it.

However, in the event that no resolution in respect of the prescribed declarations was ever made, I would ask that the required resolution be made by the Committee at its next meeting and that a Committee of Management Statement be signed and dated.

I would ask that the Committee of Management Statement be lodged as soon as possible.

If you wish to discuss this with me, please do not hesitate to contact me on (02) 6723 7097.

Yours sincerely,

Stephen Kellett

Senior Adviser, Organisations, Research and Advice Branch

EXTRACT FROM REPORTING GUIDELINES

Committee of Management Statement

24. For purposes of paragraph 253(2)(c) of the RAO Schedule the reporting unit must cause to be prepared a committee of management statement containing declarations by the committee of management in relation to the GPFR.
25. The committee of management statement must include declarations by the committee of management as to whether in the opinion of the committee of management that:
- (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) where the organisation consists of 2 or more reporting units, the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
 - (v) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member or Registrar; and
 - (vi) there has been compliance with any order for inspection of financial records made by the Commission under section 273 of the RAO Schedule.
 - (f) in relation to recovery of wages activity:
 - (i) the financial report on recovery of wages activity has been fairly and accurately prepared in accordance with the requirements of the reporting guidelines of the Industrial Registrar; and
 - (ii) the committee of management caused the auditor to include in the scope of the audit required under subsection 257(1) of the RAO Schedule all recovery of wages activity by the reporting unit in which revenues had been derived for the financial year in respect of such activity; and
 - (iii) no fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from moneys recovered from employers on behalf of workers other than reported in the financial report on recovery of wages activity and the notes to the financial statements; and
 - (iv) that prior to engaging in any recovery of wages activity, the organisation has disclosed to members by way of a written policy all fees to be charged or reimbursement of expenses required for recovery of wages activity, and any likely request for donations or other contributions in acting for a worker in recovery of wages activity; and

- (v) no fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from moneys recovered from employers on behalf of workers until distributions of recovered money were made to the workers.

26. The committee of management statement must:

- (a) be made in accordance with such resolution as is passed by the committee of management of the reporting unit in relation to the matters requiring declaration;
- (b) specify the date of passage of the resolution;
- (c) be signed by a designated officer within the meaning of section 243 of the RAO Schedule; and
- (d) be dated as at the date the designated officer signs the statement.



Australian Rail, Tram and Bus Industry Union, Queensland Branch

Fair Work (Registered Organisations) Act 2009

Financial Reporting Return


Financial Year 2011




Australian Rail, Tram & Bus
Industry Union
(Qld Branch)

RAIL TRAM & BUS UNION

Level 1
457 Upper
Edward Street
Brisbane Q 4000

 Public
07 3839 4988
Public Fax
07 3832 1278

 QR
812423 / 812950
QR Fax
813504

 Email
info@rtbu.com.au

www.rtbu.com.au



12th July 2012



General Manager
Fair Work Australia
Level 14
Central Plaza
66 Eagle Street
BRISBANE QLD 4000

Dear Sir,

Please find attached the reports we are required to lodge with Fair Work Australia according to Chapter 8 of the Fair Work (Registered Organisations) Act 2009.

The service address' for the RTBU Queensland Branch, including the electronic address for service, appears in the margin of this letter.

Should any enquiries arise from this lodgement please direct them in first instance to our Mr Peter Allen, Principal Industrial Officer.

Yours sincerely,

Owen Doogan
Branch Secretary

yourrightsatwork
worth fighting for

Designated Officer's Certificate or other Authorised Officer¹
s268 Fair Work (Registered Organisations) Act 2009

I *Owen Doogan* being the *State Secretary* of the *Australian Rail, Tram & Bus Union Industry (Queensland Branch)* certify:

- that the documents lodged herewith are copies of the full report, and the concise report², referred to in s268 of the Fair Work (Registered Organisations) Act 2009; and
- that the Concise Report³, was provided to members on 6th June 2012; and
- that the full report was presented to Branch Executive⁴ of the reporting unit on 11th July 2012; in accordance with section 266 of the Fair Work (Registered Organisations) Act 2009.

Signature



Date

11th July 2012

¹ The relevant regulations prescribe the designated officer for the purpose of s268 of the Fair Work (Registered Organisations) Act 2009 as:

(a) the secretary; or

(b) an officer of the organisation other than the secretary who is authorised by the organisation or by the rules of the organisation to sign the certificate mentioned in that paragraph.

² Only applicable where a concise report is provided to members

³ Insert whichever is applicable

⁴ Insert whichever is applicable

BRANCH COUNCIL 2012



FINANCIAL REPORT

HELD AT QNU 11th & 12th May 2012

AUSTRALIAN RAIL TRAM AND BUS INDUSTRY UNION – QUEENSLAND

AS

RAIL TRAM AND BUS UNION – (QUEENSLAND BRANCH)

FINANCIAL STATEMENT

FOR YEAR ENDED 31 DECEMBER 2011

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AUSTRALIAN RAIL TRAM AND BUS INDUSTRY UNION – QUEENSLAND
AS
RAIL TRAM AND BUS UNION – (QUEENSLAND BRANCH)

STATEMENT OF ACCOUNTING OFFICER

I, Owen Doogan, being the officer responsible for keeping the accounting records of the Rail Tram and Bus Union (Queensland Branch) certify that as at 31 December 2011, the number of members of the Organisation was 8,293.

In my opinion:-

- (i) The accompanying accounts show a true and fair view of the financial affairs of the Branch as at 31 December 2011
- (ii) A record has been kept of all moneys paid by, or collected from, members and all moneys so paid or collected have been credited to the bank account to which those moneys are to be credited, in accordance with the rules of the Organisation.
- (iii) Before any expenditure was incurred approval of the incurring of the expenditure was obtained in accordance with the rules of the Organisation.
- (iv) With regard to funds of the Organisation raised by compulsory levies or voluntary contributions from members, or funds other than the General Fund operated in accordance with the rules, no payments were made out of any such fund for the purpose other than those for which the fund was operated.
- (v) No loans or other financial benefits, other than remuneration in respect of their full time employment with the Organisation, were made to persons holding office in the Organisation.
- (vi) The register of members of the Branch was maintained in accordance with the Act; and
- (vii) The attached accounts have been prepared in accordance with applicable Australian Accounting Standards.

BRISBANE

DATE


ACCOUNTING OFFICER

AUDITOR'S REPORT TO THE MEMBERS OF
AUSTRALIAN RAIL TRAM AND BUS INDUSTRY UNION – QUEENSLAND

AS

RAIL TRAM AND BUS UNION (QUEENSLAND BRANCH)

I have audited the accounts of the Rail Tram and Bus Union (Queensland Branch) for the year ended 31 December 2011 as set out on pages 5 to 25. The Management of the Organisation is responsible for the preparation and presentation of the accounts and the information contained therein. I have conducted an independent audit of the accounts in order to express an opinion on it to the members of the Organisation.

My audit has been conducted in accordance with the Australian Auditing Standards to provide reasonable assurance as to whether the financial report is free of material misstatement. My procedures included examination on a test basis, of evidence supporting the accounts and other disclosures in the accounts, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the accounts are presented fairly in accordance with Australian Accounting Concepts and Standards and the Workplace Relations Act 1996 so as to present a view of the Organisation which is consistent with my understanding of its financial position, the results of its operations and its cash flows.

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

In my opinion:-

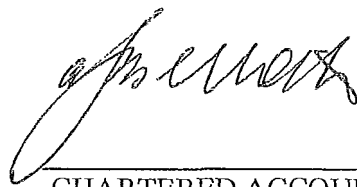
- (a) satisfaction accounting records have been kept by the Organisation so far as appears from my examination of these books, including:
 - (A) records of the sources and nature of the income of the Organisation (including income from members); and
 - (B) records of the nature and purpose of the expenditure of the Organisation.

- (b) the accounts and statements under Sec 253 of the Fair Work (Registered Organisations) Act 2009 have been properly drawn up so as to give a true and fair view of:
- (A) the financial affairs of the Organisation as at 31 December 2011 and
 - (B) the income and expenditure and any surplus or deficit of the Organisation for the year; and
- (c) the accounts have been prepared in accordance with applicable Australian Accounting Standards.

Where necessary I have obtained all the information and explanations which, to the best of my knowledge and belief, were necessary in the purpose of our audit.

Signed this *fourth* day of *May* 2012

Adrian J Bellotti
Level 6
Ladhope Chambers
131 Wickham Terrace
Brisbane Qld 4000



CHARTERED ACCOUNTANT

AUSTRALIAN RAIL TRAM AND BUS INDUSTRY UNION – QUEENSLAND
AS
RAIL TRAM AND BUS UNION (QUEENSLAND BRANCH)
INCOME AND EXPENDITURE STATEMENT
FOR YEAR ENDED 31 DECEMBER 2011

<u>INCOME</u>	<u>2011</u>	<u>2010</u>
Contributions	3,324,622	3,177,336
Bank & Bond Interest, Dividends	137,147	134,253
Rented Property	103,163	80,511
Sundry Income	(995)	(1,336)
Antiprivitisation Camp.	-	247,563
	<hr/>	<hr/>
	3,563,937	3,638,327
 <u>LESS EXPENDITURE</u>		
Advertsing/Promotion	10,905	21,690
- Affiliation Fees	119,694	142,194
- Advocate & Media	54,968	56,263
Appeals	510	595
Audit fees & Accountancy	11,250	9,960
Bank Charges	2,937	3,093
Branch Council	66,992	54,080
Cleaning, Repairs & Maintenance	31,206	21,512
Collectors Commission/Honoraria	24,121	21,672
Computer Costs	-	17,555
Conferences & Seminars	26,160	5,105
Depreciation	85,003	77,167
Donations & Appeals	33,702	8,815
Freight & Cartage	1,923	7,304
Fringe Benefits Tax	24,258	16,314
Insurance - General	11,229	7,769
- Workers Compensation	4,485	3,832
- Public Risk	17,116	16,969
	<hr/>	<hr/>
	32,830	28,570
	<hr/>	<hr/>
Land Tax	-	26,561

	<u>2011</u>	<u>2010</u>
Labour Day	35,490	28,837
Legal & Court Costs	25,762	55,328
Levies & Fees	5,565	3,748
Literature	1,531	2,635
Meetings – Industrial/Branch	64,646	54,247
Mortality Scheme	44,727	25,727
Motor Vehicle Expenses	68,628	60,289
National Executive Expenses	10,481	8,505
National Office – Quarterage	378,674	458,038
Office Expenses & Amenities	2,777	1,978
Organising Expenses	89,658	128,435
Party Expenses (Retired Members)	6,944	7,120
Party Expenses (125 th Anniversary)	8,184	-
Postage Telex etc	27,887	28,761
Payroll Tax	39,301	35,904
Printing & Stationery	46,240	46,973
ALP Council Expenses	-	337
Rented Property Expenses	62,043	60,539
Remuneration - Office Bearers	1,081,518	973,788
- Other	593,570	443,646
	<u>1,675,088</u>	<u>1,417,434</u>
Superannuation	200,615	174,365
Rent & Electricity	107,946	92,282
Subscriptions	9,191	3,976
Telephone, facsimile	108,493	96,057
Sundries	5,621	7,095
<u>TOTAL EXPENDITURE</u>	<u>3,551,951</u>	<u>3,317,060</u>

	<u>2011</u>	<u>2010</u>
<u>Operating Surplus (Deficit before Extraordinary Items</u>	11,986	321,267
Profit (Loss) on Disposal of Assets		
- Motor Vehicles	(2,698)	(14,169)
- Other Assets	-	(424)
	<u>(2,698)</u>	<u>(14,593)</u>
	<u>9,288</u>	<u>306,674</u>
Provisions		
- Annual Leave	75,000	26,000
- Long Service Leave	35,000	15,000
- Sick Leave	(40,000)	50,000
	<u>70,000</u>	<u>91,000</u>
<u>Surplus (Deficit) for the year</u>	<u>(60,712)</u>	<u>215,674</u>
General Fund Balance Beginning of Year	6,291,919	6,076,245
<u>GENERAL FUND BALANCE AT END OF YEAR</u>	<u>\$ 6,231,207</u>	<u>\$ 6,291,919</u>

AUSTRALIAN RAIL TRAM BUS INDUSTRY UNION – QUEENSLAND

AS

RAIL TRAM & BUS UNION (QUEENSLAND BRANCH)

SICK AND ACCIDENT FUND – INCOME AND EXPENDITURE

FOR YEAR ENDED 31 DECEMBER 2011

<u>INCOME</u>	<u>2011</u>	<u>2010</u>
Members' Subscriptions	24,501	21,235
Interest	11,968	7,929
Investment Purchase Price Adjust.	(1,226)	(772)
Transfer	95	-
	<u>35,338</u>	<u>28,392</u>
<u>EXPENDITURE</u>		
Payments (Rule 40(a))	3,406	1,086
Divisional Objects Funds	5,537	3,063
Union Payments	400	156
SI Transfer	-	(328)
Medical	967	562
	<u>10,310</u>	<u>4,539</u>
<u>NET SURPLUS (DEFICIT)</u>	25,028	23,853
<u>Fund Balance as at 1 January 2011</u>	302,618	278,765
<u>FUND BALANCE AT 31 DECEMBER 2011</u>	<u>327,646</u>	<u>302,618</u>

AUSTRALIAN RAIL TRAM AND BUS INDUSTRY UNION – QUEENSLAND

AS

RAIL TRAM AND BUS UNION (QUEENSLAND BRANCH)

RETIREMENT FUND – INCOME & EXPENDITURE

FOR YEAR ENDED 31 DECEMBER 2011

<u>INCOME</u>	<u>2011</u>	<u>2010</u>
Members' Subscriptions	9,801	8,495
Interest Received	3,575	2,251
Investments PP Adjust.	(321)	(207)
Transfer	(467)	39
Distrib.	-	375
	<u>12,588</u>	<u>10,953</u>
 <u>EXPENDITURE</u>		
Payments (Rule 40(b))	184	419
Divisional Objects Fund	1,650	1,126
	<u>1,834</u>	<u>1,545</u>
 <u>NET SURPLUS (DEFICIT)</u>	10,754	9,408
Fund Balance as at 1 January 2011	98,148	88,740
 <u>FUND BALANCE AT 31 DECEMBER 2011</u>	<u>108,902</u>	<u>98,148</u>

AUSTRALIAN RAIL TRAM AND BUS INDUSTRY UNION – QUEENSLAND

AS

RAIL TRAM AND BUS UNION (QUEENSLAND BRANCH)

MORTALITY FUND – INCOME & EXPENDITURE

FOR YEAR ENDED 31 DECEMBER 2011

<u>INCOME</u>	<u>2011</u>	<u>2010</u>
Members' Subscription	9,800	8,495
Interest Received	3,918	3,121
Investment PP Adjust.	(462)	(290)
Transfer	66	-
	<u>13,322</u>	<u>11,326</u>
<u>EXPENDITURE</u>		
Payments (Rule 40(c))	4,000	4,000
Divisional Objects Fund	1,796	1,333
Transfer S1	-	43
	<u>5,796</u>	<u>5,376</u>
<u>NET SURPLUS</u>	7,526	5,950
Fund Balance as at 1 January 2011	87,311	81,361
<u>FUND BALANCE AT 31 DECEMBER 2011</u>	<u>94,837</u>	<u>87,311</u>

AUSTRALIAN RAIL TRAM BUS INDUSTRY UNION – QUEENSLAND

AS

RAIL TRAM AND BUS UNION (QUEENSLAND BRANCH)

TRAM & BUS DIVISION

UNION PICNIC FUND – INCOME & EXPENDITURE

FOR YEAR ENDED 31 DECEMBER 2011

<u>INCOME</u>	<u>2011</u>	<u>2010</u>
Members' Subscriptions	29,401	25,479
Interest Received	2	1
Raffle	288	1,000
	<u>29,691</u>	<u>26,480</u>
<u>EXPENDITURE</u>		
Amusement & Rides	8,240	8,915
Catering & Meat	5,342	6,876
Cleaning	-	403
Equipment Hire	1,035	4,321
Truck Rental	621	963
Motor Vehicle Fuel	76	92
Hardware	-	99
Wages	341	471
Travel	-	-
Prize for Raffle	125	-
Band	500	-
Hire Grounds	385	-
	<u>16,665</u>	<u>22,140</u>
Net Surplus (Deficit)	<u>13,026</u>	<u>4,340</u>
Fund Balance 1 January 2011	2,155	(2,185)
<u>FUND BALANCE AT</u> <u>31 DECEMBER 2011</u>	<u>15,181</u>	<u>2,155</u>

AUSTRALIAN RAIL TRAM AND BUS INDUSTRY UNION – QUEENSLAND

AS

RAIL TRAM AND BUS UNION (QUEENSLAND BRANCH)

FIGHTING FUND – INCOME & EXPENDITURE

FOR YEAR ENDED 31 DECEMBER 2011

<u>INCOME</u>	<u>2011</u>	<u>2010</u>
Interest Received	5,953	4,490
Tfr RCU S1 A/c	-	313
Transfer	(125)	-
	<u>5,828</u>	<u>4,803</u>
 <u>TRANSFERS</u>		
To Fighting Fund & Divisional Objects Fund	2,616	1,740
To Divisional Objects Fund	-	4,300
Contribution to NAIDOC	-	700
Fee	-	265
	<u>2,616</u>	<u>7,005</u>
 <u>NET SURPLUS (DEFICIT)</u>	 3,212	 (2,202)
 Fund Balance as at 1 January 2011	 78,611	 80,813
 <u>FUND BALANCE AT 31 DECEMBER 2011</u>	 <u>81,823</u>	 <u>78,611</u>

AUSTRALIAN RAIL TRAM AND BUS INDUSTRY UNION – QUEENSLAND
AS

RAIL TRAM AND BUS UNION (QUEENSLAND BRANCH)

FIGHTING FUND & DIVISIONAL OBJECTS FUND

FOR YEAR ENDED 31 DECEMBER 2011

<u>INCOME</u>	<u>2011</u>	<u>2010</u>
Member Subscriptions	33,944	-
Interest	1	1
Interest Received – Balanced Funds A/c	2,422	2,481
Transfer from RCU – Investment A/c	6,000	6,000
Interest Received - CBA Term Deposit	5,478	2,734
Sale of Caps	940	-
Tfr Fighting Fund	-	4,300
Reimbursements	-	345
	<u>48,785</u>	<u>15,861</u>
	<u> </u>	<u> </u>
 <u>TRANSFERS</u>		
Transfer to Flood Appeal	10,000	-
Transfer from Fighting Fund	2,301	-
	<u>(12,301)</u>	<u>-</u>
	<u>36,484</u>	<u>15,861</u>

EXPENDITURE

Bank Charges	35	30
Floral Tribute	95	-
Conferences	-	7,882
Computer Equipment	2,967	129
Repairs & Maintenance	-	737
Stationery	4,537	2,059
Depot Amenities	-	-
Bus Charter	190	-
Wages	9,618	-
Membership Brochures	2,551	-
Office/Depot Furniture	350	-
Industrial Meetings	1,841	-
Membership Reports (Medical)	-	165
Donations	500	200
Tfr to Correct A/c	-	1,594
Internet	285	150
BBQ'S	3,396	-
Pictures	924	-
Telephone	50	-
Caps	4,696	-
M/Vehicle – Fuel/Parking	206	-
Shirts	105	-
	<u>32,346</u>	<u>12,946</u>
<u>NET SURPLUS(DEFICIT)</u>	4,138	2,915
Fund Balance as at 1 January 2011	9,554	6,639
<u>FUND BALANCE AT 31 DECEMBER 2011</u>	<u>13,692</u>	<u>9,554</u>

AUSTRALIAN RAIL TRAM AND BUS INDUSTRY UNION – QUEENSLAND

AS

RAIL TRAM AND BUS UNIONS (QUEENSLAND) BRANCH

FLOOD APPEAL – INCOME & EXPENDITURE

FOR YEAR ENDED 31 DECEMBER 2011

<u>INCOME</u>	<u>2011</u>	<u>2010</u>
Contributions	10,258	-
NSW Tram & Bus Division	8,110	-
	<hr/>	<hr/>
	18,368	-
Transfer from Divisional Object	10,000	-
	<hr/>	<hr/>
	28,368	-
 <u>EXPENDITURE</u>		
Payments	23,100	-
Bank Charges	100	-
	<hr/>	<hr/>
	23,200	-
 <u>NET SURPLUS</u>	<hr/>	<hr/>
	5,168	-
Fund Balance as at 1 January 2011	-	-
 <u>FUND BALANCE AT 31 DECEMBER 2011</u>	<hr/>	<hr/>
	5,168	-
	<hr/>	<hr/>

AUSTRALIAN RAIL TRAM AND BUS INDUSTRY UNION – QUEENSLAND
AS

RAIL TRAM AND BUS UNION (QUEENSLAND BRANCH)

STATEMENT OF ASSETS & LIABILITIES AT 31 DECEMBER 2011

<u>CURRENT ASSETS</u>	<u>2011</u>	<u>2010</u>
Cash on Hand	2,300	2,300
Cash at Bank - Current Account	170,720	367,273
- Investment Account	147,840	147,840
	<u>318,560</u>	<u>515,113</u>
Secured Deposits/Bank Bills	2,560,605	2,299,104
Deposits & Prepayments	104,807	109,676
Sundry Debtors & Remittances, in transit	161,783	119,246
Stock on Hand	8,185	985
Deposits – Non Cash	698	650
GST – Input Tax Credits	17,548	17,394
	<u>3,174,486</u>	<u>3,064,468</u>
<u>NON CURRENT ASSETS</u>		
Real Property (2)	4,190,364	4,190,364
Other (3)	429,223	407,539
	<u>4,619,587</u>	<u>4,597,903</u>
<u>INVESTMENTS</u>		
Sickness & Accident Balanced Fund	53,455	54,401
Mortality Balanced Fund	20,155	20,481
Retirement Balanced Fund	14,021	14,758
	<u>87,631</u>	<u>89,640</u>
<u>TOTAL ASSETS</u>	<u>7,881,704</u>	<u>7,752,011</u>

<u>LESS CURRENT LIABILITIES AND PROVISIONS</u>	<u>2011</u>	<u>2010</u>
Provision for Annual Leave	175,000	100,000
Provision for Long Service Leave	215,000	180,000
Sundry Creditors & Accrued Expenses	378,248	326,694
Provision for Sick Leave	60,000	100,000
<u>TOTAL LIABILITIES</u>	<u>828,248</u>	<u>706,694</u>
<u>NET ASSETS</u>	<u>7,053,456</u>	<u>7,045,317</u>
 <u>ACCUMULATED FUNDS</u>		
General Fund (5)	6,231,207	6,291,919
Sick and Accident Fund	327,646	302,618
Retirement Fund	108,902	98,149
Mortality Fund	94,837	87,311
Union Picnic Fund	15,181	2,155
Fighting Fund	81,823	78,611
Asset Revaluation Reserve (6)	175,000	175,000
Fighting & Divisional Objects Fund	13,692	9,554
Flood Appeal	5,168	-
	<u>7,053,456</u>	<u>7,045,317</u>

AUSTRALIAN RAIL TRAM AND BUS INDUSTRY UNION – QUEENSLAND

AS

RAIL TRAM AND BUS UNION (QUEENSLAND BRANCH)

STATEMENT OF CASH FLOWS

FOR YEAR ENDED 31 DECEMBER 2011

<u>CASH FLOW FROM OPERATING ACTIVITIES</u>	<u>2011</u>	<u>2010</u>
Receipts from Members	3,294,354	3,392,626
Interest & Dividends	137,147	158,621
Rental Property	90,894	86,342
Payments to Suppliers and Employees	(3,418,874)	(3,273,349)
Net Cash provided by (used in) Operating Activities	<u>103,521</u>	<u>364,240</u>
 <u>CASH FLOWS FROM INVESTING ACTIVITIES</u>		
(Payments) for Plant & Equipment	(133,928)	(110,349)
Proceeds/(Payments) for Plant & Equipment	24,542	40,453
(Payment) on Non Cash Deposits 150	(48)	(50)
Net cash provided by (used in) Investing Activities	<u>(109,434)</u>	<u>(69,946)</u>

<u>CASH FLOW FROM FINANCING ACTIVITIES</u>	<u>2011</u>	<u>2010</u>
Increase (Decrease) in Reserve Funds	70,861	45,532
Net cash provided by (used in) Financing Activities	<u>70,861</u>	<u>45,532</u>
Net increase (decrease) in cash held	64,948	339,826
Cash at Beginning of Year	2,816,517	2,476,691
Cash at end of year	<u>2,881,465</u>	<u>2,816,517</u>

AUSTRALIAN RAIL TRAM AND BUS INDUSTRY UNION – QUEENSLAND

AS

RAIL TRAM AND BUS UNION (QUEENSLAND BRANCH)

STATEMENT OF CASH FLOWS

FOR YEAR ENDED 31 DECEMBER 2011

NOTES TO STATEMENT OF CASH FLOWS

1. Reconciliation of Cash

For the purposes of the Statement of Cash Flows, cash includes cash on hand and in banks and investments in money market instruments, net of outstanding bank overdrafts. Cash at the end of the period as shows in the Statement of Cash Flows is reconciled to the related items in the Statement of Assets & Liabilities as follows.

	<u>2011</u>	<u>2010</u>
Cash on Hand	2,300	2,300
Cash at Bank	170,720	367,273
Savings Investment A/c	147,840	147,840
Secured Deposits/Bank Bills	2,560,605	2,299,104
Cash at Bank – District Imprest	-	-
	<u>2,881,465</u>	<u>2,816,517</u>

AUSTRALIAN RAIL TRAM AND BUS INDUSTRY UNION – QUEENSLAND

AS

RAIL TRAM AND BUS UNION (QUEENSLAND BRANCH)

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 DECEMBER 2011

	<u>2011</u>	<u>2010</u>
2. Reconciliation of Cash Flow from operations with Profit from Ordinary Activities		
Profit (loss) from ordinary Activities	(60,712)	215,674
Non-cash flows in profit(loss) from ordinary Activities		
Net loss on disposal of property/plant & equip	2,698	14,593
Depreciation	85,003	77,167
Changes in assets and liabilities net of the effects of purchase and disposals of subsidiaries		
(Increase)/Decrease in inventories	(7,200)	2,525
(Increase)/Decrease in prepayments	4,869	14,053
(Increase)/Decrease in receivables	(42,537)	(735)
Increase/(Decrease) in GST Liabilities	(154)	2,819
Increase/(Decrease) in payables	51,554	(52,856)
Increase/(Decrease) in other provisions	70,000	91,000
Cashflows from operations	<u>103,521</u>	<u>364,240</u>

AUSTRALIAN RAIL TRAM AND BUS INDUSTRY UNION – QUEENSLAND

AS

RAIL TRAM AND BUS UNION (QUEENSLAND BRANCH)

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2011

1. BASIS OF ACCOUNTING

The accounts have been prepared in accordance with generally accepted Accounting principles using the accruals basis of accounting.

Australian Accounting Standards and Statement of Accounting Concepts as issued by the joint professional accounting bodies, have been adopted where appropriate.

- (a) Fixed Assets are depreciated using the diminishing value method over the estimated economic life of the assets.
- (b) Provision for employee benefits in the form of Long Service Leave, Accrued Annual Leave (etc) have been made for the estimated accrued entitlements of all employees on the basis of their terms of employment.
- (c) No provision for Income Tax is necessary as “Trade Unions” are exempt for Income Tax under Section 50-15 Item 3.2 of the Income Tax Assessment Act 1997.

2. <u>NON CURRENT ASSETS – REAL PROPERTY</u>	<u>2011</u>	<u>2010</u>
At Cost/Valuation	4,190,364	4,190,364
	<hr/>	<hr/>
3. <u>NON CURRENT ASSETS – OTHER</u>		
Furniture & Fittings at Cost	271,168	268,410
Less: Provision for Depreciation	93,660	76,396
	<hr/>	<hr/>
	177,508	192,014
	<hr/>	<hr/>



	<u>2011</u>	<u>2010</u>
Office Equipment at Cost	274,375	249,355
Less: Provision for Depreciation	205,291	187,379
	<u>69,084</u>	<u>61,976</u>
Motor Vehicle at Cost	273,349	221,710
Less: Provision for Depreciation	90,718	68,161
	<u>182,631</u>	<u>153,549</u>
	<u>429,223</u>	<u>407,539</u>

AUSTRALIAN RAIL TRAM AND BUS INDUSTRY UNION – QUEENSLAND

AS

RAIL TRAM AND BUS UNION (QUEENSLAND BRANCH)

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2011

4. GENERAL FUND

	<u>2011</u>	<u>2010</u>
Balance beginning of year	6,291,919	6,076,245
Surplus (Deficit) transferred from Statement of Income & Expenditure	(60,712)	215,674
	<u>6,231,207</u>	<u>6,291,919</u>

5. ASSET REVALUATION RESERVE

	<u>2011</u>	<u>2010</u>
Balance 1 January 2011	175,000	175,000
Increase in valuation of Land & Buildings	-	-
Adjustment on disposal of Land & Bldgs	-	-
Balance 31 December 2011	<u>175,000</u>	<u>175,000</u>

6. RELATED PARTY INFORMATION

The ultimate controlling entity of the Branch is the Federal Australian Rail Tram & Bus Industry Union.

AUSTRALIAN RAIL TRAM AND BUS INDUSTRY UNION - QUEENSLAND
AS
RAIL TRAM AND BUS UNION (QUEENSLAND BRANCH)

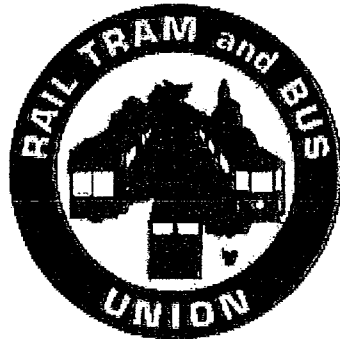
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2011

7. NOTICE REQUIRED UNDER THE FAIR WORK (REGISTERED ORGANISATIONS) ACT 2009

In accordance with the requirements of the Fair Work (Registered Organisations) Act 2009 the attention of members is drawn to the provisions of Sub-Sections (1), (2), of Section 272 of which reads as follows:

- (1) A member of a reporting unit, or a Registrar, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making the application.
- (2) The application must be in writing and must specify the period within which, 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)



CONCISE FINANCIAL REPORT

HELD AT QNU 11th & 12th May 2012

Australian Rail, Tram & Bus Industry Union
Queensland Branch^c
Concise Financial Report
For the year ended December 2011

Discussion and Analysis of the Financial Statements

Information on the Australian Rail, Tram and Bus Industry Union, Queensland Branch Council Concise Financial Report

The financial statements and disclosures in the concise financial report have been derived from the 2011 financial report of the Australian Rail, Tram and Bus Industry Union, Queensland Branch.

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

This discussion and analysis is provided to assist members in understanding the concise report. The discussion and analysis is based on the Australian Rail, Tram and Bus Industry Union, Queensland Branch 2011 financial report.

Statement of Financial Performance

The deficit attributed to members this year is \$60,712 compared to a surplus of \$215,674 in 2010. This ...

Operating Report

This Operating Report covers the activities of the Australian Rail, Tram and Bus Industry Union (Queensland) Branch, for the calendar year 1st January 2011 to 31st December 2011 the results of those activities and any significant changes in the nature of those activities during the year as required under **161 Concise report (s 265 (3)(a)) Fair Work (Registered Organisations Regulations 2009)**.

1. Principal activities and results of the activities of the Branch Council

- To conduct a campaign against the threat to regional Queensland Rail Operations particularly in respect to non-bulk and livestock. This campaign will be directed against Queensland Rail and the Government's withdrawal from such operations. The campaign seeks the continuation and intensify its campaign to protect members' jobs and maintain a strong rail footprint in regional Queensland
- The RTBU continues to support the Queensland Council of Unions for the return of the wages stolen from our Indigenous brothers and sisters
- The RTBU condemns relay working by any company with Queensland. The RTBU continues with its position of opposition in recognition of the damage and effect this has on the lifestyle and the health of rail workers

2. Details of any significant changes in financial affairs

Significant changes in the Branch Office financial affairs include an increase in revenue through membership subscriptions, interest generated from investments and a slight increase in rental property revenue.

3. Details of the rights of members to resign affairs

All members of the RTBU (Queensland) have the right to resign from the union in accordance with **Rule 14, Resignation from Members**, of the *Rules of the Rail, Tram and Bus Union* and Section 174 of the Workplace Relations Act). This is by providing notice addressed and delivered to the Secretary of the Queensland Branch, including via email.

4. Details of officers and members who hold positions as trustees or company directors

To the best of our knowledge and belief, no officer of the organisation, by virtue of their office of the Rail, Tram and Bus Union Branch Council held positions as trustees or company directors

5. Prescribed information

Number of Members

As at the 31st December, 2011 there were 8,293 members of the RTBU (Queensland) Branch.

Number of Employees

As at the 31st December, 2011 the RTBU(Queensland) Branch employed thirteen (13) full-time employees and four (4) part-time employees with a total number of 14.4 full-time equivalent employees.

Position	No. of Employees (Full-Time)	No. of Employees (Part-Time)
Elected Paid Officials	4	
Offices of the Union	5	1 (0.4)
Office Manager	1	
Clerical Support	2	1 (0.6) 1 (0.4) 1 (0.2)
Industrial Staff	2	

Members of the Committee of Management

The members of the Branch Council during the year ending 31st December 2011:

Division/Union Position Branch Executive	Name	Period of Employment
Branch President	B Mackie	01/01/2011 – 31/12/2011
Branch Senior Vice-President	L Moffitt	01/01/2011 – 31/12/2011
Branch Junior Vice-President	C Allen	01/01/2011 – 31/12/2011
Branch Junior Vice-President	N Morris	01/01/2011 – 31/12/2011
Branch Junior Vice-President (Bus)	T Brown	01/01/2011 – 31/12/2011
Branch Secretary	O Doogan	01/01/2011 – 31/12/2011
Assistant Branch Secretary	D Matters	01/01/2011 – 31/12/2011
	S Kummurfeld	01/01/2011 – 31/12/2011

OWEN DOOGAN

BRANCH SECRETARY 5th May 2012

Statement of Financial Performance for year ended 31st December 2011

REVENUE		2011	2010
Members' Dues		3,324,622	3,177,334
Investment Revenue		103,163	80,511
Interest Revenue		137,147	134,253
Sundry Revenue		(995)	(1,336)
Anti-Privatisation Levy			247,563
	TOTAL REVENUE	3,563,937	3,638,327
EXPENSES		2011	2010
Salaries	Officials	1,081,518	973,788
	Staff	593,570	443,646
Affiliation Fees		119,694	142,194
Capitation		378,674	458,038
Depreciation		85,003	77,167
Superannuation		200,615	174,365
Other Expenses		1,162,877	1,138,862
	TOTAL EXPENDITURE	3,621,951	3,408,060
OPERATING SURPLUS FOR YEAR BEFORE EXTRAORDINARY ITEMS		2011	2010
Disposal of Motor Vehicle		(2,698)	(14,169)
Business Property		0	0
Other Assets		0	(424)
	OPERATING SURPLUS (DEFICIT) BEFORE PROVISIONS	(60,712)	215,674
Transfer from provision building acquisition		0	0
	SURPLUS (DEFICIT) FOR THE YEAR	(60,712)	215,674

Statement of Financial Position as at 31st December 2011

ACCUMULATED FUNDS		2011	2010
Represented by Net Assets as follows:			
CURRENT ASSETS			
Cash		320,860	517,413
Receivables		161,783	119,246
Investments		2,779,474	2,517,449
NON-CURRENT ASSETS			
Fixed Assets		4,619,587	4,597,903
	TOTAL NON-CURRENT ASSETS		
	TOTAL ASSETS	7,881,704	7,752,011
LESS: LIABILITIES			
CURRENT LIABILITIES		2011	2010
Payables		378,248	326,694
NON-CURRENT LIABILITIES			

Statement of Financial Position as at 31st December 2011

Provisions	450,000	380,000
TOTAL LIABILITIES	828,248	706,694
NET ASSETS	7,053,456	7,045,317

Statement of Cash Flows for the year ended 31st December 2011

CASH FLOW FROM OPERATING ACTIVITIES	2011	2010
Receipts from Members	3,294,354	3,392,626
Interest & Dividends	137,147	158,621
Rent Received	90,894	86,342
Payments to suppliers and employees	(3,418,874)	(3,273,349)
Operating Activities (net cash provided by)	103,521	364,240
CASH FLOWS FROM INVESTMENT ACTIVITIES		
Payments for Buildings	0	0
Payments for Plant & Equipment	(133,928)	(110,349)
Proceeds (Payments) for plant	24,542	40,453
Proceeds (Payments) for buildings	0	0
Payment on Non-Cash Deposits	(48)	(50)
Investing Activities (Cash provided by (used in))	(109,434)	(69,946)
CASH FLOW FROM FINANCING ACTIVITIES		
Increase (decrease) in Reserves	70,861	45,532
Financing Activities (Cash provided by)	70,861	45,532
Net increase (decrease) in Cash Held	64,948	339,826
Cash at Beginning of Year	2,816,517	2,476,691
Cash at End of Year	2,881,465	2,816,517

Note 1: Basic preparation of the Concise Financial Report

The Concise Financial Report has been prepared in accordance with Accounting Standards and Fair Work (Registered Organisations) Regulations 2009

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

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

Note 2: Information to be provided to members or registrar

In accordance with the requirements of the Fair Work (Registered Organisations) Regulations 2009

the attention of members is drawn to the provisions of Sub-Sections [1], [2] and [3] of Section 272 of Schedule B which reads as follows:

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

[2] The application must be in writing and must specify the period within which, 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).

Independent Audit Report

To the members of the Australian Rail, Tram and Bus Industry Union, Queensland Branch,

Scope

I have audited the Concise Financial Report of Australian Rail, Tram and Bus Industry Union, Queensland Branch for the financial year ended 31st December 2011 comprising the Committee of Management's Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows and notes to the financial statements. The Committee of Management is responsible for the financial report. I have conducted an independent audit of this financial report in order to express an opinion on it to the members.

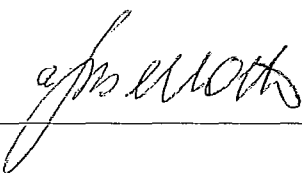
My audit has been conducted in accordance with Australian Accounting Standards to provide a reasonable assurance whether the Concise Financial Report is free of material misstatement. I have also performed an independent audit of the full financial report of Australian Rail, Tram and Bus Industry Union, Queensland Branch for the year ended 31st December 2011. My audit report on the full financial report was signed on 5th May 2012 and was not subject to any qualification.

The procedures in respect of the audit of the Concise Financial Report included testing that the information in the Concise Financial Report is consistent with the full financial report and examination, on a test basis, of evidence supporting the amounts, discussion and analysis, and other disclosures which are not directly derived from the full financial report. These procedures have been undertaken to form an opinion whether, in all material respects, the concise financial report is presented fairly in accordance with Accounting Standards and the Fair Work (Registered Organisations) Regulations 2009.

Audit Opinion

In my opinion, the concise financial report of the Australian Rail, Tram and Bus Industry Union, Queensland Branch complies with Accounting Standards and the Fair Work (Registered Organisations) Regulations 2009.

A. BELLOTTI



DATE: 5th May 2012

AUSTRALIAN RAIL TRAM & BUS UNION (QLD)
BRANCH

OPERATING REPORT

PRINCIPAL ACTIVITIES
FOR THE YEAR ENDED
31ST DECEMBER, 2011



Unity is Strength

This Operating Report covers the activities of the Australian Rail Tram & Bus Union (Queensland) Branch, for the calendar year 1st January, 2011 to 31st December, 2011, the results of those activities and any significant changes in the nature of those activities during the year as required under ***Fair Work (Registered Organisations) Regulations 2009***.

1. Principal Activities and Results of the Activities of the Branch Council

The RTBU (Qld) Branch is a member based, federally registered trade union representing members whose usual place of work is located within the State of Queensland. The representation of rail and bus members is across employment within both the public and private arena. The reporting unit's activities are directed by the Queensland Branch Council in accordance with its objectives and rules of registration.

- Implementation of the decisions of the Branch Council
- The Branch will provide no support to the STATE ALP in the lead up and or during the forthcoming election campaign
- The Branch has organising and unionising Labour Hire employees in the Rail Industry so as to maintain the standards we have achieved in our industry
- The RTBU is campaigning against QR's proposal "Whole of Life" concept. This proposal is a direct threat to our members' job security and employment opportunities for apprentices, cleaning staff, admin and trade staff within QR

OPERATING REPORT

- This Branch Council endorsed the proposal to place a temporary Organiser in Sarina/Mackay in order to assist in the organisation of Pacific National Queensland Coal employees as well as to support the operation of the Mackay, Jilalan and Coppabella Sub Branches
- Representing members
 - Provision of industrial support including representation of individual member grievances; access to a legal advice through the continuing provision of a legal clinic
 - Secure the services of direct legal industrial advice in the climate of legislative uncertainty surrounding working conditions for members
 - Increased utilisation of the divisional structure of the Union to maximise member representation and participation in bargaining for new agreements
 - Promote and secure participation of a Women's Forum to provide relevant links to all female members of the Union through an educative and empowerment process
- Management of information and communications as an instrument designed to support organising
 - The on going development, training and enhancement of electronic information management system to assist in the assembly of relevant data and the capture of knowledge to develop strategic direction in organising members and increasing the profile and

relevance of the unions in general and the RTBU in particular

- o To continue to develop formal system appraisals to ensure integrity of data and extracted information leading to relevant knowledge

2. Any Significant Changes In Activities

- Rule changes relating to increasing the representation of the Tram and Bus Division by two on Divisional Committee and given the creation of two new depots as well as amending the potential increase with new depots in the future

Second Rule Change proposing to increase the number of people from the Tram and Bus Division onto Branch Council by one and those positions have been endorsed by Executive.

The activation of a Rule, which provided for the election of a new position to Branch Council of an Assistant Secretary (Locomotive Division).

3. Details of Any Significant Changes in Financial Affairs

Significant changes in the Branch Office financial affairs include an increase in revenue from union subscriptions and a small increase in rental income.

Provisions for Annual Leave, Long Service Leave and Sick Leave during 2011 have been increased to ensure that the Branch adequately covers for our liabilities in this respect.

This has resulted in a deficit occurring by the RTBU Queensland Branch for 2011.

4. Details of the Rights of Members to Resign Affairs

All members of the RTBU (Qld) 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 Union and Chapter 3, Part 6 of the Australian Fair Work (Registered Organisations) Act 2009. This is by providing notice addressed and delivered to the Secretary of the Queensland Branch, including via email.

5. Details of Officers and Members Who Hold Positions As Trustees Or Company Directors

- To the best of our knowledge and belief, no officer of the organisation, by virtue of their office of the Rail Tram and Bus Union Branch Council held positions as trustees or company directors

6. Prescribed Information

- Number of Members
- As at the 31st December, 2011 there were 8265 members of the RTBU (Qld) Branch
- Number of Employees
- As at the 31st December, 2011 the RTBU (Qld) Branch employed fourteen (14) full-time employees and four (4) part-time employees

OPERATING REPORT

Position	No. of Employees (Full-Time)	No. of Employees (Part-Time)
Elected Paid Officials	4	
Offices of the Union	5	1 (0.4)
Office Manager	1	
Clerical Support	2	1 (0.6) 1 (0.4) 1 (0.2)
Industrial Staff	2	

- Members of the Committee of Management
- The members of the Branch Council during the year ending 31 December, 2011

Division/Union Position	Name	Period of Employment
Branch Executive		
Branch President	Bruce Mackie	01/01/2011-31/12/2011
Branch Senior Vice-President	Les Moffitt	01/01/2011-31/12/2011
Branch Junior Vice-President	Craig Allen	01/01/2011-31/12/2011
Branch Junior Vice-President	Noel Morris	01/01/2011-31/12/2011

OPERATING REPORT

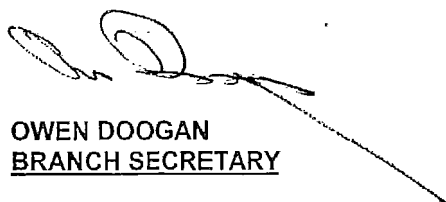
Division/Union Position	Name	Period of Employment
[REDACTED]	[REDACTED]	[REDACTED]
Branch Secretary	Owen Doogan	01/01/2011-31/12/2011
Assistant Branch Secretary	David Matters	01/01/2011-31/12/2011
Assistant Branch Secretary (Locomotive) Regional Councillors to Council	Shayne Kummerfeld	22/02/2011-31/12/2011
Regional Councillor North West	Carl Nielsen	01/01/2011-31/12/2011
Regional Councillor Central West	Mal Williams	01/01/2011-31/12/2011
Regional Councillor South West	Gary Goodman	01/01/2011-31/12/2011
Locomotive Division Committee		
Assistant Branch Secretary (Locomotive) Southern District Committee Member	Kelvin Steer	01/01/2011-31/12/2011
Northern District Committee Members	John Dundas Brian Pridmore	01/01/2011-31/12/2011
Central District Committee	Keith	01/01/2011-

OPERATING REPORT

Division/Union Position	Name	Period of Employment
Members	Heinemann Andrew Richards	31/12/2011
Private Sector Committee Member	James (John) O'Dell	01/01/2011-31/12/2011
Operations Division Committee		
Central District Committee Member	Leonard Small	01/01/2011-31/12/2011
Northern District Committee Member	Denise Jurd	01/01/2011-31/12/2011
Southern District Committee Member	Julie Irving	01/01/2011-31/12/2011
Private Sector	Anthony Daglish	01/01/2011-31/12/2011
Infrastructure Division Committee		
Central District Committee Member	Andrew Wells	01/01/2011-31/12/2011
Northern District Committee Member	Richie Bates	01/01/2011-31/12/2011
Southern District Committee Member	Howard Trent	01/01/2011-31/12/2011
Fleet Manufacture Overhaul, Maintenance and Service Division		
Central District Committee Member	Ross Villiers	01/01/2011-31/12/2011

OPERATING REPORT

Division/Union Position	Name	Period of Employment
Northern District Committee Member	Greg Tatnell	01/01/2011-31/12/2011
Southern District Committee Member	Robert Walker	01/01/2011-31/12/2011
Administrative Division Committee		
Metropolitan Committee Member	John Summers	01/01/2011-31/12/2011
Mackay Committee Member	Joanne Rieck	01/01/2011-31/12/2011
Northern District Committee Member	David Smith	01/01/2011-31/12/2011
Female Delegate to Branch Council		
Female Delegate	Josie Burke	01/01/2011-31/12/2011
Female Delegate	Wendy Hodgson	01/01/2011-31/12/2011
Tram & Bus Division		
President (Bus & Tram)	Peter Neville	01/01/2011-31/12/2011
Vice President (Bus & Tram)	Tom Brown	01/01/2011-31/12/2011



OWEN DOOGAN
BRANCH SECRETARY

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