



FAIR WORK
AUSTRALIA

28 September 2010

Ms Samantha Simonetis
Secretary, Tasmanian Branch
ARTBIU
Suite 5, 113 Main Road
MOONAH TAS 7009



Dear Ms Simonetis

Re: Lodgment of Financial Accounts and Statements – Australian Rail, Tram and Bus Industry Union, Tasmanian Branch – for years ending 31 December 2007 (FR2007 589), 31 December 2008 (FR2008 608), 31 December 2009 (FR2009/10322)

I refer to the above statements and accounts which were received by Fair Work Australia on 30 August 2010 and to the Committee of Management Statements and Secretary Certificates for the respective returns on 28 September 2010.

The documents have been filed.

Yours sincerely,

Stephen Kellett

Statutory Services Branch

KELLETT, Stephen

From: rtbu tas [rtbu1@bigpond.com]
Sent: Tuesday, 28 September 2010 10:59 AM
To: KELLETT, Stephen
Subject: RTBU Returns
Attachments: SECRETARY'S CERTIFICATES AND C of M STATEMENTS.pdf

Morning Stephen

Please find attached Committee of Management Statements for 2007, 2008 & 2009 as well as Secretary Certificates for 2007 & 2008

Cheers

*Kathy Wright
Office Manager*



Rail, Tram & Bus Union, Tasmania Branch

PO Box 682, Moonah, Tas 7009

(Office hours 9.00am to 12.00pm Monday to Friday)

ABN 17 375 340 137

Acting Secretary: Samantha Simonetis

Mobile: 0409 399 578

Ph: (03) 6228 6188 Fax: (03) 6228 6908

Email: rtbu1@bigpond.com

SECRETARY'S CERTIFICATE

I, **Samantha Simonetis** a prescribed designed officer, certify that the enclosed documents lodged, consisting of the general purpose financial report of the Tasmanian Branch of the Australian, Rail, Tram and Bus Industry Union for the year ended 31 December 2008

- Are copies of the documents provided to members (on 18th December 2009)
- And subsequently presented to a meeting of the Branch Executive in accordance with section 266 held on 26th August 2010

Signature:

Samantha Simonetis

Position

Secretary

Date:

26/8/10
26/9/10

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION
TASMANIA BRANCH
ABN 17 375 340 137

COMMITTEE OF MANAGEMENT STATEMENT

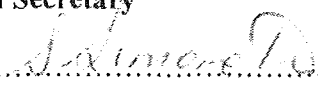
On 26th August 2010 the Committee of Management of Australian Rail, Tram and Bus industry Union – Tasmanian Branch passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 31st December 2008.

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

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the GPFR relates and since the end of that year:
 - (i) meetings of the committee of management were held in accordance with the rules for 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
 - (iv) the organisation does not consist of 2 or more reporting units.
 - (iv) No information has been sought in a request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule.
 - (v) No orders have been made by the Commission under section 273 of the RAO Schedule during the period.

For Committee of Management

Samantha Simonetis
Branch Secretary

Signed: 

Dated: 26/9/10

Jody Nichols
Branch President

Signed: 

Dated: 28.9.10

KELLETT, Stephen

From: rtbu tas [rtbu1@bigpond.com]
Sent: Friday, 3 September 2010 11:23 AM
To: KELLETT, Stephen
Subject: RTBU TAS BRANCH COMMITTEE OF MANAGEMENT STATEMENTS

Dear Stephen

I wish to advise that the Committee of Management Statements for the returns relating 2007, 2008 & 2009 will be forwarded at the earliest opportunity.

Cheers

*Kathy Wright
Office Manager*

KELLETT, Stephen

From: KELLETT, Stephen
Sent: Friday, 3 September 2010 11:20 AM
To: 'rtbu tas'
Subject: RE: Rail, Tram & Bus Union, Tasmanian financial returns 2007, 2008, 2009

Dear Kathy,

Thank you for your advice regarding the details of the documents lodged earlier this week.

I will delay filing the three returns pending further lodgement of signed Committee of Management Statements for 2007, 2008 and 2009

and also amended Secretary Certificates for 2007 and 2008.

Yours sincerely

Stephen Kellett

Fair Work Australia

80 William Street, EAST SYDNEY NSW 2011

(ph) 0429 462 979

stephen.kellett@fwa.gov.au

www.fwa.gov.au

From: rtbu tas [mailto:rtbu1@bigpond.com]
Sent: Monday, 30 August 2010 9:34 AM
To: KELLETT, Stephen
Subject: Rail, Tram & Bus Union, Tasmanian AUDIT 2009

Cheers

Kathy Wright

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION
TASMANIAN BRANCH
ABN 17 375 340 137

2008 ANNUAL REPORT

CONTENTS

- Independent Auditor's Report
- Profit and Loss Statement
- Balance Sheet
- Statement of Changes in Equity
- Statement of Cash Flows
- Notes to the Accounts



Independent Auditor's Report

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

We have audited the accompanying general purpose financial report of the Australian Rail, Tram and Bus Industry Union, Tasmanian Branch which comprises the balance sheet as at 31 December 2008, the profit & loss statement, statement of changes in equity and statement of cash flows for the year ended on that date, a summary of significant accounting policies and other explanatory notes.

Officers' Responsibility for the Financial Report

The Officers of the Australian Rail, Tram and Bus Industry Union, Tasmanian Branch are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations). This responsibility includes designing, implementing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We conducted the 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 material 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 judgement, 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.

Independent Auditor's Report (continued)

Auditor's Opinion

In our opinion:

- (a) The general purpose financial report of the Australian Rail, Tram and Bus Industry Union, Tasmanian Branch gives a true and fair view of the of the Union's financial position as at 31 December 2008 and of its performance for the year ended on that date;
- (b) The general purpose financial report of the Australian Rail, Tram and Bus Industry Union, Tasmanian Branch complies with Australian Accounting Standards (including the Australian Accounting Interpretations) and Section 253 of the Workplace Relations Act 1996 Schedule 1;
- (c) There were kept by the organisation in respect of the year, satisfactory accounting records detailing the sources and nature of the receipts of the Union (including receipts from members) and the nature and purposes of payments;
- (d) A satisfactory system of recording the collection, during the year, of income from members and other income has been maintained;
- (e) The sources and nature of all income received and the nature and purposes of all expenditure made by the Union during the financial year have been correctly recorded; and
- (f) All information and explanations that were required of Officers of the Union were furnished with the exception that documents supporting telephone costs reimbursements totalling \$1,026.89 (exclusive of GST) were not produced for verification.

KAIZEN AUDIT & ASSURANCE PTY LTD
Registered Audit Company



David L Wilson FCA
Director (Registered Company Auditor #93)
103 Albert Road, Moonah, Tas 7009

DATE: 24 November 2009

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION
TASMANIAN BRANCH
ABN 17 375 340 137
PROFIT AND LOSS STATEMENT
FOR THE YEAR ENDED 31ST DECEMBER 2008

	<u>NOTE</u>	<u>2008</u> \$	<u>2007</u> \$
INCOME			
Members' Subscriptions		94,878.62	90,592.25
Interest Received		819.54	593.76
Sundry Income		396.35	200.00
		<u>96,094.51</u>	<u>91,386.01</u>
EXPENDITURE			
Advertising		0.00	17.45
Affiliation Fees		17,605.75	18,994.78
Annual Leave Provided		-86.01	-436.03
Audit Fees		2,800.00	2,700.00
Bank Charges		565.13	819.16
Borrowing Expenses		50.00	100.00
Debt Collection Expenses		0.00	0.00
Delegates/Officials Allowances		7,406.37	2,694.27
Depreciation - Buildings		789.00	789.00
Depreciation - Furniture, Fittings & Equipment		860.00	1,187.09
Donations, Gifts & Members Expenses		200.91	685.12
Doubtful Debts		542.00	-682.55
Electricity		729.60	581.09
Insurance		2,431.89	2,389.15
Interest Expense		276.65	235.10
Legal Opinions/Cases		966.78	0.00
Long Service Leave Provided		-81.45	178.63
Lost Time		9,352.28	4,752.01
Meeting & Conference Expenses		2,214.92	2,015.46
Motor Vehicle Expenses		4,046.02	2,996.12
Payroll Tax		853.27	682.94
Photocopier lease & maintenance		0.00	1,589.21
Printing, Stationery & Office Costs		4,793.33	3,935.99
Rates, Taxes & Body Corporate Fees		2,299.48	2,462.78
Rent		2,618.16	1,254.54
Repairs		140.00	0.00
Staff Training & Welfare		1,350.00	136.36
Superannuation Contributions		2,388.92	2,296.31
Telephone & Internet		10,231.49	9,212.29
Wages		27,275.75	24,533.98
		<u>102,620.24</u>	<u>86,120.25</u>
NET PROFIT/(LOSS) FOR THE YEAR		<u>-6,525.73</u>	<u>5,265.76</u>

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

TASMANIAN BRANCH

ABN 17 375 340 137

BALANCE SHEET

AS AT 31ST DECEMBER 2008

	<u>NOTE</u>	<u>2008</u>	<u>2007</u>
		<u>\$</u>	<u>\$</u>
MEMBERS' FUNDS			
Balance at 1 January		62,265.98	57,000.22
Surplus/(Deficit) for the year		-6,525.73	5,265.76
TOTAL MEMBERS' FUNDS		<u>55,740.25</u>	<u>62,265.98</u>
Represented By:			
CURRENT ASSETS			
Cash on Hand		400.00	400.00
Cash at Bank - Operating Account		8,078.28	8,642.97
Cash at Bank - Training Account		5,593.29	5,268.89
Cash at Bank - Members Equity		14,930.91	12,836.80
Sundry Debtors		4,369.60	6,032.05
Prepayments		2,146.35	571.65
Inventory		282.44	318.22
TOTAL CURRENT ASSETS		<u>35,800.87</u>	<u>34,070.58</u>
NON-CURRENT ASSETS			
Land & Buildings - Moonah Centre			
- At Government Valuation 1/7/1993)		40,000.00	40,000.00
- Less Accumulated Depreciation		-4,006.00	-3,217.00
Furniture & Fittings			
- At Cost		21,061.09	21,861.09
- Less Accumulated Depreciation		16,177.09	16,117.09
TOTAL NON-CURRENT ASSETS		<u>40,878.00</u>	<u>42,527.00</u>
TOTAL ASSETS		<u>76,678.87</u>	<u>76,597.58</u>
CURRENT LIABILITIES			
Trade Creditors & Accruals		15,632.99	8,648.53
GST Clearing Account		834.64	1,044.62
Provision for Annual Leave		181.56	267.57
TOTAL CURRENT LIABILITIES		<u>16,649.19</u>	<u>9,960.72</u>
NON-CURRENT LIABILITIES			
Provision for Long Service Leave		4,289.43	4,370.88
TOTAL NON-CURRENT LIABILITIES		<u>4,289.43</u>	<u>4,370.88</u>
TOTAL LIABILITIES		<u>20,938.62</u>	<u>14,331.60</u>
NET ASSETS		<u>55,740.25</u>	<u>62,265.98</u>

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION
TASMANIAN BRANCH
ABN 17 375 340 137

STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 31ST DECEMBER 2008

	Members Funds
Balance at 1 January 2007	57,000.22
Net profit/(loss) for the year	<u>5,265.76</u>
Balance at 31st December 2007	62,265.98
Net profit/(loss) for the year	<u>-6,525.73</u>
Balance at 31st December 2008	55,740.25

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31ST DECEMBER 2008

	NOTE	2008 \$	2007 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from Members - Contributions		105,598.98	89,962.98
Receipts - Other		405.99	200.00
Payments to Suppliers & Employees		104,694.04	83,980.31
Interest Received		819.54	593.76
Interest Paid		-276.65	-235.10
NET CASH PROVIDED BY/(USED IN) OPERATING ACTIVITIES	3	<u>1,853.82</u>	<u>6,541.33</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Purchase of furniture, fittings & equipment		0.00	-3,099.09
NET CASH PROVIDED BY/(USED IN) INVESTING ACTIVITIES		<u>0.00</u>	<u>-3,099.09</u>
CASH FLOWS FROM FINANCING ACTIVITIES			
Repayment of borrowings		0.00	0.00
NET CASH PROVIDED BY/(USED IN) FINANCING ACTIVITIES		<u>0.00</u>	<u>0.00</u>
NET INCREASE/(DECREASE) IN CASH HELD		1,853.82	3,442.24
Add			
Cash at 1 January		27,148.66	23,706.42
CASH AT 31ST DECEMBER	2	29,002.48	27,148.66

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION
TASMANIAN BRANCH
ABN 17 375 340 137

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST DECEMBER 2008

NOTE 1(a) STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

- (i) **Basis of Preparation**
The financial statements have been prepared in accordance with Australian Accounting Standards and the Workplace Relations Act 1996 Schedule 1. They have been prepared on the basis of historical costs and do not take into account changing money values or, except where stated, current valuations of non-current assets.

The accounting policies have been consistently applied, and except where there is a change in accounting policy, are consistent with those of the previous year.

- (ii) **Revenue Recognition**
(a) Membership contributions are accounted for on an accrual basis. This means that membership income in any one year will consist of amounts received in prior, current and future years.
(b) Interest income is accounted for on a cash received basis.
- (iii) **Property, Plant & Equipment**
(a) Acquisition: Items of property, plant and equipment are recorded at cost unless otherwise noted in the financial statements.
(b) Depreciation is calculated on a straight-line in order to write off the cost of the asset over its useful life.
- (iv) **Employee Entitlements**

Provision is made for employee entitlements based on the rates and conditions determined by the Committee of Management.

Annual Leave is based on an entitlement of four weeks leave plus 17.5% loading per year if applicable.

Long Service Leave is based on an entitlement of 3 months leave after 15 years of service and is accrued after 7 years of service which is when employees are entitled to pro rata payment on termination.

Sick Leave has not been provided for as employees are not entitled to payment on termination.

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION
TASMANIAN BRANCH
ABN 17 375 340 137

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST DECEMBER 2008

**NOTE 1(a) STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES
(CONT.)**

(v) 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.

(vi) Goods and Services Tax ("GST")

All items of income and expenditure are shown in the Profit and Loss Statement exclusive of GST.

NOTE 1(b) INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

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

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

NOTE 1(c) COMPARATIVES

Where necessary, comparative information has been reclassified to achieve consistency in disclosure with current year amounts and other disclosures.

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION
TASMANIAN BRANCH
ABN 17 375 340 137

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST DECEMBER 2008

NOTE 2 – RECONCILIATION OF CASH

	<u>2008</u>	<u>2007</u>
	\$	\$
Cash on Hand	400.00	400.00
Cash at Bank - Operating Account	8,078.28	8,642.97
Cash at Bank - Training Account	5,593.29	5,268.89
Cash at Bank - Members Equity	14,930.91	12,836.80
	29,002.48	27,148.66

NOTE 3 – RECONCILIATION OF NET PROFIT TO CASH FLOW FROM OPERATING ACTIVITIES

	<u>2008</u>	<u>2007</u>
	\$	\$
Net Profit/(Loss) for the year	-6,525.73	5,265.76
Add		
Non Cash Flows		
- Depreciation	1,649.00	1,976.09
- Charges to Provisions	-167.46	-257.40
Add Changes in Assets and Liabilities		
- (Increase)/Decrease in Debtors	1,662.45	1,488.65
- (Increase)/Decrease in Prepayments	-1,574.70	228.95
- (Increase)/Decrease in Inventory	35.78	254.39
- Increase/(Decrease) in Creditors and Accruals	6,774.48	562.19
	1,853.82	6,541.33

OPERATING REPORT FOR THE RAIL, TRAM AND BUS UNION (RTBU) TASMANIA BRANCH

OPERATING REPORT FOR THE RAIL TRAM AND BUS UNION (RTBU) TASMANIAN BRANCH

SCOPE OF OPERATING REPORT

This operating report covers the activities of the Rail, Tram, & Bus Union (RTBU) Tasmanian Branch for the calendar year 1 January 2008 to 31 December 2008 the results of those activities and any significant changes in the nature of the activities as required under s.254 Workplace Relations Act 1996.

1. The Principle Activities and Results of the Activities of the Branch Council

The RTBU (Tasmanian Branch) is a branch of the federally registered RTBU representing members whose usual place of work is located within the state of Tasmania. The Tasmanian Branch has members employed in Rail and Bus sectors who are employed by the public and private sectors. The reporting unit's activities are directed by the Tasmanian Branch Executive and Branch council.

The principle activities and results of these activities fell into the following categories.

Activities	2008 Results
Making agreements with employers	Nil
Implementation of Branch Council's membership agenda, including providing assistance and strategic advice to individual members in relation to workplace issues.	Received applications for admittance for 39 new members.
Attended meetings called by peak union bodies in Tasmania.	Attended 1 meetings called by Unions Tasmania
Training delegates and representatives.	0 Workplace delegates were trained.

2. Any Significant Changes In

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

3. Details of Any Significant Changes in Financial

- No Significant Changes.

OPERATING REPORT FOR THE RAIL, TRAM AND BUS UNION (RTBU) TASMANIA BRANCH

4. Details of the Rights of Members to Resign

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

5. Details of Superannuation Trusts

There are no superannuation Trustees in the Tasmanian Branch.

6. Prescribed Information

No. of Members

As of 31 December 2008 there were 369 financial members of the RTBU Tasmanian Branch.

Number of Employees

As of the 31 December 2008 there were 2 part time employees of the Tasmanian Branch.

Members of the Committee of Management

The members of the Branch Executive during the year 31 December 2008:

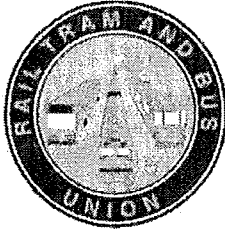
NAME	DIVISION/POSITION	PERIOD OF APPOINTMENT
Samantha Simonetis	Branch Secretary	1.1.08 – 31.12.08
Jody Nichols	Branch President	1.1.08– 31.12.08
Heather Thompson	Branch Vice President	1.1.08 - 31.12.08
David Payne	Rail Division President	1.1.08 – 31.12.08
Ken Fitch	Rail Division Secretary	1.1.08 – 31.12.08

OPERATING REPORT FOR THE RAIL, TRAM AND BUS UNION (RTBU) TASMANIA BRANCH

The members of the Branch Council during the year 31 December 2008

NAME	DIVISION/POSITION	PERIOD OF APPOINTMENT
Samantha Simonetis	Branch Secretary	1.1.08 - 31.12.08
Jody Nichols	Branch President	1.1.08 - 31.12.08
Heather Thompson	Branch Vice President	1.1.08 - 31.12.08
David Payne	Branch Divisional President – Rail	1.1.08 - 31.12.08
Kenneth Fitch	Branch Divisional Secretary – Rail	1.1.08 – 31.12.08
Samantha Simonetis	Branch Divisional Secretary -Bus	1.1.08– 31.12.08
Jody Nichols	Branch Divisional President -Bus	1.1.08 – 31.12.08
David Payne	Branch Divisional President - Rail	1.1.08 - 31.12.08
Vacant	Branch Divisional Rep. - Bus	1.1.08 – 6.12.08
Kylie Driver	Branch Divisional Rep. - Bus	1.1.08 – 31.12.08
Vacant	Branch Divisional Rep. - Bus	1.1.08 – 31.12.08
David Binns	Branch Divisional Rep. - Rail	1.1.08 – 31.12.08

Samantha Simonetis
Branch Secretary



Rail, Tram & Bus Union, Tasmania Branch

PO Box 682, Moonah, Tas 7009

(Office hours 9.00am to 12.00pm Monday to Friday)

ABN 17 375 340 137

Acting Secretary: Samantha Simonetis

Mobile: 0409 399 578

Ph: (03) 6228 6188 Fax: (03) 6228 6908

Email: rtbu1@bigpond.com

SECRETARY'S CERTIFICATE

I, **Samantha Simonetis** a prescribed designed officer, certify that the enclosed documents lodged, consisting of the general purpose financial report of the Tasmanian Branch of the Australian, Rail, Tram and Bus Industry Union for the year ended 31 December 2008

- Are copies of the documents provided to members (on 27th August 2010)
- And subsequently presented to a meeting of the Branch Executive in accordance with section 266 held on 26th August 2010

Signature: *S. Simonetis*

Position *Branch Secretary*

Date: *30th August 2010*

**OPERATING REPORT FOR THE RAIL TRAM AND BUS UNION (RTBU)
TASMANIAN BRANCH**

SCOPE OF OPERATING REPORT

This operating report covers the activities of the Rail, Tram, & Bus Union (RTBU) Tasmanian Branch for the calendar year 1 January 2008 to 31 December 2008 the results of those activities and any significant changes in the nature of the activities as required under s.254 Workplace Relations Act 1996.

1. The Principle Activities and Results of the Activities of the Branch Council

The RTBU (Tasmanian Branch) is a branch of the federally registered RTBU representing members whose usual place of work is located within the state of Tasmania. The Tasmanian Branch has members employed in Rail and Bus sectors who are employed by the public and private sectors. The reporting unit's activities are directed by the Tasmanian Branch Executive and Branch council.

The principle activities and results of these activities fell into the following categories.

Activities	2008 Results
Making agreements with employers	Nil
Implementation of Branch Council's membership agenda, including providing assistance and strategic advice to individual members in relation to workplace issues.	Received applications for admittance for 39 new members.
Attended meetings called by peak union bodies in Tasmania.	Attended 1 meetings called by Unions Tasmania
Training delegates and representatives.	0 Workplace delegates were trained.

2. Any Significant Changes In

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

3. Details of Any Significant Changes in Financial

- No Significant Changes.

OPERATING REPORT FOR THE RAIL, TRAM AND BUS UNION (RTBU) TASMANIA BRANCH

4. Details of the Rights of Members to Resign

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

5. Details of Superannuation Trusts

There are no superannuation Trustees in the Tasmanian Branch.

6. Prescribed Information

No. of Members

As of 31 December 2008 there were 369 financial members of the RTBU Tasmanian Branch.

Number of Employees

As of the 31 December 2008 there were 2 part time employees of the Tasmanian Branch.

Members of the Committee of Management

The members of the Branch Executive during the year 31 December 2008:

NAME	DIVISION/POSITION	PERIOD OF APPOINTMENT
Samantha Simonetis	Branch Secretary	1.1.08 – 31.12.08
Jody Nichols	Branch President	1.1.08– 31.12.08
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David Payne	Rail Division President	1.1.08 – 31.12.08
Ken Fitch	Rail Division Secretary	1.1.08 – 31.12.08

OPERATING REPORT FOR THE RAIL, TRAM AND BUS UNION (RTBU) TASMANIA BRANCH

The members of the Branch Council during the year 31 December 2008

NAME	DIVISION/POSITION	PERIOD OF APPOINTMENT
Samantha Simonetis	Branch Secretary	1.1.08 - 31.12.08
Jody Nichols	Branch President	1.1.08 - 31.12.08
Heather Thompson	Branch Vice President	1.1.08 - 31.12.08
David Payne	Branch Divisional President – Rail	1.1.08 - 31.12.08
Kenneth Fitch	Branch Divisional Secretary – Rail	1.1.08 – 31.12.08
Samantha Simonetis	Branch Divisional Secretary -Bus	1.1.08– 31.12.08
Jody Nichols	Branch Divisional President -Bus	1.1.08 – 31.12.08
David Payne	Branch Divisional President - Rail	1.1.08 - 31.12.08
Vacant	Branch Divisional Rep. - Bus	1.1.08 – 6.12.08
Kylie Driver	Branch Divisional Rep. - Bus	1.1.08 – 31.12.08
Vacant	Branch Divisional Rep. - Bus	1.1.08 – 31.12.08
David Binns	Branch Divisional Rep. - Rail	1.1.08 – 31.12.08



Samantha Simonetis
Branch Secretary

10 August 2010

Ms Samantha Simonetis
Secretary, Tasmanian Branch
Australian Rail, Tram and Bus Industry Union
PO Box 682
MOONAH TAS 7009



FAIR WORK
AUSTRALIA



Dear Ms Simonetis

Re: Lodgement of Financial Statements and Accounts – Australian Rail, Tram and Bus Industry Union, Tasmanian Branch – for years ending 31 December 2007 (FR2007/589), 31 December 2008 (FR2008/608), 31 December 2009 (FR2009/10284)

The financial returns for the above years remain outstanding according to our records and are now significantly overdue.

I am writing therefore to remind you to lodge the above as soon as possible. If there have been circumstances causing the returns not to be ready to be lodged, I respectfully request your advice as to the reasons and when you anticipate being able to lodge it.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'S. Kellett'.

Stephen Kellett
Statutory Services Branch



FAIR WORK
AUSTRALIA

16 April 2010

Ms Samantha Simonetis
Secretary, Tasmanian Branch
Australian Rail, Tram and Bus Industry Union
PO Box 682
MOONAH TAS 7009



Dear Ms Simonetis

**Re: Lodgement of Financial Accounts and Statements –
Australian Rail, Tram and Bus Industry Union, Tasmanian Branch –
for years ending 31 December 2007 (FR2007/589), 31 December 2008 (FR2008/608)**

The abovementioned financial returns are outstanding and substantially overdue. There is no record of their lodgement and no record of any response to previous correspondence or any advice explaining the delay in lodgement.

I would appreciate it if you could lodge these returns without further delay, or advise their status and when you anticipate lodging them.

The Branch's return for the year ending 31 December 2009 will also become due in a couple of months and so the lodgement of the previous years' returns should be considered a matter of importance and urgency.

You may email your advice to me directly at stephen.kellett@fwa.gov.au. I await your advice and look forward to the lodgements.

Yours respectfully,

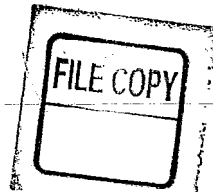
Stephen Kellett
Statutory Services Branch

22 January 2010

Ms Samantha Simonetis
Secretary, Tasmanian Branch
Australian Rail, Tram and Bus Industry Union
PO Box 682
MOONAH TAS 7009



Fair Work
Australia



Dear Ms Simonetis

**Lodgment of Financial Statements and Accounts –
Australian Rail, Tram and Bus Industry Union, Tasmanian Branch -
for years ended 31 December 2007 (FR2007/589), 31 December 2008 (FR2008/608)**

The abovementioned returns are outstanding. There is no record of their lodgment which was due during the course of 2008 and 2009 respectively. I am writing therefore to remind you of the obligation to prepare and lodge both returns in accordance with the provisions of Chapter 8, Part 3 of the *Fair Work (Registered Organisations) Act 2009* or to advise in writing any circumstances preventing their lodgment at this time.

The documents you must lodge for each 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 an eligible meeting(s)* (either of the members or of the committee, whichever applies). Note that this meeting (or series of meetings) is distinct from any initial committee meeting convened to prepare, sign or otherwise approve pre-audited documents.

You may lodge documents electronically by sending an email with the documents attached to riasydney@fwa.gov.au. Alternatively, you may wish to send the documents by fax to (02) 9380 6990.

Yours sincerely,

Stephen Kellett
Statutory Services Branch

Fair Work Australia
Level 8, 80 William Street
EAST SYDNEY NSW 2011

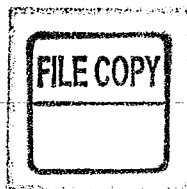
Telephone: (02) 8374 6666/ Mobile :
0429 462 979
Facsimile: (02)9380 6990
Email : stephen.kellett@fwa.gov.au
Internet : www.fwa.gov.au



Australian Government
Australian Industrial Registry

9 January 2009

Mr Gerard Shelverton
Secretary, Tasmanian Branch
Australian Rail, Tram and Bus Industry Union
PO Box 682
MOONAH TAS 7009



Dear Mr Shelverton

Lodgment of Financial Statements and Accounts for year ended 31 December 2008 (FR2008/608)
Schedule 1 of the Workplace Relations Act 1996 (RAO Schedule)

The financial year of the Tasmanian Branch of the Australian Rail, Tram and Bus Industry Union has recently ended. This is a courtesy letter to remind you of the obligations imposed by the RAO Schedule regarding the preparation of financial accounts and statements.

As you are aware, the RAO Schedule sets out a particular chronological order in which financial documents and statements must be prepared, made available to members and presented to a meeting. All of these events must occur within particular timeframes that are also set out in the Schedule.

Detailed information can be found on our website at
<http://www.airc.gov.au/registered/FR/information.htm>, including:

- Fact sheets – the following fact sheets provide information regarding financial reporting:
 - Sheet 6 – Accounting, Auditing and Reporting Obligations;
 - Sheet 7 – Information Needs of Members;
 - Sheet 8 – Financial Reporting Process and Time Limits;
 - Sheet 9 – Diagrammatic Summary of Financial Reporting Process and Time Limits; and
 - Sheet 10 – Auditors.
- Sample Documents – a sample Committee of Management Statement and Designated Officer's Certificate is available;
- RAO Schedule and RAO Regulations;
- Registrar's Reporting Guidelines – the Guidelines set out requirements that must be met *in addition to* those required by Australian Accounting Standards; and
- Document Checklist and Timeline Planner to assist with meeting timeframes.

The Registry strongly encourages you to lodge documents electronically by sending an email with the documents attached to orgs@airc.gov.au. Alternatively, you may wish to send the documents by fax to (02) 9380 6990.

If you need any further information or assistance or if you do not believe that the documents will be lodged within the timeframes specified by the RAO Schedule please contact me on 0429 462 979 or by email at stephen.kellett@airc.gov.au.

I will write to you separately regarding the financial return for 2007 which as at the date of this letter remains outstanding.

Yours sincerely,



Stephen Kellett
Statutory Services Branch