



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 (FR2009/40322)**

10284

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**

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**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

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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*

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

**COMMITTEE OF MANAGEMENT STATEMENT**

On 26<sup>th</sup> 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 31<sup>st</sup> December 2009.

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.....*Samantha Simonetis*.....

Dated: *26/9/10*.....

**Jamie Cole**  
**Branch President**

Signed.....*Jamie Cole*.....

Dated: *24/9/10*.....

**KELLETT, Stephen**

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**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

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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**

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**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](mailto:stephen.kellett@fwa.gov.au)

[www.fwa.gov.au](http://www.fwa.gov.au)

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**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**

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**2009 ANNUAL REPORT**

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**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 2009, 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 \$4,125.16 (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: 3 August 2010



**AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION**  
**TASMANIAN BRANCH**  
**ABN 17 375 340 137**  
**PROFIT AND LOSS STATEMENT**  
**FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2009**

	<u>NOTE</u>	<u>2009</u> \$	<u>2008</u> \$
<b>INCOME</b>			
Members' Subscriptions		97,927.43	94,878.62
Interest Received		558.64	819.54
Sundry Income		188.19	396.35
		<u>98,674.26</u>	<u>96,094.51</u>
<b>EXPENDITURE</b>			
Affiliation Fees		17,398.91	17,605.75
Annual Leave Provided		17.06	-86.01
Audit Fees		2,800.00	2,800.00
Bank Charges		582.60	565.13
Borrowing Expenses		0.00	50.00
Delegates/Officials Allowances		4,235.49	7,406.37
Depreciation - Buildings		789.00	789.00
Depreciation - Furniture, Fittings & Equipment		867.51	860.00
Donations, Gifts & Members Expenses		681.82	200.91
Doubtful Debts		156.00	542.00
Electricity		811.88	729.60
Insurance		2,350.75	2,431.89
Interest Expense		0.00	276.65
Legal Opinions/Cases		0.00	966.78
Long Service Leave Provided		138.16	-81.45
Lost Time		8,291.78	9,352.28
Meeting & Conference Expenses		2,606.62	2,214.92
Motor Vehicle Expenses		3,004.80	4,046.02
Payroll Tax		1,005.43	853.27
Printing, Stationery & Office Costs		4,617.45	4,793.33
Rates, Taxes & Body Corporate Fees		2,203.19	2,299.48
Rent		2,618.16	2,618.16
Repairs		0.00	140.00
Staff Training & Welfare		90.90	1,350.00
Superannuation Contributions		2,736.65	2,388.92
Telephone & Internet		8,819.41	10,231.49
Wages		30,889.33	27,275.75
		<u>97,712.90</u>	<u>102,620.24</u>
<b>NET PROFIT/(LOSS) FOR THE YEAR</b>		<u><b>961.36</b></u>	<u><b>-6,525.73</b></u>

**AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION**  
**TASMANIAN BRANCH**  
**ABN 17 375 340 137**  
**BALANCE SHEET**  
**AS AT 31<sup>ST</sup> DECEMBER 2009**

	<b>NOTE</b>	<b><u>2009</u></b> \$	<b><u>2008</u></b> \$
<b>MEMBERS' FUNDS</b>			
Balance at 1 January		55,740.25	62,265.98
Surplus/(Deficit) for the year		961.36	-6,525.73
<b>TOTAL MEMBERS' FUNDS</b>		<b><u>56,701.61</u></b>	<b><u>55,740.25</u></b>
Represented By:			
<b>CURRENT ASSETS</b>			
Cash on Hand		400.00	400.00
Cash at Bank - Operating Account		4,198.15	8,078.28
Cash at Bank - Training Account		4,334.16	5,593.29
Cash at Bank - Members Equity		16,786.29	14,930.91
Sundry Debtors		10,436.31	4,369.60
Prepayments		2,438.61	2,146.35
Inventory		282.44	282.44
<b>TOTAL CURRENT ASSETS</b>		<b><u>38,875.96</u></b>	<b><u>35,800.87</u></b>
<b>NON-CURRENT ASSETS</b>			
Land & Buildings - Moonah Centre			
- At Government Valuation 1/7/1993)		40,000.00	40,000.00
- Less Accumulated Depreciation		-4,795.00	-4,006.00
Furniture & Fittings			
- At Cost		21,790.60	21,061.09
- Less Accumulated Depreciation		17,044.60	16,177.09
<b>TOTAL NON-CURRENT ASSETS</b>		<b><u>39,951.00</u></b>	<b><u>40,878.00</u></b>
<b>TOTAL ASSETS</b>		<b><u>78,826.96</u></b>	<b><u>76,678.87</u></b>
<b>CURRENT LIABILITIES</b>			
Trade Creditors & Accruals		16,754.21	15,632.99
GST Clearing Account		744.93	834.64
Provision for Annual Leave		198.62	181.56
<b>TOTAL CURRENT LIABILITIES</b>		<b><u>17,697.76</u></b>	<b><u>16,649.19</u></b>
<b>NON-CURRENT LIABILITIES</b>			
Provision for Long Service Leave		4,427.59	4,289.43
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b><u>4,427.59</u></b>	<b><u>4,289.43</u></b>
<b>TOTAL LIABILITIES</b>		<b><u>22,125.35</u></b>	<b><u>20,938.62</u></b>
<b>NET ASSETS</b>		<b><u>56,701.61</u></b>	<b><u>55,740.25</u></b>

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

**STATEMENT OF CHANGES IN EQUITY**  
**FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2009**

	<b>Members Funds</b>
Balance at 1 January 2008	62,265.98
Net profit/(loss) for the year	-6,525.73
<b>Balance at 31st December 2008</b>	<b>55,740.25</b>
Net profit/(loss) for the year	961.36
<b>Balance at 31st December 2009</b>	<b>56,701.61</b>

**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2009**

	<b>NOTE</b>	<b>2009 \$</b>	<b>2008 \$</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Receipts from Members - Contributions		107,373.96	105,598.98
Receipts - Other		188.19	405.99
Payments to Suppliers & Employees		109,854.16	104,269.54
Interest Received		558.64	819.54
Interest Paid		0.00	-276.65
<b>NET CASH PROVIDED BY/(USED IN) OPERATING ACTIVITIES</b>	<b>3</b>	<b>-1,733.37</b>	<b>2,278.32</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Advance to Branch Secretary		-821.00	-424.50
Purchase of furniture, fittings & equipment		-729.51	0.00
<b>NET CASH PROVIDED BY/(USED IN) INVESTING ACTIVITIES</b>		<b>-1,550.51</b>	<b>-424.50</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Repayment of borrowings		0.00	0.00
<b>NET CASH PROVIDED BY/(USED IN) FINANCING ACTIVITIES</b>		<b>0.00</b>	<b>0.00</b>
<b>NET INCREASE/(DECREASE) IN CASH HELD</b>		<b>-3,283.88</b>	<b>1,853.82</b>
Add			
Cash at 1 January		29,002.48	27,148.66
<b>CASH AT 31ST DECEMBER</b>	<b>2</b>	<b>25,718.60</b>	<b>29,002.48</b>

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

**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2009**

**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 31<sup>ST</sup> DECEMBER 2009**

**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**

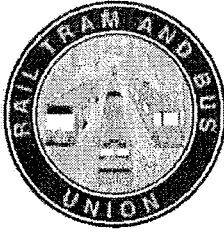
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2009**

**NOTE 2 – RECONCILIATION OF CASH**

	<u>2009</u>	<u>2008</u>
	\$	\$
Cash on Hand	400.00	400.00
Cash at Bank - Operating Account	4,198.15	8,078.28
Cash at Bank - Training Account	4,334.16	5,593.29
Cash at Bank - Members Equity	16,786.29	14,930.91
	<b>25,718.60</b>	<b>29,002.48</b>

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

	<u>2009</u>	<u>2008</u>
	\$	\$
Net Profit/(Loss) for the year	961.36	-6,525.73
Add		
Non Cash Flows		
- Depreciation	1,656.51	1,649.00
- Charges to Provisions	155.22	-167.46
Add Changes in Assets and Liabilities		
- (Increase)/Decrease in Debtors	-5,245.71	2,086.95
- (Increase)/Decrease in Prepayments	-292.26	-1,574.70
- (Increase)/Decrease in Inventory	0.00	35.78
- Increase/(Decrease) in Creditors and Accruals	1,031.51	6,774.48
	<b>-1,733.37</b>	<b>2,278.32</b>



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 2009

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

Signature: *S. Simonetis*

Position *Branch Secretary*

Date: *30<sup>th</sup> August 2010*

## 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 2009 to 31 December 2009 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	2009 Results
Making agreements with employers	1
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 65 new members.
Attended meetings called by peak union bodies in Tasmania.	Attended 2 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 2009 there were 415 financial members of the RTBU Tasmanian Branch.

#### **Number of Employees**

As of the 31 December 2009 there were 2 part time employees of the Tasmanian Branch.

#### **Members of the Committee of Management**

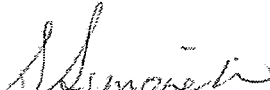
The members of the Branch Executive during the year 31 December 2009:

<b>NAME</b>	<b>DIVISION/POSITION</b>	<b>PERIOD OF APPOINTMENT</b>
Samantha Simonetis	Branch Secretary	1.1.09 – 31.12.09
Jody Nichols	Branch President	1.1.09– 27.4.09
Jamie Cole	Branch President	28.4.09 – 31.12.09
Heather Thompson	Branch Vice President	1.1.09 – 27.4.09
Vacant	Branch Vice President	28.4.09 – 31.12.09
David Payne	Rail Division President	1.1.09 – 27.4.09
David Payne	Rail Division Secretary	28.4.09 – 31.12.09
Kenneth Fitch	Rail Division Secretary	1.1.09 – 31.12.09
Kenneth Fitch	Rail Division President	8.7.09 – 31.12.09

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

The members of the Branch Council during the year 31 December 2009

NAME	DIVISION/POSITION	PERIOD OF APPOINTMENT
Samantha Simonetis	Branch Secretary	1.1.09- 31.12.09
Jody Nichols	Branch President	1.1.09- 27.4.09
Jamie Cole	Branch President	28.4.09 – 31.12.09
Heather Thompson	Branch Vice President	1.1.09 – 27.4.09
Vacant	Branch Vice President	28.4.09 – 31.12.09
David Payne	Branch Divisional President – Rail	1.1.09 - 27.4.09
David Payne	Branch Divisional Secretary – Rail	28.4.09 – 31.12.09
Kenneth Fitch	Branch Divisional Secretary – Rail	1.1.09 – 27.4.09
Kenneth Fitch	Branch Divisional President – Rail	8.7.09 – 31.12.09
Samantha Simonetis	Branch Divisional Secretary - Bus	1.1.09 – 31.12.09
Jody Nichols	Branch Divisional President - Bus	1.1.09 – 27.4.09
Jamie Cole	Branch Divisional President - Bus	28.4.09 – 31.12.09
David Payne	Branch Divisional President - Rail	1.1.09 – 27.4.09
David Payne	Branch Divisional Secretary – Rail	28.4.09 – 31.12.09
Vacant	Branch Divisional Rep. - Bus	1.1.09 – 6.12.089
Kylie Driver	Branch Divisional Rep. - Bus	1.1.09– 31.12.09
Vacant	Branch Divisional Rep. - Bus	1.1.09– 31.12.09
David Binns	Branch Divisional Rep. - Rail	1.1.09– 31.12.09

  
 Samantha Simonetis  
 Branch Secretary

13 January 2010



Fair Work  
Australia

Mr Gerard Shelverton  
Secretary, Tasmanian Branch  
Australian Rail, Tram and Bus Industry Union  
Suite 5, 113 Main Road  
MOONAH TAS 7009



Dear Mr Shelverton

**Lodgment of Financial Statements and Accounts –  
Australian Rail, Tram and Bus Industry Union, Tasmanian Branch - for year ended 31 December 2009  
(FR2009/10284)**

The financial year of the Australian Rail, Tram and Bus Industry Union, Tasmanian Branch has recently ended. This is a courtesy letter to remind you of the obligation to prepare the reporting unit's financial documents and to lodge audited financial accounts and statements with Fair Work Australia within the prescribed time frame unless a 1 month extension or an application for a certificate of exemption under the *Fair Work (Registered Organisations) Act 2009* ('the RO Act') is applied for and granted.

The documents you must lodge include:

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

I draw your particular attention to

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

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

Yours sincerely,

Stephen Kellett  
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](mailto:stephen.kellett@fwa.gov.au)  
Internet : [www.fwa.gov.au](http://www.fwa.gov.au)