



**Australian Government**  
**Australian Industrial Registry**

Level 8, Terrace Towers  
80 William Street, East Sydney, NSW 2011  
Telephone: (02) 8374 6666  
Fax: (02) 9380 6990

**Ref: FR2005/616**

Mr Trevor Dobbyn  
Branch Secretary  
ARTBIU Victorian Branch  
Level 1, 117 - 131 Capel Street  
NORTH MELBOURNE VIC 3051

Dear Mr Dobbyn,

**Financial Return - year ending 31 December, 2005**

Our records show your organisation's financial year ended recently. This letter outlines some of the things you must do to meet your financial reporting obligations and when you have to do them. For simplicity, we will call the documents you have to lodge with us your *financial return*.

**Legislation**

This letter is intended as guide to the law applicable on the date of this letter and should not be used as a substitute for legal or accounting advice. We only summarise some of the reporting requirements in this letter. More detailed information is at the end of this letter.

In May 2003 the Industrial Registrar wrote to all organisations forwarding a number of facts sheets outlining the major changes made by Schedule 1B of the Workplace Relations Act 1996 ('RAO'<sup>1</sup>). While the immediate changes affected the rules and elections in organisations, the changes affecting financial returns involve a longer lead time.

**The key differences under the new legislation affecting financial returns are:**

- a reduced financial reporting cycle (now maximum periods of 5 or 6 months depending on internal arrangements of organisation)
- a greater emphasis given to Australian Accounting Standards
- the introduction of a new report, known as an Operating Report (broadly similar in concept to a Director's Report under the corporations legislation)
- extensions of time are limited to one month
- restructured penalty provisions involving more extensive use of Civil Penalties
- the introduction of the Industrial Registrar's Reporting Guidelines
- organisations and their branches to report according to their financial structures, known as 'reporting units'.

We recommend you discuss the new requirements with your accountant or auditor.

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<sup>1</sup> Registration and Accountability of Organisations Schedule (RAO) (Schedule 1B to the *Workplace Relations Act 1996*)

## Reporting Unit

One of the new concepts of the RAO legislation is that reporting entities are known as "*reporting units*". Where an organisation is **not** divided into branches the reporting unit is the whole of the organisation. Where an organisation is divided into branches each branch will be a reporting unit unless the Industrial Registrar has determined a division of the organisation into reporting units on an alternative basis. We can discuss this with you if you need more information.

For simplicity, we will refer to your organisation as a reporting unit in this letter.

## Industrial Registrar's Guidelines

The Industrial Registrar's reporting guidelines set out certain disclosure requirements in addition to those prescribed by Australian Accounting Standards having in mind the nature of organisations registered under the Workplace Relations Act.

The disclosure requirements prescribed by the reporting guidelines are directed towards providing members of the reporting unit with information to enable them to gauge the performance of the committee of management and other holders of office in relation to the financial management of the reporting unit. In addition, the reporting guidelines seek to improve the quality of information available to users of the financial report about the reporting unit's economic support of, or economic dependency on, other reporting units of the organisation.

## Timeline Planner and Checklist

We have attached a Timeline/Planner (*Attachment A*) to help you **plan** your financial return and carry out all the necessary steps. We have also attached a Document Checklist (*Attachment B*) to **check** your documents before lodging them in the Registry. Both documents are abbreviated summaries of the relevant provisions of the RAO Schedule, RAO Regulations and the Industrial Registrar's Reporting Guidelines.

In the following section we describe some of the documents your reporting unit must prepare and the sequence of their preparation and completion.

## Three Reports

Your reporting unit must prepare two reports as soon as practicable after its financial year, which, together with the Auditor's Report, comprise the reporting unit's financial return.

1. **General Purpose Financial Report** - this must comply with the Australian Accounting Standards and the Industrial Registrar's Reporting Guidelines. The GPFR consists of:

Financial Statements containing:

- a profit and loss statement, or other operating statement; and
- a balance sheet; and
- a statement of cash flows; and
- any other statements required by the Australian Accounting Standards; and

Notes to the Financial Statements containing:

- notes required by the Australian Accounting Standards; and
- information required by the Industrial Registrar's *Reporting Guidelines* under section 255); and

Committee of Management Statement as required by the Registrar's Reporting Guidelines (a sample certificate for illustrative purposes is at Attachment C)

2. **Operating Report** - this report includes a review of your reporting unit's principal activities for the year and other specified information.

Your reporting unit must appoint an auditor to audit the GPFR and to provide:

3. an **Auditor's Report**.

### **First Meeting (Committee of Management)**

For simplicity, we will call the meeting at which the committee of management first considers the GPFR the first meeting. At the first meeting your committee, if satisfied that all is in order, will resolve to express its opinion on the GPFR and complete a Committee of Management Statement.

### **The Auditor**

After the first meeting, the auditor takes the GPFR and the Committee of Management Statement and prepares a report on the GPFR. In practice, your auditor may have already completed most of his or her examination of your accounts. The auditor may only be waiting on the Committee to pass the required resolution and make the Statement before signing the report the same day.

### **Informing Your Members**

Your reporting unit must provide free of charge to the general membership, copies of the GPFR, the Operating Report and the Auditor's Report. RAO calls these the "full report". Under certain circumstances, your reporting unit can provide a more limited *concise report*.

The reporting unit can meet its obligation to provide copies of the full or concise report to members by publishing the report in a journal that is available to the members free of charge.

A reporting unit may meet this obligation in whole or in part by publication of the report in a journal published on a web site on the Internet dependent on:

- a. the extent of the accessibility of the members of the reporting unit to the Internet; and
- b. that the members are notified by the reporting unit in the usual manner in which it communicates with its members that the report has been so published at a specified Internet address.

The report must be provided within 5 or 6 months from the end of the financial year, depending on the internal arrangements of the organisation for the presentation of its financial reports.

### **The Second Meeting - if it is a General Meeting of Members**

After providing the full report to members it must be presented to a general meeting of members. For simplicity this is referred to as the *second meeting*.

Your reporting unit must always allow a minimum of 21 days for members to receive the full report before presenting it to a general meeting of members (s265(5)). The purpose of the interval and the second meeting is to enable the members to have time to consider the report and, if they wish, to attend the second meeting to discuss it.

If the rules of the organisation permit a general meeting to be a series of meetings held at different locations, the full report may be presented to such a series of meetings. In this case the 'date' of the general meeting is taken to be the date of the last meeting in the series (see s266(2)).

## The Second Meeting - if it is a Committee of Management Meeting

If the rules of your organisation contain a provision that allows up to 5% of members to demand a general meeting to be held consider the report (see s266(3)), it is permissible to present the report directly to a Committee of Management meeting.

## Lodge full report within 14 days of meeting

You must lodge a copy of the full report and any concise report in the Industrial Registry within 14 days of the second meeting. For your convenience you are encouraged to lodge the material electronically (see eFiling Tab at [www.airc.gov.au](http://www.airc.gov.au)). When lodging the financial return please quote: **FR2005/616**.

The Secretary (or another officer appropriately authorised under the rules of the organisation) must *certify* that the full report is a copy of the one provided to members and presented to the second meeting and provide the date of the meeting (a sample certification for illustrative purposes is at *Attachment D*).

When we receive your return we will check that it includes the information you must provide your members and that you have provided it to them correctly.

## Complying with time limits

This letter has outlined some of the steps in preparing and lodging your return. Many of the steps must be completed within fixed time limits.

Failure to complete them in time could make your reporting unit or its officers liable to financial or "civil penalties".

## Extensions of Time

We appreciate that sometimes circumstances beyond your reporting unit's control may delay completion of a financial return. If you believe your reporting unit is going to be unable to meet a time limit tell us as soon as you know. We can advise you if the step is one for which you may apply under RAO to the Industrial Registrar for extra time to complete. The maximum extra time allowed can be no more than one month.

## Reduced Reporting Requirements

If your reporting unit meets certain conditions, some of these reporting requirements can be reduced. Such conditions might be where the annual income of the reporting unit (where the reporting unit is the whole of the organisation) is less than \$100,000, or **where the reporting unit has no financial affairs in the financial year**, or where the financial affairs of the reporting unit are encompassed by the financial affairs of its counterpart State industrial association.

## Contact the Registry

We encourage you to contact the Registry on (02) 8374 6666 or by e-mail at [belinda.penna@air.gov.au](mailto:belinda.penna@air.gov.au) as early as possible if you believe preparation or lodgment of your return will be delayed or if you have any queries. We can offer you advice on procedure but we cannot give you legal or accounting advice.

## Information on AIRC Website

We recommend you and your accountant/auditor refer to the following documents on the Commission's website at [www.airc.gov.au](http://www.airc.gov.au):

- [RAO Schedule and RAO Regulations](#)
- [Registrar's Reporting Guidelines](#) - All GPFR's must comply with these Guidelines. Please note that the Guidelines set out requirements that are *in addition* to those required by the Australian Accounting Standards.
- [RAO Fact Sheets](#) - These Fact Sheets explain the new requirements of the RAO Schedule - many of them deal with financial reporting matters.

Yours sincerely



For Deputy Industrial Registrar  
27 January 2006



**Documents Checklist**

You can use this checklist as soon as possible after the financial year ends to ensure you have all the necessary documents prepared and that those documents contain all information required by RAO.

You can also use this checklist to ensure all documents in your financial return are complete before lodging them in the Registry.

No	Document	✓
<b>1</b>	<b>General Purpose Financial Report</b>	
	Does the report contain a Profit and Loss Statement?	
	Does the report contain a Balance Sheet?	
	Does the report contain a Statement of Cash Flows?	
	Does the report contain notes to the financial statements as required by AAS and the reporting guidelines?	
	Does the report contain all other information required by the reporting guidelines?	
<b>2</b>	<b>Committee of Management Statement</b>	
	Is the statement signed by the officer responsible for undertaking functions necessary to enable the reporting unit to comply with RAO?	
	Is the statement dated?	
	Is the statement in accordance with a resolution of the committee?	
	Does the statement specify the date of the resolution?	
	Does the statement contain declarations required by the reporting guidelines?	
<b>3</b>	<b>Auditor's Report</b>	
	Is the Report dated and signed by the auditor?	
	Is the name of the auditor clear?	
	Are the qualifications of the auditor on the report?	
	Has the auditor expressed an opinion on all matters required?	
<b>4</b>	<b>Operating Report</b>	
	Is the report signed and dated?	
	Does the report provide the number of members?	
	Does the report provide the number of employees?	
	Does the report contain a review of principal activities?	
	Does the report give details of significant changes?	
	Does the report give details of right of members to resign?	
	Does the report give details of superannuation trustees?	
	Does the report give details of membership of the committee of management?	
<b>5</b>	<b>Concise report*</b>	
<b>6</b>	<b>Certificate of Secretary or other Authorised Officer</b>	
	Is the certificate signed and dated?	
	Is the signatory the secretary or another officer authorised to sign the certificate?	
	Is the date that the report was provided to members stated?	
	Is the date of the Second Meeting at which the report was presented stated?	
	Does the certificate state that the documents are copies of those provided to members?	
	Does the certificate state that the documents are copies of those presented to the Second Meeting?	

\* This is an optional way of providing documents to members (see RAO s265(3) and RAO Reg. 161).

Committee Of Management Statement

On *[date of meeting]* the Committee of Management of *[name of reporting unit]* passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended *[date]*:

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 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.

For Committee of Management: *[name of designated officer per section 243 of the RAO Schedule]*

Title of Office held:

Signature:

Date:

\* Where compliance or full compliance has not been attained - set out details of non compliance instead.

# Where not relevant these may be modified accordingly (e.g. in (vi) "No orders have been made by the Commission under section 273 of the RAO Schedule during the period."



**Certificate of Secretary or other Authorised Officer<sup>1</sup>**

s268 of Schedule 1B *Workplace Relations Act 1996*

I *[name]* being the *[title of office]* of the *[name of the organisation]* certify:

- that the documents lodged herewith are copies of the full report, *[and the concise report]*<sup>2</sup>, referred to in s268 of the RAO Schedule; and
- that the *[full report OR concise report]*<sup>3</sup>, was provided to members on *[insert date]*; and
- that the full report was presented to *[a general meeting of members OR the last of a series of general meetings of members OR a meeting of the committee of management]*<sup>3</sup> of the reporting unit on *[insert date]*; in accordance with section 266 of the RAO Schedule.

Signature

Date:

<sup>1</sup>*RAO regulation 162 prescribes the designated officer for the purpose of RAO schedule s268 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.

<sup>2</sup>*Only applicable where a concise report is provided to members*

<sup>3</sup>*Insert whichever is applicable*



# THE RAIL TRAM & BUS UNION

## Victorian Branch

LEVEL 1, 117-131 CAPEL STREET, NORTH MELBOURNE VIC 3051  
Telephone: (03) 9329 6188  
Fax: (03) 9329 9121  
Email: [rtbuvic@bigpond.net.au](mailto:rtbuvic@bigpond.net.au)

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13/7/2006

Australian Industry Registry  
Level 8, Terrace Towers  
80 William Street  
East Sydney NSW 2011

Re Australian Rail Tram and Bus Industry Union (Victorian Branch) financial documents for the year 2005 (January to December)

Enclosed is a copy of our financial report for the year 2005.

The report was tabled at Branch Executive on 7/6/06 and endorsed on 23/7/06.

The report was made available to members on 8/6/06.

Yours truly,

  
T. Dobbyn  
State Branch Secretary



THE AUSTRALIAN RAIL, TRAM & BUS  
INDUSTRY UNION - VICTORIAN BRANCH  
ABN 19 122 611 478

FINANCIAL REPORT  
FOR THE YEAR ENDED 31 DECEMBER 2005



THE AUSTRALIAN RAIL, TRAM & BUS INDUSTRY UNION - VICTORIAN BRANCH  
ABN 19 122 611 478

TABLE OF CONTENTS

Statement by the Accounting officer	3
Committee of Management Statement	4
Financial Report	
Income Statement	5
Balance Sheet	6
Statement of Changes in Equity	7
Cash Flow Statement	8
Notes to the Financial Statements	9-20
Independent Audit Report	21-22

THE AUSTRALIAN RAIL, TRAM & BUS INDUSTRY UNION - VICTORIAN BRANCH  
ABN 19 122 611 478

STATEMENT BY ACCOUNTING OFFICER

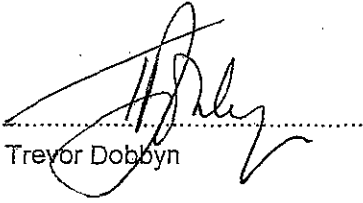
I, Trevor Dobbyn being the Officer responsible for keeping the accounting records of The Australian Rail, Tram and Bus Industry Union - Victorian Branch, certify that as at 31 December 2005 the number of members of the organisation was 6,253.

In my opinion,

- (i) the attached accounts show a true and fair view of the financial affairs of the branch as at 31 December 2005;
- (ii) a record has been kept of all monies paid by, or collected from, members and all monies 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 purposes 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 Work Place Relations Act 1996; and
- (vii) the attached accounts have been prepared in accordance with applicable Australian accounting standards.

Dated this 15 day of May 2006

Secretary:

  
Trevor Dobbyn

THE AUSTRALIAN RAIL, TRAM & BUS INDUSTRY UNION - VICTORIAN BRANCH  
ABN 19 122 611 478

COMMITTEE OF MANAGEMENT STATEMENT

On the Committee of Management of The Australian Rail, Tram and Bus Industry Union - Victorian Branch passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 31 December 2005:

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 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 of the organisation including the rules of a branch concerned; and
  - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
  - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
  - (iv) the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
  - (v) 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) no orders have been made by the Commission under section 273 of the RAO Schedule during the period.

Signed on behalf of the Committee of Management

Dated this 15 day of MAY 2006

Member.....

L. Digregorio

Member.....

M. Marotta

THE AUSTRALIAN RAIL, TRAM & BUS INDUSTRY UNION - VICTORIAN BRANCH  
ABN 19 122 611 478

**INCOME STATEMENT  
FOR THE YEAR ENDED  
31 DECEMBER 2005**

	Notes	2005 \$	2004 \$
Revenue	2	2,012,674	1,787,915
Other income	2	149,013	121,553
Employee benefit expense		(838,924)	(769,533)
Occupancy expenses		(61,253)	(60,084)
Finance costs	3	(52,936)	(9,477)
Depreciation and amortisation expenses	3	(31,298)	(29,151)
Quarterage – Capitation fees		(233,019)	(216,000)
Affiliation fees		(42,294)	(40,175)
Administration and office expenses		(171,901)	(166,152)
Legal and professional fees		(18,655)	(23,849)
Motor vehicle costs		(32,679)	(30,704)
Commission paid		(13,378)	(10,614)
Other expenses from ordinary activities		(143,450)	(113,433)
<b>Profit from ordinary activities</b>		<b>521,900</b>	<b>440,297</b>

**THE AUSTRALIAN RAIL, TRAM & BUS INDUSTRY UNION - VICTORIAN BRANCH**  
**ABN 19 122 611 478**

**BALANCE SHEET**  
**AS AT 31 DECEMBER 2005**

	Notes	2005 \$	2004 \$
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash And Cash equivalents	6	2,076,802	2,514,507
Other current assets	7	6,155	3,417
<b>TOTAL CURRENT ASSETS</b>		<u>2,082,957</u>	<u>2,517,924</u>
<b>NON-CURRENT ASSETS</b>			
Property, plant and equipment	8	180,403	171,461
Investment property	9	2,189,429	-
<b>TOTAL NON-CURRENT ASSETS</b>		<u>2,369,832</u>	<u>171,461</u>
<b>TOTAL ASSETS</b>		<u>4,452,789</u>	<u>2,689,385</u>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	10	312,004	274,165
Short-term borrowings	11	132,036	60,750
<b>TOTAL CURRENT LIABILITIES</b>		<u>444,040</u>	<u>334,915</u>
<b>NON-CURRENT LIABILITIES</b>			
Long-term borrowings	11	1,175,000	34,217
Provisions	12	34,751	43,155
<b>TOTAL NON-CURRENT LIABILITIES</b>		<u>1,209,751</u>	<u>77,372</u>
<b>TOTAL LIABILITIES</b>		<u>1,653,791</u>	<u>412,287</u>
<b>NET ASSETS</b>		<u>2,798,998</u>	<u>2,277,098</u>
<b>EQUITY</b>			
Retained earnings		<u>2,798,998</u>	<u>2,277,098</u>
<b>TOTAL EQUITY</b>		<u>2,798,998</u>	<u>2,277,098</u>



THE AUSTRALIAN RAIL, TRAM & BUS INDUSTRY UNION - VICTORIAN BRANCH  
ABN 19 122 611 478

STATEMENT OF CHANGES IN EQUITY FOR YEAR ENDED 31 DECEMBER 2005

\$

	Note	<u>Retained Profits</u>
Balance at 1.1.2004		1,836,801
Profit attributable to members of the entity		<u>440,297</u>
Balance at 31.12.2004		<u>2,277,098</u>
Balance at 1.1.2005		2,277,098
Profit attributable to members of parent entity		<u>521,900</u>
Balance at 31.12.2005		<u>2,798,998</u>

**THE AUSTRALIAN RAIL, TRAM & BUS INDUSTRY UNION - VICTORIAN BRANCH**  
**ABN 19 122 611 478**

**CASH FLOW STATEMENT**  
**FOR THE YEAR ENDED 31 DECEMBER 2005**

	Notes	2005 \$	2004 \$
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>			
Receipts from customers		2,232,908	1,986,768
Payments to suppliers and employees		(1,699,077)	(1,630,502)
Interest received		108,251	109,550
Finance costs		(52,936)	(9,477)
Net cash provided by operating activities	14	<u>589,146</u>	<u>456,339</u>
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>			
Proceeds from sales of property, plant & equipment		26,110	
Purchase of property, plant and equipment		(75,601)	(7,051)
Purchase of investment property		(2,189,429)	-
Net cash used in investing activities		<u>(2,238,920)</u>	<u>(7,051)</u>
<b>CASH FLOW FROM FINANCING ACTIVITIES</b>			
Proceeds from borrowings		1,275,000	-
Repayment of borrowings		(62,931)	(29,836)
Net cash provided by financing activities		<u>1,212,069</u>	<u>(29,836)</u>
Net increase in cash held		(437,705)	419,452
Cash at beginning of financial year		<u>2,514,507</u>	<u>2,095,055</u>
Cash at end of financial year	6	<u><u>2,076,802</u></u>	<u><u>2,514,507</u></u>

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2005

**NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES**

The financial report is a general purpose financial report that has been prepared in accordance with Accounting Standards, Urgent Issues Group Consensus Views and other authoritative pronouncements of the Australian Accounting Standards Board and the requirements of the Workplace Relations Act 1996 (as amended). In accordance with generally accepted accounting principles for organisations having members, membership contributions are brought to account on a cash receipts basis.

The Australian Rail, Tram & Bus Industry Union - Victorian Branch is incorporated and domiciled in Australia.

The financial report of The Australian Rail, Tram & Bus Industry Union - Victorian Branch complies with all Australian equivalents to International Financial Reporting Standards (IFRS) in their entirety.

The following is a summary of the material accounting policies adopted by the Union in the preparation of the financial report. The accounting policies have been consistently applied unless otherwise stated.

**Basis of Preparation**

*First-time Adoption of Australian Equivalents to International Financial Reporting Standards*

Australian Rail, Tram & Bus Industry Union - Victorian Branch has prepared financial statements in accordance with the Australian equivalents to International Financial Reporting Standards (IFRS) from 1 January 2005.

These accounts are the first financial statements of Australian Rail, Tram & Bus Industry Union - Victorian Branch to be prepared in accordance with Australian equivalents to IFRS.

In accordance with the requirements of AASB 1: First-time Adoption of Australian Equivalents to International Financial Reporting Standards, adjustments to the Union's accounts resulting from the introduction of IFRS have been applied retrospectively to 2004 comparative figures.

The only effect of the transition from previous Australian GAAP to IFRS was the reclassification of accrued short-term employee benefits from provisions to accruals, in accordance with the requirements of AASB 119: Employee Benefits. This reclassification had no effect on the Union's retained or current profits.

*Reporting Basis and Conventions*

The financial report has been prepared on an accruals basis and is based on historical costs modified by the revaluation of selected non-current assets, and financial assets and financial liabilities for which the fair value basis of accounting has been applied.

**(a) Income Tax**

The Union is classified as a registered organisation' by the Australian Taxation Office and is therefore exempt from tax on its income by virtue of section 23 (f) of the Income Tax Assessment Act 1936.

**(b) Property, Plant and Equipment**

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

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2005

**Plant and equipment**

Plant and equipment are measured on the cost basis less depreciation and impairment losses.

The carrying amount of plant and equipment is reviewed annually by the committee of management to ensure it is not in excess of the recoverable amount from these assets. The recoverable amount is assessed on the basis of the expected net cash flows that will be received from the assets employment and subsequent disposal. The expected net cash flows have not been discounted to their present values in determining recoverable amounts.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the Union and the cost of the item can be measured reliably. All other repairs and maintenance are charged to the income statement during the financial period in which they are incurred.

**Depreciation**

The depreciable amount of all fixed assets including building and capitalised lease assets, is depreciated on a straight line basis over their useful lives to the economic entity commencing from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

The depreciation rates and useful lives used for each class of depreciable assets are:

<b>Class of fixed asset</b>	<b>Depreciation rates/useful lives</b>	<b>Depreciation basis</b>
Motor Vehicles	15 %	Straight Line
Furniture Fixtures and Fittings	7.5 - 10 %	Straight Line
Computer Equipment	36 %	Straight Line

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at each balance sheet date.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains or losses are included in the income statement.

**(c) Investment Property**

Investment property, comprising freehold land and buildings, is held to generate long-term rental yields. All tenant leases are on an arm's length basis. Investment property is carried at fair value, determined annually by independent valuers. Changes to fair value are recorded in the income statement as other income.

**(d) Leases**

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership that are transferred to entities in the economic entity are classified as finance leases.

Finance leases are capitalised by recording an asset and a liability at the lower of the amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight-line basis over the shorter of their estimated useful lives or the lease term.

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2005

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

Lease incentives under operating leases are recognised as a liability and amortised on a straight-line basis over the life of the lease term.

**(e) Financial Instruments**

**Recognition**

Financial instruments are initially measured at cost on trade date, which includes transaction costs, when the related contractual rights or obligations exist. Subsequent to initial recognition these instruments are measured as set out below.

**Loans and receivables**

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are stated at amortised cost using the effective interest rate method.

**Financial liabilities**

Non-derivative financial liabilities are recognised at amortised cost, comprising original debt less principal payments and amortisation.

**Impairment**

At each reporting date, the Union assesses whether there is objective evidence that a financial instrument has been impaired. Impairment losses are recognised in the income statement.

**(f) Employee Benefits**

Provision is made for the Union's liability for employee benefits arising from services rendered by employees to balance sheet date. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled, plus related on-costs. Employee benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those benefits.

**(g) Provisions**

Provisions are recognised when the Union has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

**(h) Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within short-term borrowings in current liabilities on the balance sheet.

**(i) Revenue**

Revenue from membership subscriptions is recognised on a cash receipt basis.

Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

Other revenue is recognised when the right to receive the revenue has been established.

All revenue is stated net of the amount of goods and services tax (GST).

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2005

**(j) Borrowing Costs**

Borrowing costs directly attributable to the acquisition, construction or production of assets that necessarily take a substantial period of time to prepare for their intended use or sale, are added to the cost of those assets, until such time as the assets are substantially ready for their intended use of sale.

All other borrowing costs are recognised in expenses in the period in which they incurred.

**(k) Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of expense. Receivables and payables in the Statement of Financial Position are shown inclusive of GST.

Cash flows are presented in the cash flow statement on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

**(l) Comparative Figures**

When required by Accounting Standards, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

THE AUSTRALIAN RAIL, TRAM & BUS INDUSTRY UNION - VICTORIAN BRANCH  
ABN 19 122 611 478

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2005

	Note	2005 \$	2004 \$
<b>NOTE 2: REVENUE</b>			
<b>Operating activities</b>			
- membership contributions received		2,012,674	1,787,915
- interest received	2(a)	108,251	109,550
- rental revenue for investment property	2(b)	32,995	-
- other revenue		7,770	12,002
		<u>2,161,690</u>	<u>1,909,467</u>
 (a) Interest from:			
- other persons		108,251	109,550
 (b) rental revenue from investment property received from:			
- other persons		32,995	-

**NOTE 3: PROFIT FROM ORDINARY ACTIVITIES**

(a) Expenses

Finance costs:

- external	52,936	9,477
------------	--------	-------

Depreciation of non-current assets	31,298	29,151
------------------------------------	--------	--------

Rental expense on operating leases - minimum lease payments	13,300	33,300
---	--------	--------

(b) Revenue and Net Gains/(Losses)

Net gain/(loss) on disposal of non-current assets

- property, plant and equipment	(9,253)	(1,848)
---------------------------------	---------	---------

(c) Expenses relating to investment property	(9,309)	-
--	---------	---

**NOTE 4: KEY MANAGEMENT PERSONNEL COMPENSATION**

**Remuneration of Executives**

	Salaries	Superannuation	Total
2005			
Total compensation	405,649	89,020	494,670
2004			
Total compensation	390,638	85,749	476,388

THE AUSTRALIAN RAIL, TRAM & BUS INDUSTRY UNION - VICTORIAN BRANCH  
 ABN 19 122 611 478

NOTES TO THE FINANCIAL STATEMENTS  
 FOR THE YEAR ENDED 31 DECEMBER 2005

	Note	2005	2004
		\$	\$

**NOTE 5: AUDITORS' REMUNERATION**

Remuneration of the auditor for:

- Auditing or reviewing the financial report		15,000	14,000
- Other services		-	500
		<u>15,000</u>	<u>2,514,507</u>

**NOTE 6: CASH ASSETS**

Cash on hand		620	620
Cash at bank		2,076,182	2,513,887
		<u>2,076,802</u>	<u>2,514,507</u>

**NOTE 7: RECEIVABLES**

CURRENT

Trade debtors		5,428	-
Other debtors		727	3,417
		<u>6,155</u>	<u>3,417</u>



THE AUSTRALIAN RAIL, TRAM & BUS INDUSTRY UNION - VICTORIAN BRANCH  
ABN 19 122 611 478

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2005

	Note	2005 \$	2004 \$
<b>NOTE 8: PROPERTY, PLANT AND EQUIPMENT</b>			
<b>PLANT AND EQUIPMENT</b>			
<b>(a) Leased motor vehicles</b>			
Capitalised leased motor vehicles		150,069	141,956
Accumulated depreciation		(41,454)	(43,494)
		108,615	98,462
<b>(b) Office equipment</b>			
At cost		45,156	54,810
Accumulated depreciation		(27,959)	(42,030)
		17,197	12,780
<b>(c) Furniture, fixtures and fittings</b>			
At cost		183,562	183,562
Accumulated depreciation		(128,971)	(123,343)
		54,591	60,219
Total plant and equipment		180,403	171,461
Total property, plant and equipment		180,403	171,461

**Movements in Carrying Amounts**

Movement in the carrying amounts for each class of property, plant and equipment between the beginning and the end of the current financial year

	Leased motor vehicles \$	Office equipment \$	Furniture, fixtures and fittings \$	Total \$
Balance at the beginning of the year	98,462	12,780	60,219	171,461
Additions	62,206	13,397	-	75,603
Disposals	(33,832)	(1,531)	-	(35,362)
Depreciation expense	(18,221)	(7,449)	(5,628)	(31,298)
Carrying amounts at the end of the year	108,615	17,197	54,591	180,403

**NOTE 9: INVESTMENT PROPERTY**

Balance at beginning of the year	-
Acquisitions	2,189,429
Balance at the end of the year	2,189,429

As the investment properties were acquired in July 2005, their fair value is deemed to be the cost of acquisition, as presented above.

THE AUSTRALIAN RAIL, TRAM & BUS INDUSTRY UNION - VICTORIAN BRANCH  
ABN 19 122 611 478

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2005

	Note	2005 \$	2004 \$
<b>NOTE 10: PAYABLES</b>			
<b>CURRENT</b>			
Trade payables		8,181	8,141
Amounts payable to:			
- other related bodies corporate		102,618	77,396
Sundry payables and accrued expenses		<u>201,205</u>	<u>188,628</u>
		<u>312,004</u>	<u>274,165</u>

**NOTE 11: BORROWINGS**

<b>CURRENT</b>			
Bank loan secured		100,000	-
Lease liability	13	<u>32,036</u>	<u>60,750</u>
		<u>132,036</u>	<u>60,750</u>
<b>NON-CURRENT</b>			
Bank loan secured		1,175,000	-
Lease liability	13	<u>-</u>	<u>34,217</u>
		<u>1,175,000</u>	<u>34,217</u>

The secured bank loan is a variable interest rate loan which commenced in July 2005 and will be repaid in quarterly payments over a period of 15 years.

The carrying amounts of non-current assets pledged as security are:

First mortgage	2,189,248	-
Investment properties		

**NOTE 12: PROVISIONS**

	<b>Employee entitlements</b>
Balance at the beginning of the year	43,155
Amounts reclassified as current	(6,987)
Amounts used	<u>(1,417)</u>
Carrying amounts at the end of the year	<u>34,751</u>
<b>NON-CURRENT</b>	
Employee benefits	<u>34,751</u> <u>43,155</u>

**Provision for employee entitlements**

A provision has been recognised for employee entitlements relating to long service leave for employees. In calculating the present value of future cash flows in respect of long service leave, the probability of long service leave being taken is based upon historical data. The measurement and recognition criteria for employee benefits has been included in Note 1 to the Financial Statements.

NOTES TO THE FINANCIAL STATEMENTS  
 FOR THE YEAR ENDED 31 DECEMBER 2005

	Note	2005 \$	2004 \$
<b>NOTE 13: CAPITAL AND LEASING COMMITMENTS</b>			
<b>(a) Finance leasing commitments</b>			
Payable			
- not later than one year		31,371	60,750
- later than one year and not later than five years		-	38,890
Minimum lease payments		-	99,640
Less future finance charges		(665)	(4,673)
Total finance lease liability		<u>32,036</u>	<u>94,967</u>

The finance lease relates to two motor vehicles leased during the 2003 year. The lease term for each vehicle is 3 years with a residual payment of \$13,153 & 13,864 payable at the end of the lease period for each vehicle. Lease payments are made on a monthly basis. The finance lease is secured by motor vehicles with a net book value of \$108,615.

**(b) Operating lease commitments**

Non-cancellable operating leases contracted for but not capitalised in the financial statements:

Payable			
- not later than one year		13,300	13,300
- later than one year and not later than five years		6,650	19,950
		<u>19,950</u>	<u>33,250</u>

General description of leasing arrangement:

The operating lease relates to the leasing of the photocopier and the lease of the premises. The lease of the premises commenced on 1 September 1999. The lease period is for 5 years with fixed payments due at the start of each month. The lease of the photocopier commenced on the 4th of July 2002. The lease period is for 5 years with fixed payments made on a monthly basis.

**NOTE 14: CASH FLOW INFORMATION**

Reconciliation of cash flow from operations with profit from ordinary activities after income tax

Profit from ordinary activities after income tax:	521,898	440,297
Non-cash flows in profit from ordinary activities		
Depreciation	31,298	29,151
Net loss on disposal of property, plant and equipment:	9,253	1,848
Changes in assets and liabilities		
Increase in receivables	(2,738)	4,644
Decrease in payables	37,839	(26,816)
Movement in provisions	(8,404)	7,215
Cash flows from operations	<u>589,146</u>	<u>456,339</u>

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2005

**NOTE 15: FINANCIAL INSTRUMENTS**

The Union's financial instruments consist of deposits with banks, short fixed-rate term deposits, accounts receivable and payable, bank loans and leases. The main purpose of non-derivative financial instruments is to raise finance for Union operations. The Union does not have any derivative instruments at 31 December 2005.

**Financial Risks**

The main risks the group is exposed to through its financial instruments are interest rate risk and credit risk.

**(a) Interest Rate Risk**

The Union's exposure to interest rate risk, which is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates and the effective weighted average interest rates on classes of financial assets and financial liabilities, is as follows:

	Weighted Average Effective		Fixed Interest Rate Maturing						Non Interest Bearing		Total	
	Interest Rate		Floating Interest Rate		Within 1 Year		1 to 5 Years					
	2005	2004	2005	2004	2005	2004	2005	2004	2005	2004	2005	2004
Financial Assets:			\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Cash	5.00	5.00	1,021,592	701,222	1,054,590	1,812,665	-	-	620	620	2,076,802	2,514,507
Total Financial Assets			<u>1,021,592</u>	<u>701,222</u>	<u>1,054,590</u>	<u>1,812,665</u>	<u>-</u>	<u>-</u>	<u>620</u>	<u>620</u>	<u>2,076,802</u>	<u>2,514,507</u>
Financial Liabilities:												
Trade and sundry creditors			-	-	-	-	-	-	312,004	274,165	312,004	274,165
Secured loan	6.00	-	1,275,000	-	-	-	-	-	-	-	1,275,000	-
Lease liabilities	9.00	9.00	-	-	32,036	60,750	-	34,217	-	-	32,036	94,967
Total Financial Liabilities			<u>1,275,000</u>	<u>-</u>	<u>32,036</u>	<u>60,750</u>	<u>-</u>	<u>34,217</u>	<u>312,004</u>	<u>274,165</u>	<u>1,619,040</u>	<u>369,132</u>

**(b) Credit Risk**

The maximum exposure to credit risk, excluding the value of any collateral or other security, at balance sheet date to recognised financial assets is the carrying amount of those assets, net of any provisions for doubtful debts, as disclosed in the statement of financial position and notes to the financial report. The company does not have any material credit risk exposure to any single debtor or Union of debtors under financial instruments entered into by the company.

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2005

**(c) Net Fair Values**

The net fair value and carrying amounts of financial assets and financial liabilities approximate their carrying value. No financial assets and financial liabilities are readily traded on organised markets in standardised form. The aggregate net fair values and carrying amounts of financial assets and financial liabilities are disclosed in the balance sheet and in the notes to the financial statements.

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2005

**NOTE 16: SEGMENT REPORTING**

The Union operates predominately in one business and geographical segment being the representation of members in industrial relations matters in Victoria.

**NOTE 17: NOTICE REQUIRED UNDER THE WORKPLACE RELATIONS ACT 1996**

In accordance with the requirements of the Workplace Relations Act 1996, the attention of the members is drawn to the provision of subsections (1), (2), (3) and (4) 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 subsection (1).

(4) A Registrar may only make an application under subsection (1) at the request of a member of the organisation concerned, and the Registrar shall provide to a member information received because of an application made at the request of the member.

**NOTE 18: UNION DETAILS**

The registered office of the Union is:

The Australian Rail, Tram & Bus Industry Union - Victorian  
Branch

Level 1

117 - 131 Capel Street

North Melbourne Victoria 3006

**INDEPENDENT AUDIT REPORT  
TO MEMBERS OF  
THE AUSTRALIAN RAIL, TRAM & BUS INDUSTRY UNION - VICTORIAN BRANCH**

## Scope

### *The financial report and Committee of Management's responsibility*

The financial report comprises the balance sheet, income statements, statement of changes in equity, cash flow statement, and accompanying notes to the financial statements for the Australian Rail, Tram and Bus Industry Union – Victorian Branch (the union), for the year ended 31 December 2005.

The Committee of Management of the union are responsible for the preparation and true and fair presentation of the financial report in accordance with the Corporations Act 2001. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

### *Audit approach*

We conducted an independent audit in order to express an opinion to the members of the union. Our audit was conducted in accordance with Australian Auditing Standards, in order to provide reasonable assurance as to whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgement, selective testing, the inherent limitations of internal control, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

We performed procedures to assess whether in all material respects the financial report presents fairly, in accordance with Accounting Standards and other mandatory financial reporting requirements in Australia, a view which is consistent with our understanding of the union's financial position, and of its performance as represented by the results of its operations and cash flows.

We formed our audit opinion on the basis of these procedures, which included:

- examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report, and
- assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the Committee of Management.

While we considered the effectiveness of management's internal controls over financial reporting when determining the nature and extent of our procedures, our audit was not designed to provide assurance on internal controls.

## Independence

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

### Partners

Stephen L. Adrian  
Steven A. Allan  
Grantham C. Beeston  
Marco S. Carlei  
Jean-Claude Cesario  
Ian K. Kearney

Moore Stephens ABN 39 533 589 331  
14th Floor, 607 Bourke Street, Melbourne, Victoria, 3000 Australia  
Telephone: +61 3 9614 4444 Facsimile: +61 3 9614 6039  
Email: melbourne@moorestephens.com.au Web: www.moorestephens.com.au

*A member of the Moore Stephens International Limited Group of Independent Firms  
A separate partnership in Victoria*

Daren I. J. McDonald  
Kevin W. Neville  
Stephen J. O'Flynn  
Robin C. Pennell  
S. David Pitt  
Grant M. Sincock  
Jonathan C. Thomas

**Audit Opinion**

In our opinion:

- (a) proper accounting records have been kept by the union so far as appears from our examination of these books, including:
  - (i) records of the sources and nature of the income of the organisation (including income from members); and
  - (ii) records of the nature and purposes of expenditure of the organisation.
  
- (b) the accounts and statements required to be prepared under Section 253 of the Workplace Relations Act 1996 (as amended) have been properly drawn up as to give a true and fair view of:
  - (i) the financial affairs of the organisation as at 31 December 2004;
  - (ii) the income and expenditure and any surplus or deficit of the organisation for the year; and
  - (iii) the cash flows of the organisation for the year.
  
- (c) all the relevant information and explanation required to be furnished by the officers of the organisation were furnished.
  
- (d) The accounts have been prepared in accordance with applicable Accounting Standards and other authoritative mandatory reporting requirements in Australia.

  
MOORE STEPHENS  
Chartered Accountants



Grant Sincock  
Partner  
Melbourne,

2 June

2006



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

**SCOPE OF OPERATING REPORT**

This operating report covers the activities of the Rail, Tram and Bus Union (RTBU) Victorian Branch, for the calendar year 1 January 2005 to 31 December 2005, 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 National Council**

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

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

Activities	2005 Results
Making agreements with employers.	⬇ Signed 9 federally registered enterprise agreements;
Implementation of Branch Council's membership agenda, including providing assistance and strategic advice to individual members in relation to workplace issues.	⬇ Increase in membership of 285 new members.
Attended meetings called by peak union bodies in Victoria	⬇ Attended 15 meetings called by the Victorian Trades Hall Council.
Training delegates and representatives	⬇ 80 Workplace delegates were trained
Produced and distributed circulars, bulletins, newsletters and materials as authorised by the union.	⬇ Produced and Distributed ⬇ 25 copies of Union Express (Rail Division) ⬇ Loco Lines Locomotive Division Newsletter ⬇ Tram and Bus Division Newsletter

**2. Any Significant Changes In**

The principle activities of the branch during the year was that of a registered trade union. No significant change occurred in the nature of those activities during the year.

**3. Details of Any Significant Changes in Financial**

Significant changes in the RTBU's (Victorian Branch) financial affairs included:  
⬇ An increase of \$521,900 for the operating year to 31 December 2005.

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

- ✦ An increase of membership contributions of \$224,759 for the operating year to 31 December 2005.
- ✦ An increase of union fees of Tram Division 4%, Rail Division 13.5% and Locomotive Division 4% and a \$5 fortnight building fund.

### **4. Details of The Rights of Members To Resign**

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

### **5. Details of Superannuation Trustees**

There are no superannuation Trustees in the Victorian Branch.

### **6. Prescribed Information**

#### **Number of Members**

As of the 31 December 2005 there were 6253 members of the RTBU Victorian Branch.

#### **Number of Employees**

As of the 31 December 2005 there were 14 employees both full time and part time of the Victorian Branch.

#### **Members of The Committee of Management**

The members of the Branch Executive during the year end 31 December 2005:

<b>NAME</b>	<b>DIVISION/POSITION</b>	<b>PERIOD OF APPOINTMENT</b>
Marc Marotta	Branch President	01.01.05 - 31.12.05
Terry Sheedy	Senior Branch Vice President	01.01.05 - 31.12.05
Doug Brady	Jnr Vice President	01.01.05 - 31.12.05
Trevor Dobbyn	Branch Secretary	01.01.05 - 31.12.05
Lou DiGregorio	Assistant Branch Secretary	01.01.05 - 31.12.05
Phil Alteri	Assistant Secretary Tram & Bus Division	01.01.05 - 31.12.05
Pauline Pullinger	Tram & Bus Division	01.01.05 - 31.12.05
Wayne Hicks	Vice President Locomotive	01.01.05 - 31.12.05
Bob Bassett	President Operations	01.01.05 - 31.12.05
Victor Moore	Secretary Operations	01.01.05 - 31.12.05
Chris Tsirkas	President Administration	01.01.05 - 31.12.05
Stephen Kozmevski	Secretary Administration	01.01.05 - 31.12.05
David Snelgrove	President Infrastructure	01.01.05 - 31.12.05
Gary McPherson	Secretary Infrastructure	01.01.05 - 31.12.05
Keith Coffey	President Fleet manufacture, Overhaul, Maintenance & Service	01.05.05 - 01.08.05

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

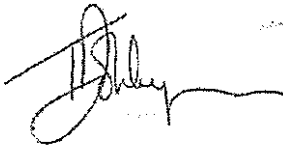
	Division	
Peter Waldron	Secretary Fleet manufacture, Overhaul, Maintenance & Service Division	01.01.05 - 31.12.05
Tony Massaria	Organiser Fleet manufacture, Overhaul, Maintenance & Service & infrastructure Divisions	01.01.05 - 31.12.05
Brian Hill	Assistant Secretary Loco Division	01.01.05 - 31.12.05

The members of Branch Council during the year ending 31 December 2005:

DIVISION/POSITION	NAME	PERIOD OF APPOINTMENT
President Secretary Locomotive Division	Marc Marotta	01.01.05 - 31.12.05
Senior Vice President	Brian Hill	01.01.05 - 31.12.05
Junior Vice President	Douglas Brady	01.01.05 - 31.12.05
State Secretary	Trevor Dobbyn	01.01.05 - 31.12.05
Assistant Secretary Tram & Bus Division	Lou DiGregorio	01.01.05 - 31.12.05
Vice President Tram & Bus	Steve Bell	01.01.05 - 31.12.05
Assistant Secretary Tram and Bus Division	Phil Alteri	01.01.05 - 31.12.05
Vice President Locomotive Division	Wayne Hicks	01.01.05 - 31.12.05
Assistant Secretary Loco Division	Brian Hill	01.01.05 - 31.12.05
President Operations/ Secretary Western region	Bob Bassett	01.01.05 - 31.12.05
Vice president Operations	Calvin Harvey	01.01.05 - 31.12.05
Secretary Operations	Victor Moore	01.01.05 - 31.12.05
Representative M>Train Sub Division	JG Thelemaque	01.01.05 - 31.12.05
Representative Spencer St Authority	Marty McGrath	01.01.05 - 31.12.05
President Administration	Chris Tsirkas	01.01.05 - 31.12.05
Vice President Administration	Andrew Irving	01.01.05 - 31.12.05
Secretary Administration	Stephen Kozmevski	01.01.05 - 31.12.05
President Infrastructure	David Snelgrove	01.01.05 - 31.12.05
Vice President Infrastructure	Kevin Riddell	01.01.05 - 31.12.05
Secretary Infrastructure	Gary McPherson	01.01.05 - 31.12.05
Organiser Fleet manufacture, Overhaul, Maintenance & Service & Infrastructure Divisions	Tony Massaria	01.01.05 - 31.12.05
President Workshops	Keith Coffey	01.01.05 - 31.12.05
Vice President Fleet manufacture, Overhaul,	Phil Barnett	01.01.05 - 31.12.05

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

Maintenance & Service Division		
Secretary Fleet manufacture, Overhaul, Maintenance & Service Division	Peter Waldron	01.01.05 - 31.12.05
President Western Region	Anthony Russell	01.01.05 - 31.12.05
Snr Vice President Western Region	Colin Hill	01.01.05 - 31.12.05
Jnr Vice President Western Region	Paul Young	01.01.05 - 31.12.05
President Northern Region	Peter Bulmer	01.01.05 - 31.12.05
Snr Vice President Northern Region	Vacant	
Secretary Northern Region	Vacant	
President Southern Region	Paul Camp	01.01.05 - 31.12.05
Snr Vice President Southern Region	Michael Waight	01.01.05 - 31.12.05
Jnr Vice President Southern Region	Michelle Davis	01.01.05 - 31.12.05
Secretary Southern Region	Granley Teakle	01.01.05 - 31.12.05
Tram & Bus Division	Steve Bell	01.01.05 - 31.12.05
Tram & Bus Division	Pauline Pullinger	01.01.05 - 31.12.05



**Trevor Dobbyn**  
 State Secretary  
 15 May 2006

**PENNA, Belinda**

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**From:** PENNA, Belinda  
**Sent:** Tuesday, 18 July 2006 10:36 AM  
**To:** 'keith.wright@rtbuvic.com.au'  
**Subject:** Secretary's Certificate - Financial Documents for the year ending 31 December 2005  
**Attachments:** RAO Sec's Cert.doc; rtbu vic com cert.pdf

Dear Keith,

In reference to our conversation this morning regarding the RTBU Victorian Branch financial documents, please find attached a template for the Secretary's Certificate to be signed by Trevor Dobbyn. As discussed, please clarify the date of the meeting at which the financial documents were endorsed by the Branch Executive.



RAO Sec's Cert.doc  
(31 KB)

If you would like to view the Secretary's Certificate that was completed for the previous financial year please go to [www.e-airc.gov.au/files/139vvic/139vvicfr2004730ve31dec2004.pdf](http://www.e-airc.gov.au/files/139vvic/139vvicfr2004730ve31dec2004.pdf)

Also, please see attached scan of the Committee of Management Certificate completed for this years financial documents. Unfortunately, the date that the committee passed the resolution in relation to the financial documents has not been filled in / completed. Could you please advise the date that resolution was made?



rtbu vic com  
cert.pdf (40 KB)

Thank you for your assistance in this matter. If you have any queries about the form, or what is required please call me on 02 8374 6618.

Yours sincerely

*Belinda Penna*  
*NSW Registry Team*  
*Australian Industrial Registry*  
belinda.penna@air.gov.au  
(02) 8374 6666

**Certificate of Secretary or other Authorised Officer<sup>1</sup>**

s268 of Schedule 1 of the *Workplace Relations Act 1996*

I *[name]* being the *[title of office]* of the *[name of the organisation]* certify:

- that the documents lodged herewith are copies of the full report, *[and the concise report]<sup>2</sup>*, referred to in s268 of the RAO Schedule; and
- that the *[full report OR concise report]<sup>3</sup>*, was provided to members on *[insert date]*; and
- that the full report was presented to *[a general meeting of members OR the last of a series of general meetings of members OR a meeting of the committee of management]<sup>3</sup>* of the reporting unit on *[insert date]*; in accordance with section 266 of the RAO Schedule.

Signature

Date:

<sup>1</sup>*RAO regulation 162 prescribes the designated officer for the purpose of RAO schedule s268 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.

<sup>2</sup>*Only applicable where a concise report is provided to members*

<sup>3</sup>*Insert whichever is applicable*

THE AUSTRALIAN RAIL, TRAM & BUS INDUSTRY UNION - VICTORIAN BRANCH  
ABN 19 122 611 478

COMMITTEE OF MANAGEMENT STATEMENT

On the Committee of Management of The Australian Rail, Tram and Bus Industry Union - Victorian Branch passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 31 December 2005:

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 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 of the organisation including the rules of a branch concerned; and
  - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation including the rules of a branch concerned; and
  - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
  - (iv) the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the organisation; and
  - (v) 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) no orders have been made by the Commission under section 273 of the RAO Schedule during the period.

Signed on behalf of the Committee of Management

Dated this 15 day of MAY 2006

Member.....

L. Digregorio

Member.....

M. Marotta



# THE RAIL TRAM & BUS UNION

Victorian Branch

LEVEL 1, 117-131 CAPEL STREET, NORTH MELBOURNE VIC 3051

Telephone: (03) 9329 6188

Fax: (03) 9329 9121

Email: rtbuvic@bigpond.net.au

18/7/2006

Australian Industry Registry  
Level 8, Terrace Towers  
80 William Street  
East Sydney NSW 2011

I Trevor Dobbyn being the State Branch Secretary of the ARTBIU Victorian Branch certify,

That the documents lodged herewith are copies of the full report referred to in s286 of the RAO Schedule ; and

That the full report was provided to members on 8/6/2006 ; and

That the full report was presented to the State Branch Executive on 7/6/2006 and endorsed on 13/7/2006 in accordance with section 266 of the RAO Schedule.

Signature

Date. 18-7-2006







# THE RAIL TRAM & BUS UNION

## Victorian Branch

LEVEL 1, 117-131 CAPEL STREET, NORTH MELBOURNE VIC 3051  
Telephone: (03) 9329 6188  
Fax: (03) 9329 9121  
Email: rtbuvic@bigpond.net.au


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18/7/06

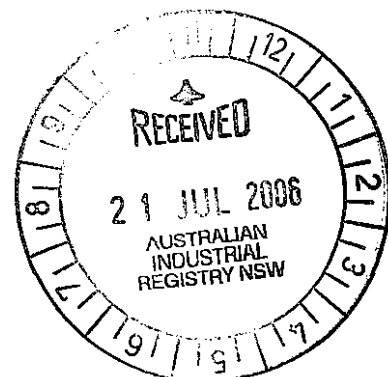
Australian Industry Registry  
Level 8, Terrace Towers  
80 William Street  
East Sydney NSW 2011

### COMMITTEE OF MANAGEMENT STATEMENT

On the 15 May 2006 Committee of Management passed the General Purpose Financial Report (GPFR).

  
Signed

Date 18-7-2006





**Australian Government**  
**Australian Industrial Registry**

Level 8, Terrace Towers  
80 William Street, East Sydney, NSW 2011  
Telephone: (02) 8374 6666  
Fax: (02) 9380 6990  
Email: [sydney@air.gov.au](mailto:sydney@air.gov.au)

Mr Trevor Dobbyn  
Branch Secretary  
ARTBIU Victorian Branch  
Level 1  
117-131 Capel Street  
NORTH MELBOURNE VIC 3051

Dear Mr Dobbyn

**Re: Lodgement of Financial Statements and Accounts for the ARTBIU Victorian Branch for the year ending 31 December 2005 (FR2005/616)**

Receipt is acknowledged of the abovementioned financial documents which were lodged in the Registry on 18 July 2006, and the Secretary's Certificate which was lodged on 21 July 2006.

Please note the following for your future reference when preparing your financial documents.

Accounting Officers Certificate

Following the introduction of the Registration and Accountability of Organisations (RAO) Schedule 1 of the Workplace Relations Act 1996 the Accounting Officers Certificate is no longer required to be lodged as a part of the financial statements and accounts.

Employee Benefits

The Industrial Registrars' Reporting Guidelines set out that both employee benefits paid to holders of office and employee benefits paid to employees are required to be disclosed in the financial documents as two separate items.

Note 4 and Note 12 to the accounts do not make it clear whether the details provided relate to office holders or employees of the Branch. Please ensure that in future financial documents that there is a clear distinction between the officeholders and the employees of the branch.

The financial statements and accounts for the year ending 31 December 2005 have been filed, and may be viewed on the internet at [www.e-airc.gov.au/139vvic/financial](http://www.e-airc.gov.au/139vvic/financial).

I would like to take this opportunity to advise you that for financial years beginning after 1 November 2004 information about any recovery of wages activity undertaken by the branch is required to be disclosed in the financial statements, and various declarations to be made in the Committee of Management Statement.

Further information is contained in the Industrial Registrars' Reporting Guidelines, which can be found at [www.airc.gov.au/organisations/rao/rao\\_253\\_a.pdf](http://www.airc.gov.au/organisations/rao/rao_253_a.pdf)

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Belinda Penna'.

Belinda Penna  
Deputy Industrial Registrar

15 August 2006