



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

Level 8, Terrace Towers  
80 William Street, East Sydney, NSW 2011  
Telephone: (02) 8374 6666  
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**Ref: FR2006/617-[139V-VIC]**

Mr Trevor Dobbyn  
Branch Secretary  
Australian Rail, Tram and Bus Industry Union  
Victorian Branch  
Level 1, 117 - 131 Capel Street  
NORTH MELBOURNE VIC 3051

Dear Mr Dobbyn

**Financial Return - year ending 31 December, 2006**

Our records show the 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*.

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.

**Information on AIRC Website**

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

- [RAO Schedule](#)
- [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 requirements of the RAO Schedule - many of them deal with financial reporting matters.

**Reporting Unit**

Under the provisions of the Registration and Accountability of Organisations Schedule (RAO), Schedule 1 of the *Workplace Relations Act 1996*, 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 use the term "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:

(a) 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

(b) 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 including disclosures related to any recovery of wages activity ; and

(c) Committee of Management Statement as required by the Registrar's Reporting Guidelines (a sample certificate for illustrative purposes is at Attachment C) including declarations related to the recovery of wages activity.

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 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)).

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.

### **Contact the Registry**

We encourage you to contact the Registry on (02) 8374 6618 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 procedures but we cannot give you legal or accounting advice.

Yours sincerely



For Deputy Industrial Registrar  
19 January 2007



**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.

<b>No</b>	<b>Document</b>	<b>✓</b>
<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?	
	Does the statement contain declarations relating to any recovery of wages activity?	
<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.

[Add the following if any recovery of wages activity has been undertaken during the financial year]

- (f) in relation to recovery of wages activity:
  - (i) the financial report on recovery of wages activity has been fairly and accurately prepared in accordance with the requirements of the reporting guidelines of the Industrial Registrar; and
  - (ii) the committee of management caused the auditor to include in the scope of the audit required under subsection 257(1) of the RAO Schedule all recovery of wages activity by the reporting unit in which revenues had been derived for the financial year in respect of such activity; and
  - (iii) no fees or reimbursements of expenses in relation to recovery of wages activity or donations or other contributions were deducted from moneys recovered from employers on behalf of workers other than reported in the financial report on recovery of wages activity and the notes to the financial statements; and
  - (iv) that prior to engaging in any recovery of wages activity, the organization has disclosed to members by way of a written policy all fees to be charged or reimbursement of expenses required for recovery of wages activity, and any likely request for donations or other contributions in acting for a worker in recovery of wages activity; and

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

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



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**Ref: FR2006/617 -[139V-VIC]**

Mr Trevor Dobbyn  
Branch Secretary  
ARTBIU Victorian Branch  
Level 2, 365 Queen Street  
MELBOURNE VIC 3000

Dear Mr Dobbyn

**Re: Australian Rail, Tram and Bus Industry Union-Victorian Branch  
Outstanding Financial Documents - *Workplace Relations Act 1996***

The Accounts and Audit Part of Schedule 1B of the *Workplace Relations Act 1996* requires, as a general rule, that the audited financial statements of a reporting unit of a registered organisation, be lodged in the Industrial Registry within 6 months and 14 days from the end of its financial year.

To date, the Registry has no record of lodgement of the financial reports of the above named reporting unit for the year ended 31 December, 2006. For details of these provisions and organisations' financial reporting obligations please refer to the Registry's earlier correspondence.

In particular there is no record of lodgement of copies of:

- the general purpose financial report;
- the auditor's report; or
- the operating report.

These three reports are referred to as the "full report".

Section 268 of the RAO Schedule<sup>1</sup> requires that a copy of the full report be lodged in the Registry within 14 days (or such longer period a Registrar allows) after the full report is presented to a general meeting of members (or to a committee of management meeting if the rules make provision consistent with s266(3)).

Section 266 (1) requires that the full report be presented to the meeting within 6 months of the end of the financial year. Therefore, lodgement of the documents in the Registry was required by **17 July, 2007.**

Section 305(2)(ze) of the RAO Schedule is a civil penalty provision. It provides that a failure to meet the requirements of s268 is a contravention of that civil penalty provision. The Federal Court may on application of the Industrial Registrar impose a pecuniary penalty on the person or organisation whose conduct contravened the civil penalty provision.

I also draw your attention to the provisions of Part 1 of Chapter 9 of the RAO Schedule which set out the general duties of officers and employees of organisations and their branches in relation to financial management.

In the absence of lodgement of a copy of the full report, I request you state in writing by **8 August, 2007:**

- whether the auditor has audited the general purpose financial report and if so, the date on which the auditor signed the audit report
- whether the committee of management has prepared the operating report
- whether the full report has been provided to members, and if so, when

<sup>1</sup> Schedule 1B of the Workplace Relations Act 1996

- whether the full report provided to the members has been presented to a general or committee of management meeting, and if so, when
- when a copy of the full report will be lodged in the Industrial Registry.

The full report when lodged must be accompanied by a certificate of the secretary or other authorised officer that the documents lodged are copies of the documents provided to members and presented to the general or committee of management meeting in accordance with s266.

If you wish to discuss this letter, please contact me on (02) 8374 6618. In reply please quote: **FR2006/617.**

Yours sincerely



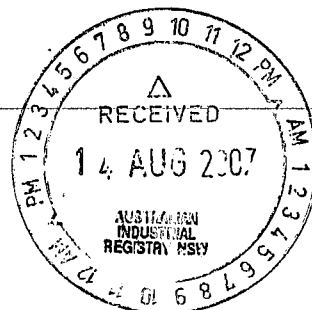
Belinda Penna

E-mail: [belinda.penna@air.gov.au](mailto:belinda.penna@air.gov.au)

20 July, 2007

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

FINANCIAL REPORT  
FOR THE YEAR ENDED 31 DECEMBER 2006



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

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

COMMITTEE OF MANAGEMENT STATEMENT

On 28 May 2007 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 2006:


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) 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) no orders have been made by the Commission under section 273 of the RAO Schedule during the period.

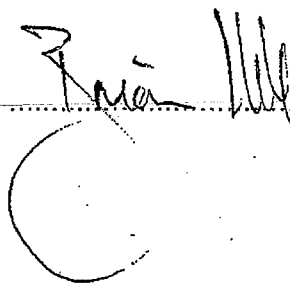
Signed on behalf of the Committee of Management

Dated this 28<sup>TH</sup> day of May 2007

Member



Member



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

**INCOME STATEMENT  
FOR THE YEAR ENDED  
31 DECEMBER 2006**

	Notes	2006 \$	2005 \$
Revenue	2	2,323,592	2,012,674
Other income	2	219,303	149,013
Employee benefits expense		(928,316)	(838,924)
Occupancy expenses		(43,443)	(61,253)
Finance costs	3	(73,830)	(52,936)
Depreciation and amortisation expenses	3	(67,023)	(31,298)
Quarterage – Capitation fees		(287,973)	(233,019)
Affiliation fees		(46,926)	(42,294)
Administration and office expenses		(162,560)	(171,901)
Legal and professional fees		(46,105)	(18,655)
Motor vehicle costs		(62,483)	(32,679)
Commissions paid		(13,283)	(13,378)
Building repairs and maintenance expense		(73,910)	(9,309)
Other expenses		(164,352)	(134,141)
Profit before income tax		572,691	521,900
Income tax expense		-	-
Profit attributable to the members of the entity		572,691	521,900

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

**BALANCE SHEET**  
**AS AT 31 DECEMBER 2006**

	Notes	2006 \$	2005 \$
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	6	1,022,132	2,076,802
Trade and other receivables	7	16,165	6,155
<b>TOTAL CURRENT ASSETS</b>		<u>1,038,297</u>	<u>2,082,957</u>
<b>NON-CURRENT ASSETS</b>			
Property, plant and equipment	8	2,912,998	180,403
Investment property	9	970,730	2,189,429
<b>TOTAL NON-CURRENT ASSETS</b>		<u>3,883,728</u>	<u>2,369,832</u>
<b>TOTAL ASSETS</b>		<u>4,922,025</u>	<u>4,452,789</u>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	10	317,531	312,004
Short-term borrowings	11	59,000	132,036
<b>TOTAL CURRENT LIABILITIES</b>		<u>376,531</u>	<u>444,040</u>
<b>NON-CURRENT LIABILITIES</b>			
Long-term borrowings	11	1,148,000	1,175,000
Provisions	12	25,805	34,751
<b>TOTAL NON-CURRENT LIABILITIES</b>		<u>1,173,805</u>	<u>1,209,751</u>
<b>TOTAL LIABILITIES</b>		<u>1,550,336</u>	<u>1,653,791</u>
<b>NET ASSETS</b>		<u>3,371,689</u>	<u>2,798,998</u>
<b>EQUITY</b>			
Retained earnings		3,371,689	2,798,998
<b>TOTAL EQUITY</b>		<u>3,371,689</u>	<u>2,798,998</u>



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

STATEMENT OF RECOGNISED INCOME AND EXPENDITURE  
FOR YEAR ENDED 31 DECEMBER 2006

	\$
	<u>Retained Profits</u>
Balance at 1.1.2005	2,277,098
Profit attributable to members of the entity	521,900
Balance at 31.12.2005	<u>2,798,998</u>
Balance at 1.1.2006	2,798,998
Profit attributable to members of parent entity	572,691
Balance at 31.12.2006	<u>3,371,689</u>

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

**CASH FLOW STATEMENT**  
**FOR THE YEAR ENDED 31 DECEMBER 2006**

	Notes	2006 \$	2005 \$
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>			
Receipts from customers		2,695,744	2,232,908
Payments to suppliers and employees		(2,071,362)	(1,699,077)
Interest received		80,738	108,251
Finance costs		(73,830)	(52,936)
Net cash provided by operating activities	14	<u>631,290</u>	<u>589,146</u>
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>			
Proceeds from sales of property, plant & equipment		9,635	26,110
Purchase of property, plant and equipment		(1,595,559)	(75,601)
Purchase of investment property		-	(2,189,429)
Net cash used in investing activities		<u>(1,585,924)</u>	<u>(2,238,920)</u>
<b>CASH FLOW FROM FINANCING ACTIVITIES</b>			
Proceeds from borrowings		-	1,275,000
Repayment of borrowings		(100,036)	(62,931)
Net cash provided by financing activities		<u>(100,036)</u>	<u>1,212,069</u>
Net increase in cash held		(1,054,670)	(437,705)
Cash at beginning of financial year		<u>2,076,802</u>	<u>2,514,507</u>
Cash at end of financial year	6	<u><u>1,022,132</u></u>	<u><u>2,076,802</u></u>

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2006

**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, Accounting Interpretations 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 (AIFRS) 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**

*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<sup>1</sup> 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.

**Property**

Buildings are shown at their fair value (being the amount for which an asset could be exchanged between willing parties in an arms length transaction), based on periodic, but at least triennial, valuations by external independent valuers, less subsequent depreciation of buildings. Any accumulated depreciation at the date of revaluation is eliminated against the gross carrying amount of the asset and the net amount is restated to the revalued amount of the asset.

**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.

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2006

**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:

Class of fixed asset	Depreciation rates/useful lives	Depreciation basis
Buildings	2.5%	Straight Line
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. 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) 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.

**(f) 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.

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2006

**(g) 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.

**(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).

**(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 2006**

	Note	2006 \$	2005 \$
<b>NOTE 2: REVENUE</b>			
<b>Operating activities</b>			
- membership contributions received		2,323,592	2,012,674
- interest received	2(a)	80,738	108,251
- rental revenue for investment property	2(b)	125,482	32,995
- other revenue		13,082	7,770
		2,542,894	2,161,690
<b>(a) Interest from:</b>			
- other persons		80,738	108,251
<b>(b) rental revenue from investment property received from:</b>			
- other persons		125,482	32,995

**NOTE 3: PROFIT FROM ORDINARY ACTIVITIES**

<b>(a) Expenses</b>			
<b>Finance costs:</b>			
- external		73,830	52,936
Depreciation of non-current assets		67,023	31,298
Rental expense on operating leases - minimum lease payments		13,300	13,300
<b>(b) Revenue and Net Gains/(Losses)</b>			
<b>Net gain/(loss) on disposal of non-current assets</b>			
- property, plant and equipment		(5,005)	(9,253)

**NOTE 4: KEY MANAGEMENT PERSONNEL COMPENSATION**

**Remuneration of Executives**

	Salaries	Short-term Benefits Superannuation	Total
2006			
Total compensation	498,782	116,504	615,286
2005			
Total compensation	405,649	89,020	494,670

**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 2006**

	Note	2006 \$	2005 \$
<b>NOTE 5: AUDITORS' REMUNERATION</b>			
Remuneration of the auditor for:			
- Auditing or reviewing the financial report		15,000	15,000
- Other services		-	-
		<u>15,000</u>	<u>15,000</u>
<b>NOTE 6: CASH AND CASH EQUIVALENTS</b>			
Cash on hand		620	620
Cash at bank		1,021,512	2,076,182
		<u>1,022,132</u>	<u>2,076,802</u>
<b>NOTE 7: TRADE AND OTHER RECEIVABLES</b>			
<b>CURRENT</b>			
Trade debtors		-	5,428
Other debtors and prepayments		16,165	727
		<u>16,165</u>	<u>6,155</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 2006**

	Note	2006 \$	2005 \$
<b>NOTE 8: PROPERTY, PLANT AND EQUIPMENT</b>			
<b>Buildings</b>			
At cost		2,726,005	-
Accumulated depreciation		(30,140)	-
		<u>2,695,865</u>	<u>-</u>
<b>Motor vehicles</b>			
At cost		182,183	150,069
Accumulated depreciation		(51,086)	(41,454)
		<u>131,097</u>	<u>108,615</u>
<b>Office equipment</b>			
At cost		54,189	45,156
Accumulated depreciation		(36,118)	(27,959)
		<u>18,071</u>	<u>17,197</u>
<b>Furniture, fixtures and fittings</b>			
At cost		203,621	183,562
Accumulated depreciation		(135,656)	(128,971)
		<u>67,965</u>	<u>54,591</u>
<b>Total property, plant and equipment</b>		<u><u>2,912,998</u></u>	<u><u>180,403</u></u>

**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

	Buildings \$	Leased motor vehicles \$	Office equipment \$	Furniture, fixtures and fittings \$	Total \$
Balance at the beginning of the year	-	108,615	17,197	54,591	180,403
Additions	1,507,306	59,160	9,033	20,060	1,595,559
Transfer from Investment Properties	1,218,699	-	-	-	1,218,699
Disposals	-	(27,046)	-	-	(27,046)
Depreciation expense	(30,140)	(22,038)	(8,159)	(6,686)	(67,023)
Write back of accumulated depreciation	-	12,406	-	-	12,406
<b>Carrying amounts at the end of the year</b>	<u><u>2,695,865</u></u>	<u><u>131,097</u></u>	<u><u>18,071</u></u>	<u><u>67,965</u></u>	<u><u>2,912,998</u></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 2006**

	Note	2006 \$	2005 \$
<b>NOTE 9: INVESTMENT PROPERTY</b>			
		\$	\$
Balance at beginning of the year		2,189,429	2,189,429
Acquisitions		-	-
Transfer to Property, Plant, & Equipment		(1,218,699)	
Balance at the end of the year		<u>970,730</u>	<u>2,189,429</u>
The fair value model is applied to all investment properties. Values are based on an active liquid market.			
<b>NOTE 10: TRADE AND OTHER PAYABLES</b>			
<b>CURRENT</b>			
Trade payables		17,274	8,181
Amounts payable to:			-
- other related bodies corporate		90,100	102,618
Sundry payables and accrued expenses		210,157	201,205
		<u>317,531</u>	<u>312,004</u>
<b>NOTE 11: BORROWINGS</b>			
<b>CURRENT</b>			
Bank loan secured		59,000	100,000
Lease liability	13	-	32,036
		<u>59,000</u>	<u>132,036</u>
<b>NON-CURRENT</b>			
Bank loan secured		1,148,000	1,175,000
Lease liability	13	-	-
		<u>1,148,000</u>	<u>1,175,000</u>
The secured bank loan is a variable interest rate loan which commenced in July 2006 and will be repaid in quarterly payments over a period of 15 years.			
The carrying amounts of non-current assets pledged as security are:			
Investment properties		970,730	2,189,248
Buildings (forms part of Property, plant and equipment)		2,695,865	-
Total assets pledged as security		<u>3,666,595</u>	<u>2,189,248</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 2006**

	Note	2006 \$	2005 \$
<b>NOTE 12: PROVISIONS</b>			
		<b>Employee entitlements</b>	
Balance at the beginning of the year		34,751	
Amounts reclassified as current		(8,946)	
Amounts used		-	
Carrying amounts at the end of the year		25,805	
<b>NON-CURRENT</b>			
Employee benefits		25,805	34,751

**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 have been included in Note 1 to the Financial Statements.

**NOTE 13: CAPITAL AND LEASING COMMITMENTS**

(a) Finance leasing commitments

Payable			
- not later than one year		-	31,371
- later than one year and not later than five years		-	-
Minimum lease payments		-	-
Less future finance charges		-	(665)
Total finance lease liability		-	32,036

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. These leases were repaid during the 2006 year.

(b) Operating lease commitments

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

Payable			
- not later than one year		6,650	13,300
- later than one year and not later than five years		-	6,650
		6,650	19,950

General description of leasing arrangement:

The operating lease relates to the leasing of the photocopier. 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.

**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 2006**

	Note	2006 \$	2005 \$
<b>NOTE 13: CAPITAL AND LEASING COMMITMENTS (Continued)</b>			
(b) Operating lease receivable			
Non-cancellable operating leases contracted for but not capitalised in the financial statements:			
Receivable			
- not later than one year		54,182	72,624
- later than one year and not later than five years		35,597	89,778
		<u>89,779</u>	<u>162,402</u>

General description of leasing arrangement:

Rental income receivable relates to two leases (suite 1 and suite 2) at the Level 1, 222 Kings Way, South Melbourne. Both leases are non cancellable leases with suite 1 being a three year lease term and suite 2 being a two year lease term.

**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:	572,691	521,898
Non-cash flows in profit from ordinary activities		
Depreciation	67,023	31,298
Net loss on disposal of property, plant and equipment:	5,005	9,253
Changes in assets and liabilities		
(Increase) / Decrease in receivables and prepayments	(10,010)	(2,738)
Increase / (Decrease) in payables	5,527	37,839
Movement in provisions	(8,946)	(8,404)
Cash flows from operations	<u>631,290</u>	<u>589,146</u>

**NOTE 15: CONTINGENT LIABILITIES**

The Committee of Management are not aware of any contingent liabilities that are likely to have a material effect on the results of the company.

**NOTE 16: EVENTS AFTER BALANCE SHEET DATE**

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the union, the results of those operations, or the state of affairs of the union in future financial years.

The financial report was authorised for issue on 28<sup>th</sup> May 2007 by the Committee of Management.

**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 2006**

**NOTE 17: 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 2006.

**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					
	2006	2005	2006	2005	2006	2005	2006	2005	2006	2005	2006	2005
Financial Assets:			\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Cash	5.9	5.00	352,642	1,021,592	668,869	1,054,590	-	-	620	620	1,022,131	2,076,802
Total Financial Assets			352,642	1,021,592	668,869	1,054,590	-	-	620	620	1,022,131	2,076,802
Financial Liabilities:												
Trade and sundry payables			-	-	-	-	-	-	317,531	312,004	317,531	312,004
Secured loan	6.28	6.00	1,207,000	1,275,000	-	-	-	-	-	-	1,207,000	1,275,000
Lease liabilities	-	9.00	-	-	-	32,036	-	-	-	-	-	32,036
Total Financial Liabilities			1,207,000	1,275,000	-	32,036	-	-	317,531	312,004	1,524,531	1,619,040

**(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.

**(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 2006**

**NOTE 18: SEGMENT REPORTING**

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

**NOTE 19: 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 20: CHANGE IN ACCOUNTING POLICY**

The following Australian Accounting Standards have been issued or amended and are applicable to the union but not yet effective. They have not been adopted in the preparation of the financial statements at reporting date.

AASB Amendment	AASB Standard Affected	Application Date of the Standard	Application Date for the Group
2005-10	Amendments to Australian Accounting Standards [AASB 132, AASB101, AASB 114, AASB 117, AASB 113, AASB 139, AASB 1, AASB 4, AASB1023 & AASB 1038]	01-Jan-07	01-Jan-07
AASB 7	Financial Instruments: Disclosures	01-Jan-07	01-Jan-07
UIG 7	Applying the restatement approach under AASB 129 Financial Reporting in Hyperinflationary Economies	01-Mar-06	01-Jan-07
UIG 8	Scope of AASB 2 Share Based Payments	01-May-06	01-Jan-07
UIG 9	Reassessment of Embedded Derivatives	01-Jun-06	01-Jan-07

There has been no impact on the accounts for the year ended 31 December 2006.

**NOTE 21: UNION DETAILS**

The registered office and principal place of business of the Union is:  
The Australian Rail, Tram & Bus Industry Union - Victorian Branch  
Level 2  
365 Queen Street  
Melbourne Victoria 3000

## 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 recognised income and expenditure, 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 2006.

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  
Marco S. Carlei  
Jean-Claude Cesario  
Ian K. Kearney  
Daren I. J. McDonald

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*An independent member of Moore Stephens International Limited – members in principal cities throughout the world.  
A separate partnership in Victoria*

Kevin W. Neville  
Stephen J. O'Flynn  
Tim R. Olynyk  
S. David Pitt  
Ivan Shapiro  
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 2006;
  - (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*  
MOORE STEPHENS  
Chartered Accountants



Ivan Shapiro  
Partner  
Melbourne,

*8 June*

2007

**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 2006 to 31 December 2006, 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	2006 Results
Making agreements with employers.	✦ Signed 4 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 262 new members.
Attended meetings called by peak union bodies in Victoria	✦ Attended 10 meetings called by the Victorian Trades Hall Council.
Training delegates and representatives	✦ 50 Workplace delegates were trained
Produced and distributed circulars, bulletins, newsletters and materials as authorised by the union.	✦ Produced and Distributed ✦ 22 copies of Union Express (Rail Division) ✦ 2 Loco Lines Locomotive Division Newsletters ✦ 3 Tram and Bus Division Newsletters

**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 \$572,691 for the operating year to 31 December 2006.



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

- ✦ An increase of membership contributions of \$ 310,918 for the operating year to 31 December 2006.
- ✦ An increase in union fees of 4% for Tram, Rail and Locomotive Divisions.

### **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 2006 there were 6515 members of the RTBU Victorian Branch.

#### **Number of Employees**

As of the 31 December 2006 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 2006:

<b>NAME</b>	<b>DIVISION/POSITION</b>	<b>PERIOD OF APPOINTMENT</b>
Marc Marotta	Branch President	01.01.06 - 31.12.06
Terry Sheedy	Senior Branch Vice President	01.01.06 - 31.12.06
Doug Brady	Jnr Vice President	01.01.06 - 31.12.06
Trevor Dobbyn	Branch Secretary	01.01.06 - 31.12.06
Lou DiGregorio	Assistant Branch Secretary	01.01.06 - 31.12.06
Phil Alteri	Assistant Secretary Tram & Bus Division	01.01.06 - 31.12.06
Pauline Pullinger	Tram & Bus Division	01.01.06 - 31.12.06
Wayne Hicks	Vice President Locomotive	01.01.06 - 31.12.06
Bob Bassett	President Operations	01.01.06 - 31.12.06
Victor Moore	Secretary Operations	01.01.06 - 31.12.06
Chris Tsirkas	President Administration	01.01.06 - 31.12.06
Stephen Kozmevski	Secretary Administration	01.01.06 - 31.12.06
David Snelgrove	President Infrastructure	01.01.06 - 31.12.06
Gary McPherson	Secretary Infrastructure	01.01.06 - 31.12.06
Phil Barnett	President Fleet manufacture, Overhaul, Maintenance & Service Division	01.06.06 - 01.08.06

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

Peter Waldron	Secretary Fleet manufacture, Overhaul, Maintenance & Service Division	01.01.06 - 31.12.06
Tony Massaria	Organiser Fleet manufacture, Overhaul, Maintenance & Service & infrastructure Divisions	01.01.06 - 12.10.06
Brian Hill	Assistant Secretary Loco Division	01.01.06 - 31.12.06

The members of Branch Council during the year ending 31 December 2006:

<b>DIVISION/POSITION</b>	<b>NAME</b>	<b>PERIOD OF APPOINTMENT</b>
President Secretary Locomotive Division	Marc Marotta	01.01.06 - 31.12.06
Senior Vice President	Brian Hill	01.01.06 - 31.12.06
Junior Vice President	Douglas Brady	01.01.06 - 31.12.06
State Secretary	Trevor Dobbyn	01.01.06 - 31.12.06
Assistant Secretary Tram & Bus Division	Lou DiGregorio	01.01.06 - 31.12.06
Vice President Tram & Bus	Steve Bell	01.01.06 - 31.12.06
Assistant Secretary Tram and Bus Division	Phil Alteri	01.01.06 - 31.12.06
Vice President Locomotive Division	Wayne Hicks	01.01.06 - 31.12.06
Assistant Secretary Loco Division	Brian Hill	01.01.06 - 31.12.06
President Operations/ Secretary Western region	Bob Bassett	01.01.06 - 31.12.06
Vice president Operations	Calvin Harvey	01.01.06 - 31.12.06
Secretary Operations	Victor Moore	01.01.06 - 31.12.06
Representative M>Train Sub Division	JG Thelemaque	01.01.06 - 31.12.06
Representative Spencer St Authority	Marty McGrath	01.01.06 - 31.12.06
President Administration	Chris Tsirkas	01.01.06 - 31.12.06
Vice President Administration	Andrew Irving	01.01.06 - 31.12.06
Secretary Administration	Stephen Kozmevski	01.01.06 - 31.12.06
President Infrastructure	David Snelgrove	01.01.06 - 31.12.06
Vice President Infrastructure	Kevin Riddell	01.01.06 - 31.12.06
Secretary Infrastructure	Gary McPherson	01.01.06 - 31.12.06
Organiser Fleet manufacture, Overhaul, Maintenance & Service & Infrastructure Divisions	Tony Massaria	01.01.06 - 12.10.06
President Workshops	Keith Coffey	01.01.06 - 31.12.06
Vice President Fleet manufacture, Overhaul, Maintenance & Service Division	Phil Barnett	01.01.06 - 31.12.06

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

Secretary Fleet manufacture, Overhaul, Maintenance & Service Division	Peter Waldron	01.01.06 - 31.12.06
President Western Region	Anthony Russell	01.01.06 - 31.12.06
Snr Vice President Western Region	Colin Hill	01.01.06 - 31.12.06
Jnr Vice President Western Region	Paul Young	01.01.06 - 31.12.06
President Northern Region	Peter Bulmer	01.01.06 - 31.12.06
Snr Vice President Northern Region	Vacant	
Secretary Northern Region	Vacant	
President Southern Region	Paul Camp	01.01.06 - 31.12.06
Snr Vice President Southern Region	Michael Waight	01.01.06 - 31.12.06
Jnr Vice President Southern Region	Michelle Davis	01.01.06 - 31.12.06
Secretary Southern Region	Granley Teakle	01.01.06 - 31.12.06
Tram & Bus Division	Steve Bell	01.01.06 - 31.12.06
Tram & Bus Division	Pauline Pullinger	01.01.06 - 31.12.06



**Trevor Dobbyn**  
State Secretary  
22 May 2007

**PENNA, Belinda**

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**From:** Keith Wright [keith.wright@rtbuvic.com.au]  
**Sent:** Tuesday, 24 July 2007 3:39 PM  
**To:** PENNA, Belinda  
**Subject:** re FR2006/617

Belinda,

Financial Reports for year end 31/12/2006 Rail TRam and Bus Union  
Auditor signed audit report 8/6/07  
committee of management has prepared a operating report  
full report has been provided to members 14/6/07  
full report has been presented to committe of management 11/7/07 to be endorsed at next meeting on 8/8/07  
Copy of report will be forwarded to Industrial Registry 9/8/07 with relevant documents signed by Trevor  
Dobbyn State Secretary

Regards  
Keith Wright  
Accounts

24/07/2007



# THE RAIL TRAM & BUS UNION

Victorian Branch

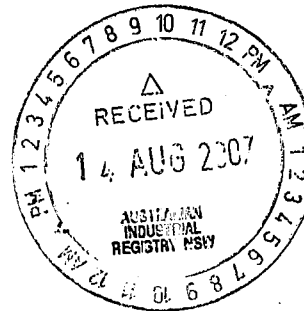
Level 2/365 Queen Street Melbourne 3000

Telephone (03) 9600 3030

Fax (03) 9600 3363

Email [rtbuvic@bigpond.net.au](mailto:rtbuvic@bigpond.net.au)

10/8/2007



Australian Industry Registry  
Level 8, Terrace Towers  
80 William Street  
East Sydney NSW2011

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 14/6/2007 and

That the full report was presented to the State Branch Executive 11/7/2007 and was endorsed on 8/8/2007 in accordance with section 266 of the RAO schedule.

The committee of Management statement report passed the General Purpose Financial report (GPFR) on 22/5/2007.

Signed

T. Dobbyn

State Branch Secretary.



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

Level 8, Terrace Towers  
80 William Street, East Sydney, NSW 2011  
Telephone: (02) 8374 8666  
Fax: (02) 9380 8990  
Email: sydney@air.gov.au

Mr Trevor Dobbyn  
Secretary, Victorian Branch  
Australian Rail, Tram and Bus Industry Union  
Level 2/365 Queen Street  
MELBOURNE VIC 3030

Dear Mr Dobbyn

**Re: Lodgement of Financial Statements and Accounts – Australian Rail, Tram and Bus Industry Union, Victorian Branch – for year ending 31 December 2006 (FR2006/617)**

I refer to the abovementioned financial statements and accounts which were lodged in the Registry on 14 August 2007.

The legislative requirements appear to have been met and accordingly the documents have been filed.

Yours sincerely,

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

Stephen Kellett  
Statutory Services Branch

29 August 2007