



AUSTRALIAN INDUSTRIAL REGISTRY

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

Ref: FR2002/856-[139V-WA1]

Mr R Wells
Branch Secretary
Australian Rail, Tram and Bus Industry Union
West Australian Branch
2/10 Nash Street,
PERTH WA 6000

Dear Mr Wells

**Re: Australian Rail, Tram and Bus Industry Union - West Australian Branch
Financial Reporting Obligations under *Workplace Relations Act 1996***

This is a courtesy letter to remind you of the financial reporting obligations of the abovenamed body under the *Workplace Relations Act 1996* ('the Act') for the financial year ended 31 December, 2002.

The legislative scheme set out in Part IX, Division 11 of the Act is directed at ensuring that a registered organisation or a branch of such an organisation discharges obligations of accountability to its members in relation to its financial affairs through proper and regular disclosure of financial information. The various steps of the financial reporting requirements must be carried out within the time-scales prescribed by the legislation so as to ensure the relevance of the financial information provided to the members.

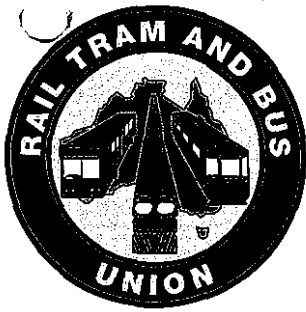
Now that the financial year has ended, it is timely that you put in train the various steps of the financial reporting requirements. To assist you with this process I have enclosed for your information a notice summarising these requirements including the time-scales prescribed by the legislation. Please note that a branch of an organisation may be exempted from the obligations arising under Part IX, Division 11 in respect of a financial year by satisfying a Registrar that the branch did not have any financial affairs during the financial year. An application under subsection 271A(1) of the Act must be made within 90 days (unless extended by a Registrar) after the end of the financial year.

Please do not hesitate to contact me on (02) 8374 6618 if you wish to discuss the financial reporting requirements, especially if you anticipate any difficulty in meeting any step in the time-scales prescribed.

Yours sincerely

Belinda Penna
E-mail: belinda.penna@air.gov.au

21 February 2003



RAIL TRAM & BUS UNION

Australian Rail Tram & Bus Industry Union

West Australian Branch: 2/10 Nash Street PERTH 6000

Telephone: 08 9225 6722 Facsimile: 08 9225 6733 Pabx: 62434 & 62317

E-mail: general@rtbuwa.asn.au

12th August 2003

Australian Industrial Registry
GPO Box 1994S,
MELBOURNE VICTORIA 3001

RE: CERTIFICATE BY SECRETARY - LODGEMENT OF FINANCIAL STATEMENTS FOR YEAR ENDED 31ST DECEMBER 2002 - s.268

Enclosed are the Financial Statements of the Australian Rail Tram & Bus Industry Union West Australian Branch as presented to the members – s265(5)(b).

The first meeting held 10th & 11th April 2003 was presented with the Financial Report inclusive of the COM statement (COM resolution attached) – S253(1), s254(1).

A copy of the Financial Report was forwarded to Sub Branch Secretaries as an attachment to 29th Branch Council Minutes for presentation at their next Sub Branch meeting and also published in the Rail Tram & Bus Worker Volume 11 Number 2 (copy attached). Nine hundred copies of this publication was sent to each work group and location where members would be found.

The Auditor prepared and signed his report and returned for presentation at second meeting – s257

The second meeting held 17th & 18th July 2003 passed a resolution directing the Branch Secretary to lodge the Financial Statements. (resolution attached).

There has been no enquiry or query from any member pertaining to the Financial Statements .

Yours sincerely

BOB CHRISTISON
BRANCH SECRETARY
ARTBIU WEST AUSTRALIAN BRANCH



Australian Rail Tram & Bus Industry Union West Australian Branch

Trading as Rail Tram & Bus Union



**Financial Statements
For the year ended 31 December 2002**

Atkins Gardiner & Co
1st Floor, 630 Murray Street
Perth, Western Australia 6000

Phone: (08) 9321 2277
Fax: (08) 9324 1184
E-Mail: admin@atkinsgardiner.com

**Australian Rail Tram & Bus Industry Union West Australian Branch
Trading as Rail Tram & Bus Union**

Contents

Statutory Declaration by Secretary

Committee of Management's Certificate

Accounting Officer's Certificate

Secretary's Certificate

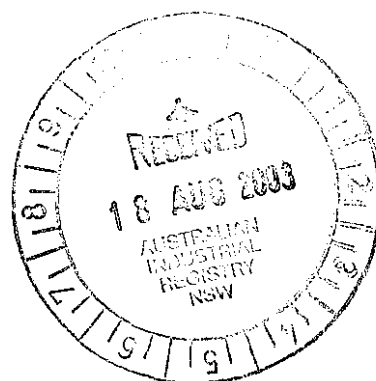
Audit Report

Detailed Profit & Loss

Summarised Statement of Receipts and Payments

Detailed Balance Sheet

Depreciation Schedule



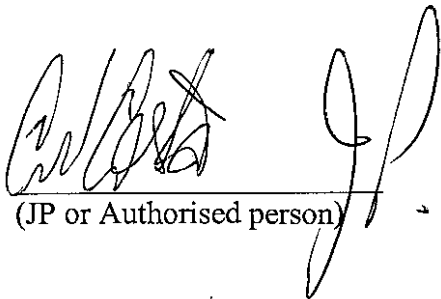
**Statutory Declaration by the secretary of the Australian Rail Tram & Bus
Industry Union West Australian Branch**

I, Robert John Christison, hereby declare, that I am the Secretary of the Australian Rail Tram & Bus Industry Union Western Australian Branch, and confirm that the Union has placed at the disposal of the Auditors, Atkins Gardiner & Co, all relevant accounting books and documents in relation to the financial affairs of the union as at 31 December 2002.

Dated in Perth this 17th day of April 2003.



Robert John Christison



(JP or Authorised person)


**Australian Rail Tram & Bus Industry Union
West Australian Branch**

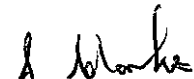
COMMITTEE OF MANAGEMENT'S CERTIFICATE

We, Robert John Christison and Graeme Clarke, being two members of the Committee of Management of the Australian Rail Tram & Bus Industry Union – West Australian Branch, do state on behalf of the committee that:

- (i) in the opinion of the Committee of Management, the attached accounts show a true and fair view of the financial affairs of the branch as at 31 December 2002;
- (ii) in the opinion of the Committee of Management, meetings of the Committee were held during the year ended 31 December 2002 in accordance with the rules of the organization;
- (iii) to the knowledge of any member of the Committee there have been no instances where records of the organization or other documents (not being documents containing information made available to a member of the organization under section sub-section 247(2) of the Industrial Relations Act as amended or copies of the rules of the organization), have not been furnished or made available to members in accordance with the requirements of Workplace Relations Act 1996 as amended, the regulations thereto, to the rules of the organization; and
- (iv) the branch has complied with sub-section 273, 274(1), 274(2) and 274(3) of the Act in relation to the financial accounts in respect of the year ended 31 December 2000 and 31 December 2002.

Dated in Perth this 17th day of APRIL 2003.


Robert John Christison


Graeme Clarke

ACCOUNTING OFFICER'S CERTIFICATE

I, Robert John Christison

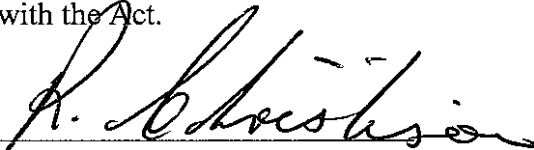
Being the Officer responsible for keeping the accounting records of the Australian Rail Tram & Bus Industry Union – West Australian Branch

Certify that as at 31 December 2002 the number of members of the organization was 894.

In my opinion,

- (i) the attached accounts show a true and fair view of the financial affairs of the organization as at 31 December 2002.
- (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 monies are to be credited, in accordance with the rules of the organization.
- (iii) Before any expenditure was incurred by the organization, approval of the incurring of the expenditure was obtained in accordance with the rules of the organization;
- (iv) With regard to funds of the organization 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 purpose other than those for which the fund was operated;
- (v) No loans or other financial benefits other than remuneration in respect of their full-time employment with the organization, were made to persons holding office in the organization.
- (vi) The register of members of the organization was maintained in accordance with the Act.

Signed



Name: Robert John Christison

Position: Branch Secretary

Date:

17/4/2003

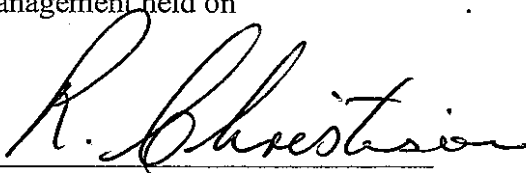
SECRETARY'S CERTIFICATE

I, ROBERT JOHN CHRISTISON

Certify that the enclosed copies of the Auditor's Report, accounts and statements of the Australian Rail Tram & Bus Industry Union – West Australian Branch

For the year ended 31 December 2002 are copies of the documents that were supplied to members on _____ and were subsequently presented to the meeting of committee of management held on _____

Signature



Robert John Christison

Branch Secretary

Date

17/4/2003

**Australian Rail Tram & Bus Industry Union
West Australian Branch
Trading as the Public Transport Union**

REPORT OF THE AUDITOR'S TO THE MEMBERS

We have examined the Balance Sheet of the Public Transport Union (the Union) as at 31 December 2002 and the related Statement of Income and Expenditure for the period then ended. Our examination included such tests of the accounting records and other audit procedures as we considered necessary in the circumstances.

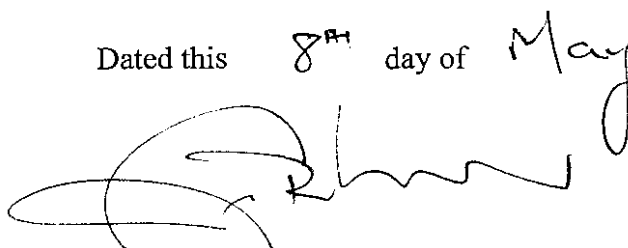
(A) In our opinion:

- (i) The organization kept in relation to the year ended 31 December 2002 satisfactory accounting records, including:-
 - (a) Records of the sources and nature of income of the organization (including income from members); and
 - (b) Records of the nature and purpose of the expenditure of the organization; and

- (ii) the accounts and statements, prepared under section 273 of the Workplace Relations Act 1996, as amended, in relation to the year ended 31 December 2002 were properly drawn up so as to give a true and fair view of :
 - (a) the financial affairs of the organization as at the year ended 31 December 2002; and
 - (b) the income and expenditure, and any surplus or deficit, of the organization for the year ended 31 December 2002.

(B) We have, where necessary, obtained all the information and explanations which, to the best of our knowledge and belief, were necessary for the purpose of our audit.

Dated this 8th day of May, 2003.


Richard Gardner ACA – Partner
Atkins Gardiner & Co
Chartered Accountants

Australian Rail Tram & Bus Industry Union West Australian Branch
Trading as Rail Tram and Bus Union
Detailed Balance Sheet As At 31 December, 2002

	2002	2001
Current Assets		
Cash Assets		
CBA Cheque Account 1003 7300	22,838	17,002
CBA Cash Management Account	100,532	177,571
CBA Fidelity Account	1,447	1,432
Petty Cash On Hand	40	40
	124,857	196,044
Receivables		
Debtors	19,099	15,057
	19,099	15,057
Total Current Assets	143,956	211,102
Non-Current Assets		
Other Financial Assets		
Shares Westbond Credit Union	2	2
	2	2
Property, Plant and Equipment		
Land & Buildings - At Cost	1,054,862	1,054,862
Less: Accumulated depreciation	(162,033)	(145,275)
Furniture Plant & Equipment	158,259	153,305
Less: Accumulated depreciation	(127,044)	(121,404)
Motor vehicles - at cost	66,000	99,000
Less: Accumulated depreciation	(37,634)	(45,526)
	952,410	994,962
Total Non-Current Assets	952,412	994,964
Total Assets	1,096,368	1,206,066

Australian Rail Tram & Bus Industry Union West Australian Branch
Trading as Rail Tram and Bus Union
Detailed Balance Sheet As At 31 December, 2002

	2002	2001
Current Liabilities		
Payables		
Unsecured:		
- Trade creditors	33,196	52,766
	33,196	52,766
Interest-Bearing Liabilities		
Unsecured:		
- Westbond Overdraft Account	-	230
	-	230
Provisions		
Provision For Rostered Days	2,668	1,687
Provision For Annual Leave	46,696	35,762
	49,364	37,449
Other		
GST Due	6,415	5,993
	6,415	5,993
Total Current Liabilities	88,976	96,438
Non-Current Liabilities		
Provisions		
Death Provision Benefits	97,200	98,200
Provision Long Service Leave	82,246	75,026
	179,446	173,226
Total Non-Current Liabilities	179,446	173,226
Total Liabilities	268,422	269,663
Net Assets	827,946	936,403

Australian Rail Tram & Bus Industry Union West Australian Branch
Trading as Rail Tram and Bus Union
Detailed Balance Sheet As At 31 December, 2002

	2002	2001
Members' Funds		
Accumulated surplus (deficit)	827,946	936,403
Total Members' Funds	<u>827,946</u>	<u>936,403</u>

Australian Rail Tram & Bus Industry Union West Australian Branch
Trading as Rail Tram and Bus Union
Income & Expenditure Statement
For the year ended 31 December, 2002

	2002	2001
	\$	\$
Income		
Union Dues – Rail Division	105,552	102,771
Union Dues – Locomotive Division	124,024	125,516
Union Dues – Bus Division	-	7,431
Insurance recoveries	127	1,569
Interest received	5,296	2,191
Other income	8,144	565
Profit on sale of motor vehicle	(1,560)	-
Proceeds from sale of property		272,437
Reimbursed expenditure	5,526	6,270
Journey cover recoupment	13,927	13,420
Rents received	108,787	51,237
Total income	<u>369,823</u>	<u>583,407</u>
Expenses		
Accountancy & Audit Fees	3,990	3,900
Australian Council	2,006	2,158
Allowances Paid	2,060	500
Australian Labour Party	4,151	3,947
Bank fees and charges	2,735	4,378
Cleaning/rubbish removal	3,613	3,798
Computer expenses	5,969	5,207
Death Benefits	1,000	3,800
Education Expenses	3,064	6,094
Electricity	2,992	4,088
Fringe benefits tax	9,399	9,997
Insurance	22,853	29,159
Interest - Australia	-	2,458
Legal & Industrial Expenses	7,938	1,800
Branch Expenses	13,417	27,970
Motor Vehicle Expenses	10,139	12,095
Petty Cash	754	925

Australian Rail Tram & Bus Industry Union West Australian Branch
Trading as Rail Tram and Bus Union
Income & Expenditure Statement
For the year ended 31 December, 2002

	2002	2001
	\$	\$
Postage	1,254	1,059
Printing Stationary & Postage	8,609	9,883
ARTBIU National Office	73,965	16,217
Rates & Taxes	8,090	8,375
Repairs & maintenance	6,821	14,062
Salaries	194,450	200,459
Security	681	1,518
Settlement for Ex Staff	-	11,700
Staff amenities	215	406
Subscriptions	6,858	9,213
Sundry expenses	2,959	1,883
Superannuation	31,825	26,582
Telephone Facsimilie & Modem	11,694	13,138
Trades & Labour Council	6,804	6,565
	<u>450,305</u>	<u>443,334</u>
Net cash surplus/(deficit) for the year	<u>(80,482)</u>	<u>140,073</u>
<u>Add Non -Cash Income</u>		
Current Years debtors raised	19,099	15,057
Reverse previous creditors	52,766	40,899
Decrease Death Benefits Prov'n	<u>5,959</u>	<u>800</u>
	77,819	56,756
<u>Less Non- Cash Expenses</u>		
Increase Employee Entitlements	19,136	8,097
Cost of Assets sold	-	70,624
Current Year Creditors Raised	33,196	58,759
Reverse Previous Debtors	15,057	3,065
Depreciation	33,446	39,259
Plant & Equip Purch & Sold	<u>4,954</u>	<u>-</u>
	105,789	179,802
Operating Surplus (Deficiency)	<u>(108,457)</u>	<u>17,027</u>
Accumulated Surplus at start of the year	936,403	919,376
Accumulated Surplus at 31 st December	<u>827,946</u>	<u>936,403</u>

Australian Rail Tram & Bus Industry Union West Australian Branch
Trading as Rail Tram and Bus Union
Summarised Statement of Receipts and Payments
For the year ended 31 December, 2002

	2002	2001
	\$	\$
<hr/>		
Cash Summary		
Revenue receipts	364,527	581,216
Revenue payments	(450,305)	(443,334)
Interest received	<u>5,296</u>	<u>2,191</u>
Deficiency of payments over receipts	(80,483)	140,073
Other non revenue payments	<u>8,612</u>	<u>(241,873)</u>
	(71,871)	(101,800)
Total opening cash on hand	<u>196,084</u>	<u>297,884</u>
Cash on hand at 31 December 2002	<u><u>124,857</u></u>	<u><u>196,084</u></u>

Australian Rail Tram & Bus Industry Union West Australian Branch
Trading as Rail Tram and Bus Union
Depreciation Schedule for the year ended 31 December, 2002

	Total	Priv	OWDV	DISPOSAL		ADDITION		DEPRECIATION			Priv	CWDV	PROFIT		LOSS		
				Date	Consid	Date	Cost	Value	T	Rate			Deprec	Upto	+ Above	Total	- Priv
Land & Buildings																	
630 Murray Street Perth Land	38,076.00	38,076	0.00	38,076		0	0	38,076	D	0.00	0	0	38,076	0	0	0	0
630 Murray Street Building	106,561.00	106,561	0.00	82,996		0	0	82,996	P	2.50	2,664	0	80,332	0	0	0	0
224 Stirling Street Perth Land	94,000.00	94,000	0.00	94,000		0	0	94,000	D	0.00	0	0	94,000	0	0	0	0
224 Stirling Street Building	428,423.00	428,423	0.00	333,756		0	0	333,756	P	2.50	10,711	0	323,045	0	0	0	0
Stirling St Build Extension	135,314.00	135,314	0.00	108,250		0	0	108,250	P	2.50	3,383	0	104,867	0	0	0	0
10 Nash Street East Perth	252,488.00	252,488	0.00	252,488	15/12/00	0	0	252,488	D	0.00	0	0	252,488	0	0	0	0
		<u>1,054,862</u>		<u>909,566</u>		<u>0</u>	<u>0</u>	<u>909,566</u>			<u>16,758</u>	<u>0</u>	<u>892,808</u>				
								Deduct Private Portion			<u>0</u>						
								Net Depreciation			<u>16,758</u>						
Furniture Plant & Equipment - Ground Floor Stirling Street																	
93 Office Chair Flr Boardroom	31.00	31	0.00	5		0	0	5	D	20.00	1	0	4	0	0	0	0
Whiteboard Flr Boardroom	231.00	231	0.00	32		0	0	32	D	20.00	6	0	26	0	0	0	0
Table 2400 X 1070 Flr B/room	58.00	58	0.00	8		0	0	8	D	20.00	2	0	6	0	0	0	0
14 Black Conference Chairs	181.00	181	0.00	26		0	0	26	D	20.00	5	0	21	0	0	0	0
Cabinet Built In	1,750.00	1,750	0.00	1,404		0	0	1,404	D	2.50	35	0	1,369	0	0	0	0
Office Partitions	2,098.00	2,098	0.00	1,699		0	0	1,699	D	2.50	42	0	1,657	0	0	0	0
		<u>4,349</u>		<u>3,174</u>		<u>0</u>	<u>0</u>	<u>3,174</u>			<u>91</u>	<u>0</u>	<u>3,083</u>				
								Deduct Private Portion			<u>0</u>						
								Net Depreciation			<u>91</u>						

Australian Rail Tram & Bus Industry Union West Australian Branch
Trading as Rail Tram and Bus Union
Depreciation Schedule for the year ended 31 December, 2002

		Total	Priv	OWDV	DISPOSAL		ADDITION		DEPRECIATION				PROFIT			LOSS			
					Date	Consid	Date	Cost	Value	T	Rate	Deprec	Priv	CWDV	Upto	+	Above	Total	-
Rank Xerox Photocopier	9,098.00	9,098	0.00	720		0		0	720	D	25.00	180	0	540	0	0	0	0	0
Cafe Bar	92.00	92	0.00	14		0		0	14	D	20.00	3	0	11	0	0	0	0	0
Facsimile Machine	451.00	451	0.00	36		0		0	36	D	25.00	9	0	27	0	0	0	0	0
Whiteboard	223.00	223	0.00	31		0		0	31	D	20.00	6	0	25	0	0	0	0	0
Office Desks	242.00	242	0.00	34		0		0	34	D	20.00	7	0	27	0	0	0	0	0
Filing Cabinet	10.00	10	0.00	2		0		0	2	D	20.00	0	0	2	0	0	0	0	0
Sharp Calculator	96.00	96	0.00	8		0		0	8	D	25.00	2	0	6	0	0	0	0	0
Filing Cabinet	58.00	58	0.00	8		0		0	8	D	20.00	2	0	6	0	0	0	0	0
Computer Disk Drive	1,628.00	1,628	0.00	18		0		0	18	D	40.00	7	0	11	0	0	0	0	0
Document Holde Winita	156.00	156	0.00	22		0		0	22	D	20.00	4	0	18	0	0	0	0	0
Office Chair	114.00	114	0.00	16		0		0	16	D	20.00	3	0	13	0	0	0	0	0
Clerical Chair	169.00	169	0.00	24		0		0	24	D	20.00	5	0	19	0	0	0	0	0
Panasonic Microwave Oven	265.00	265	0.00	12		0		0	12	D	30.00	4	0	8	0	0	0	0	0
Canon Photocopier	23,785.00	23,785	0.00	1,882		0		0	1,882	D	25.00	470	0	1,412	0	0	0	0	0
Cream Stationery Cupboard	473.00	473	0.00	66		0		0	66	D	20.00	13	0	53	0	0	0	0	0
Stationery Cupboard	162.00	162	0.00	22		0		0	22	D	20.00	4	0	18	0	0	0	0	0
Compactus Filing System	854.00	854	0.00	119		0		0	119	D	20.00	24	0	95	0	0	0	0	0
Telephone Commander System	6,819.00	6,819	0.00	540		0		0	540	D	25.00	135	0	405	0	0	0	0	0
Mobile Telephone	1,781.00	1,781	0.00	141		0		0	141	D	25.00	35	0	106	0	0	0	0	0
2 Jarrahdale Wall Units	721.00	721	0.00	101		0		0	101	D	20.00	20	0	81	0	0	0	0	0
Reception Cabinets	2,481.00	2,481	0.00	347		0		0	347	D	20.00	69	0	278	0	0	0	0	0
Boardroom Cabinets	2,327.00	2,327	0.00	325		0		0	325	D	20.00	65	0	260	0	0	0	0	0
Shredder	842.00	842	0.00	67		0		0	67	D	25.00	17	0	50	0	0	0	0	0
3 Draw Desk	192.00	192	0.00	27		0		0	27	D	20.00	5	0	22	0	0	0	0	0
2 Bookcases & Stirling Unit	985.00	985	0.00	138		0		0	138	D	20.00	28	0	110	0	0	0	0	0
Argyle	1,016.00	1,016	0.00	142		0		0	142	D	20.00	28	0	114	0	0	0	0	0
Argyle	1,016.00	1,016	0.00	142		0		0	142	D	20.00	28	0	114	0	0	0	0	0
Small Bookcase	22.00	22	0.00	3		0		0	3	D	20.00	1	0	2	0	0	0	0	0
Bookcase	184.00	184	0.00	26		0		0	26	D	20.00	5	0	21	0	0	0	0	0
Bookcase	77.00	77	0.00	11		0		0	11	D	20.00	2	0	9	0	0	0	0	0
Small Bookcase	78.00	78	0.00	11		0		0	11	D	20.00	2	0	9	0	0	0	0	0
Desk Extension	145.00	145	0.00	21		0		0	21	D	20.00	4	0	17	0	0	0	0	0
Desk	80.00	80	0.00	11		0		0	11	D	20.00	2	0	9	0	0	0	0	0
Desk	54.00	54	0.00	7		0		0	7	D	20.00	1	0	6	0	0	0	0	0
Wall Unit	74.00	74	0.00	11		0		0	11	D	20.00	2	0	9	0	0	0	0	0
3 Chairs	265.00	265	0.00	37		0		0	37	D	20.00	7	0	30	0	0	0	0	0
Panasonic Photocopier	1,850.00	1,850	0.00	283		0		0	283	D	20.00	57	0	226	0	0	0	0	0
Filing Cabinet	35.00	35	0.00	5		0		0	5	D	20.00	1	0	4	0	0	0	0	0
Filing Cabinet	75.00	75	0.00	11		0		0	11	D	20.00	2	0	9	0	0	0	0	0
2 Filing Cabinets	316.00	316	0.00	17		0		0	17	D	20.00	3	0	14	0	0	0	0	0

Australian Rail Tram & Bus Industry Union West Australian Branch
Trading as Rail Tram and Bus Union
Depreciation Schedule for the year ended 31 December, 2002

				DISPOSAL		ADDITION		DEPRECIATION				PROFIT			LOSS				
	Total	Priv	OWDV	Date	Consid	Date	Cost	Value	T	Rate	Deprec	Priv	CWDV	Upto	+	Above	Total	-	Priv
Refrigerator	151.00	151	0.00	32	0		0	32	D	25.00	8	0	24	0	0	0	0	0	0
IBM Typewriter	278.00	278	0.00	22	0		0	22	D	25.00	6	0	16	0	0	0	0	0	0
Binding Machine	140.00	140	0.00	11	0		0	11	D	25.00	3	0	8	0	0	0	0	0	0
Guillotine	301.00	301	0.00	24	0		0	24	D	25.00	6	0	18	0	0	0	0	0	0
Sharp Adding Machine	383.00	383	0.00	31	0		0	31	D	25.00	8	0	23	0	0	0	0	0	0
Binding Machine	1,125.00	1,125	0.00	88	0		0	88	D	25.00	22	0	66	0	0	0	0	0	0
Burgmatic Chair	310.00	310	0.00	25	0		0	25	D	25.00	6	0	19	0	0	0	0	0	0
Beige Mobile Table	70.00	70	0.00	10	0		0	10	D	20.00	2	0	8	0	0	0	0	0	0
Epson Printer	514.00	514	0.00	6	0		0	6	D	40.00	2	0	4	0	0	0	0	0	0
Beige Printer Trolley	118.00	118	0.00	17	0		0	17	D	20.00	3	0	14	0	0	0	0	0	0
Beige Storage Unit	159.00	159	0.00	22	0		0	22	D	20.00	4	0	18	0	0	0	0	0	0
Boardroom Bookcase/cupboard	383.00	383	0.00	53	0		0	53	D	20.00	11	0	42	0	0	0	0	0	0
Burgmatic Chair	241.00	241	0.00	34	0		0	34	D	20.00	7	0	27	0	0	0	0	0	0
Olivetti Computer & Software	2,049.00	2,049	0.00	23	0		0	23	D	40.00	9	0	14	0	0	0	0	0	0
Overhead Projector	591.00	591	0.00	46	0		0	46	D	25.00	12	0	34	0	0	0	0	0	0
Overhead Projector Screen	225.00	225	0.00	18	0		0	18	D	25.00	4	0	14	0	0	0	0	0	0
Burgmatic Chair	253.00	253	0.00	35	0		0	35	D	20.00	7	0	28	0	0	0	0	0	0
Power Conditioner	221.00	221	0.00	2	0		0	2	D	40.00	1	0	1	0	0	0	0	0	0
Camera Boardroom	257.00	257	0.00	7	0		0	7	D	40.00	3	0	4	0	0	0	0	0	0
Avtek Modem	335.00	335	0.00	4	0		0	4	D	40.00	2	0	2	0	0	0	0	0	0
Mobile Telephone	1,787.00	1,787	0.00	141	0		0	141	D	25.00	35	0	106	0	0	0	0	0	0
Telecom Pager	395.00	395	0.00	32	0		0	32	D	25.00	8	0	24	0	0	0	0	0	0
Panafax Facsimile Machine	3,427.00	3,427	0.00	271	0		0	271	D	25.00	68	0	203	0	0	0	0	0	0
Work Station	816.00	816	0.00	114	0		0	114	D	20.00	23	0	91	0	0	0	0	0	0
Storage Cabinet	913.00	913	0.00	730	0		0	730	D	2.50	18	0	712	0	0	0	0	0	0
Storage Cabinet	912.00	912	0.00	730	0		0	730	D	2.50	18	0	712	0	0	0	0	0	0
Built In Cupboards	2,750.00	2,750	0.00	2,203	0		0	2,203	D	2.50	55	0	2,148	0	0	0	0	0	0
Sinage Lettering	1,141.00	1,141	0.00	916	0		0	916	D	2.50	23	0	893	0	0	0	0	0	0
2 Mobile Phones & Charger	2,830.00	2,830	0.00	850	0		0	850	D	20.00	170	0	680	0	0	0	0	0	0
Printed Banner	634.00	634	0.00	513	0		0	513	D	2.50	13	0	500	0	0	0	0	0	0
Computer Etable	119.00	119	0.00	96	0		0	96	D	2.50	2	0	94	0	0	0	0	0	0
Promax Computer System	23,364.00	23,364	0.00	7,037	0		0	7,037	D	20.00	1,407	0	5,630	0	0	0	0	0	0
Camera	24.00	24	0.00	2	0		0	2	D	25.00	0	0	2	0	0	0	0	0	0
Paper Trimmer	16.00	16	0.00	2	0		0	2	D	20.00	0	0	2	0	0	0	0	0	0
Urn	99.00	99	0.00	14	0		0	14	D	20.00	3	0	11	0	0	0	0	0	0
Partitioning	1,655.00	1,655	0.00	293	0		0	293	D	20.00	59	0	234	0	0	0	0	0	0
Verticle Blinds	500.00	500	0.00	96	0		0	96	D	20.00	19	0	77	0	0	0	0	0	0
Computer Power Pack	1,050.00	1,050	0.00	20	0		0	20	D	40.00	8	0	12	0	0	0	0	0	0
Filing Cabinet	264.00	264	0.00	48	0		0	48	D	20.00	10	0	38	0	0	0	0	0	0

Australian Rail Tram & Bus Industry Union West Australian Branch
Trading as Rail Tram and Bus Union
Depreciation Schedule for the year ended 31 December, 2002

Total	Priv	OWDV	DISPOSAL		ADDITION		Value	T	DEPRECIATION			CWDV	PROFIT			LOSS		
			Date	Consid	Date	Cost			Rate	Deprec	Priv		Upto	+	Above	Total	-	Priv

RAIL TRAM & BUS UNION WEST AUSTRALIAN BRANCH



MINUTES 29th BRANCH COUNCIL

**HELD
Thursday 10th APRIL
Friday 11th APRIL 2003**



Minutes of the 29th Branch Council held 10th 11th APRIL 2003
Inquiries can be directed to Bob Christison

REPORT No 3 [Branch Secretary]

Financial Report

Please find attached the Financial Statements [*Appendix No 4*] for the year ended 31st December 2002.

The financial statements are accompanied by the Auditors report and further:-

- There is an obligation as Secretary to have the financial statement available at the office for scrutiny by members and if they desire they can make an appointment.
- There is an obligation as the Secretary to have the financial statement presented to members of the ARTBIU and that obligation will be per the medium of the minutes of the Branch Council, those minutes including the Financial Statement are to be drawn to the members attention at each Sub Branch meeting prior to the next Branch Council.

Otley/Doust
Report received

Carried

Normington/Doust

The Branch Council accepts the Financial Statement for the year ending 31st December 2002 to reflect a true account of the income expenditure for the financial year and instruct the Branch Secretary and Branch President to sign such statements.

The Branch Council instructs the Branch Secretary to attach the financial statements to the minutes of the Branch Council and those Minutes and the financial statements be presented to members by Sub Branch secretaries at their next sub Branch meeting and in time to be brought back to the next Branch Council meeting to allow the Branch Secretary to have the financial documents lodged with the Industrial Registry within the prescribed time frame.

Carried

REPORT No 4 [Branch Secretary]

ARG/ARTBIU AWARD [DECISION-ORDER]


We are approaching the final stages of the Australian Industrial Relations Commission handing down the Australian Railroad Group Pty Ltd Interim Award 2003. [*Copy attached and reference Appendix No 5*]

The copy is referred to as Draft No 10 and is an update of negotiation, arbitration, and some agreed positions by correspondence and other changes brought about by Award simplification.

- 5 - Concerned about your future, job security, workers compensation, industrial representation, the list goes on.**

You need a Union give Carol a call on 92256722 fax 92256733

RAIL TRAM & BUS UNION WEST AUSTRALIAN BRANCH



**MINUTES
30th
BRANCH COUNCIL**

**HELD
Thursday 17th JULY
Friday 18th JULY 2003**



Minutes of the 30th Branch Council held 17th, 18th JULY 2003
Inquiries can be directed to Bob Christison

FINANCIAL STATEMENT ENDING 31st December 2002.

At the Branch Council meeting held in April it was accepted the financial Statement presented was a true reflection of the income expenditure for the financial year ending 31/12/2002 and the Branch President and Branch Secretary were instructed to sign such statements.

The Branch Secretary was also instructed to attach the statements to the minutes of the Branch Council and those minutes and the financial statement be presented to members by Sub-Branch Secretaries at their next Sub Branch meeting and in time to be brought back to the next Branch Council meeting to allow the Branch Secretary to have the financial documents lodged with the Industrial Registry within the prescribed time frame. Additionally the WA Branch Finance Report was placed in the winter edition of the Rail Tram and Bus Worker and posted to each work group and work location where our members can be found. [900 copies were forwarded]

Christison/Otley

The Branch Council taking note of the requirements of the Workplace Relations Act, 1996 and a follow up to the resolution arising out of Report No 3 of the Branch Council meeting held 10/11 April 2003, directs the Branch Secretary to lodge the Financial Documents with the Industrial Registry.

Carried

The Chairman called on the Branch Secretary to present Reports.

REPORT No 1 [Branch Secretary]

APPOINTMENT OF NATIONAL ORGANISER – PERTH [Glenn Ferguson]

At the National Executive meeting held in Sydney [April 29th May 1st] it was resolved to appoint a National Organiser to Perth with a review at the end of two years from the date of initial appointment.

There were in excess of 20 applications, it was a high-class field with applicants from as far afield as Canada and New Zealand.

The applicants were short listed [5 from WA, 1 from Queensland and 2 from Victoria] by a selection panel comprising the National President and Secretary and the Secretary of the SA and WA Branches.

The National Secretary and the WA Branch Secretary interviewed the five short listed in WA and the final three were interviewed in Sydney by the National President and Secretary and the WA Branch Secretary.

It was an exhaustive process, the successful applicant Glenn Ferguson is here today and was offered the job on the 18th June with a commencement day of the 14th July 2003 with a probationary period of 6 months by mutual agreement.

Concerned about your future, job security, workers compensation, industrial - 3 - representation, the list goes on.

You need a Union give Carol a call on 92256722 fax 92256733



AUSTRALIAN INDUSTRIAL REGISTRY

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

Mr R Christison
Branch Secretary
ARTBIU
West Australian Branch
2/10 Nash Street
PERTH WA 6000

Dear Mr Christison

Re: Lodgement of Financial Statements and Accounts for the ARTBIU West Australian Branch for the year ending 31 December 2002 (FR2002/856)

Receipt is acknowledged of the abovementioned financial statements and accounts which were lodged in the Registry on 18 August 2003.

The documents have been filed, however I would like to draw your attention to the following matters for your future reference:

Salaries

The figure for this item in the Income and Expenditure Statement makes no distinction between any salaries paid to office-holders and any salaries paid to employees, as required by subregulations 107(xiv) and (xv) of the Workplace Relations Regulations. Please ensure that the salaries for officeholders and employees are listed as separate items in future statements.

Notice under Section 274(4)

Please see Attachment A to this letter. This notice must be included in future financial returns to comply with section 274(4) of the *Workplace Relations Act 1996*. The notice may be incorporated anywhere into the financial documents or summary which is then supplied to the members.

Please you have any queries regarding this letter please contact me on 02 8374 6618.

Yours sincerely,

Belinda Penna
for Deputy Industrial Registrar

22 August 2003

ATTACHMENT 'A'

SECTION 274 NOTICE

Subsections 274 (1), (2) and (3) of the *Workplace Relations Act 1996* provide that:

- (1) A member of an organisation, or a Registrar, may apply to the organisation for specified prescribed information in relation to the organisation.
- (2) An organisation shall, on application made under subsection (1) by a member of the organisation or a Registrar, make the specified information available to the member or Registrar in such manner, and within such time, as is prescribed.
- (3) 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.