



**Australian Government**

**Australian Industrial Registry**

Level 8, Terrace Towers  
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Mr P Woodcock  
Branch Secretary, West Australian Branch  
Australian Rail, Tram and Bus Industry Union  
2/10 Nash Street  
PERTH WA 6000

Dear Mr Woodcock

**Re: Lodgement of Financial Return – Australian Rail, Tram and Bus Industry Union,  
West Australian Branch – for year ending 31 December 2007 (FR2007/591)**

Thank you for lodging the abovementioned financial statements which were received in the Registry on 7 August 2008.

The legislative requirements in respect of the above financial report having been met, the documents have been filed.

Yours sincerely,

A handwritten signature in black ink that reads 'David Vall'.

Statutory Services Branch

12 August 2008



# 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

7<sup>th</sup> August 2008

Registrar  
Australian Industrial Registry  
Level 8 Terrace Towers  
80 William Street  
EAST SYDNEY NSW 2011



Certificate of Secretary or other Authorised Officer  
S268 of Schedule 1B Workplace Relations Act 1996

I Philip Woodcock, being the Branch Secretary of the Australian Rail Tram and Bus Industry Union West Australian Branch, certify:

- ❖ That the documents lodged herewith are copies of the full report referred to in s266 of the RAO Schedule; and
- ❖ That the full report was provided to members on 27<sup>th</sup> June 2008 and
- ❖ That the full report was presented to the last of a series of general meetings of the members of the reporting unit on 6<sup>th</sup> August 2008; in accordance with section 266 of the RAO Schedule

Signature: \_\_\_\_\_

Philip Woodcock  
Branch Secretary ARTBIU WA

Date: 7<sup>th</sup> day of August 2008

**AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION  
WEST AUSTRALIAN BRANCH**

**ANNUAL REPORT**

**FOR THE YEAR ENDED  
31 DECEMBER 2007**

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION  
WEST AUSTRALIAN BRANCH

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**AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION  
WEST AUSTRALIAN BRANCH**

**OPERATING REPORT**

This operating report covers the activities of the Australian Rail, Tram and Bus Industry Union West Australian Branch for the financial year ended 31 December 2007, the results of those activities and any significant changes in the nature of those activities during the year.

**1. Principal Activities of the Branch Council**

The principal activities of the association during the financial year was as a transport union.

**2. Significant Changes**

No significant change in the nature of these activities occurred during the year.

**3. Right of Members to Resign**

All members of the Union have the right to resign from the union in accordance with Rule 14 of the Union Rules (and Section 174 of the Workplace Relations Act); namely by providing notice addressed and delivered to the Secretary of the Branch, including via email.

**4. Directorship of Superannuation Funds**

To the best of our knowledge and belief, no Officer of the organisation, by virtue of their office of the Rail, Tram and Bus Industry Union West Australian Branch is:

- a. a trustee of a superannuation entity or exempt public sector superannuation scheme; or
- b. a director of a company that is the trustee of a superannuation entity or an exempt public sector superannuation scheme; and
- c. where a criterion for the officer being the trustee or director is that the officer is an officer of a registered organisation.

**5. Membership of the Union**

The number of members of the union as at 31 December 2007 was 1,276 (2006: 1,123).

**6. Employees of the Branch**

As at the 31 December 2007, the Branch employed one full time Elected Official and two full time employees.

**7. Branch Council**

The following persons were members of the Branch Council during the year ended 31 December 2007:

<b>Name</b>	<b>Position</b>	<b>Period of Appointment</b>
Phillip Woodcock	Branch Secretary	01/01/07 to 31/12/07
Michael Chance	Branch President	01/01/07 to 31/12/07
Joe Silvio	Branch Vice President	01/01/07 to 31/12/07
Barry Normington	Sub Branch Secretary Bunbury	01/01/07 to 31/12/07
Graham Fahey	Sub Branch Secretary Esperance	01/01/07 to 31/12/07
Brian Curran	Sub Branch Secretary Forrestfield	01/01/07 to 31/12/07
Terry Doust	Sub Branch Secretary Geraldton	01/01/07 to 30/11/07
Noel Coad	Sub Branch Secretary Kalgoorlie	01/01/07 to 31/12/07
John Miller	Sub Branch Secretary Kwinana	01/01/07 to 31/12/07
Trevor Bird	Sub Branch Secretary Merredin	01/01/07 to 31/12/07
Spasoje(Ned) Nedeljkovic	Sub Branch Secretary Metropolitan	01/01/07 to 31/12/07
Wayne Abel	Sub Branch Secretary Northam	01/01/07 to 31/12/07
Jarrad Dekuyer	Sub Branch Secretary Perth	01/01/07 to 31/12/07
John Gillmore	Sub Branch Secretary Wagin	01/01/07 to 31/12/07

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION  
WEST AUSTRALIAN BRANCH

8. **Operating Result**

The profit for the year ended 31 December 2007 was \$69,959 (2006: \$70,010).

Signed in accordance with a resolution of the Branch Council.



WA Branch Secretary



WA Branch President

Date: 27/06/2008

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION  
WEST AUSTRALIAN BRANCH

ACCOUNTING OFFICER'S STATEMENT  
WORKPLACE RELATIONS ACT 1996

I, Philip Woodcock, being the officer responsible for keeping the accounting records of the Australian Rail, Tram and Bus Industry Union West Australian Branch, certify that as at 31 December 2007 the number of the financial members of the organisation was 1,276 (2006: 1,123).

In my opinion:

1. The attached accounts present fairly the financial affairs of the organisation as at 31 December 2007 and the result of operations for the year then ended;
2. A register of members has, during the immediately preceding calendar year, been kept and maintained as required by section 230(1)(a) and section 230(2) of the Workplace Relations Act 1996; and
3. A copy of the records required to be kept under sections 230(1)(b), (c) and (d) of the Workplaces Relations Act 1996, have been provided to the Industrial Registry as required by section 233 of the Workplace Relations Act 1996.



WA Branch Secretary

Date: 27/06/2008

**AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION  
WEST AUSTRALIAN BRANCH**

**BRANCH COMMITTEE OF MANAGEMENT STATEMENT  
WORKPLACE RELATIONS ACT 1996**

We, Philip Woodcock and Michael Chance, being two members of the Branch Committee of Management of the Australian Rail, Tram and Bus Industry Union West Australian Branch, do state on behalf of the Branch Committee of Management and in accordance with a resolution passed by the Branch Committee of Management, that:

1. The accompanying financial statements and notes comply with the Australian Accounting Standards;
2. The financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
3. The financial statements and notes present fairly the financial performance, financial position and cash flows of the Branch for the financial year to which they relate;
4. There are reasonable grounds to believe that the Branch will be able to pay its debts as and when they become due and payable; and
5. During the financial year to which the general purpose financial report relates and since the end of that year:
  - a. Meetings of the committee of management were held in accordance with the rules of the organisation including the rules of the Branch concerned; and
  - b. The financial affairs of the Branch have been managed in accordance with the rules of the organisation including the rules of the Branch concerned; and
  - c. The financial records of the Branch have been kept and maintained in accordance with Schedule 1B of the Workplace Relations Act 1996 (The RAO Schedule) and Workplace Relations Regulation 2003 (The RAO Regulations); and
  - d. The information sought in any respect of a member of the Branch or a registrar duly made under section 272 of the RAO Schedule has been furnished to the member or registrar; and
  - e. There has been compliance with any order for inspections of financial records made by the commission under section 273 of the RAO Schedule.



WA Branch Secretary



WA Branch President

Date: 27/06/2008



AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION  
WEST AUSTRALIAN BRANCH

INCOME STATEMENT  
FOR YEAR ENDED 31 DECEMBER 2007

	Note	2007 \$	2006 \$
Revenue	3	632,288	582,304
Branch council meeting expenses		(27,791)	(19,995)
Capitation fee expense	4	(70,718)	(51,412)
Depreciation and amortisation expense	4	(8,914)	(4,510)
Employee expenses		(276,546)	(238,311)
Property expenses		(49,850)	(75,283)
Operating lease expenses		(7,050)	(7,677)
Other expenses		(121,460)	(115,523)
Profit for the year		<u>69,959</u>	<u>70,010</u>

The accompanying notes form part of these financial statements

**AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION  
WEST AUSTRALIAN BRANCH**

**BALANCE SHEET  
AS AT 31 DECEMBER 2007**

	Note	2007 \$	2006 \$
<b>Current assets</b>			
Cash and cash equivalents	5	387,987	331,821
Trade receivables	6	17,334	3,124
Other receivables	7	15,004	5,536
<b>Total current assets</b>		<u>420,325</u>	<u>340,481</u>
<b>Non-current assets</b>			
Other financial assets		2	2
Plant and equipment	8	40,048	17,120
<b>Total non-current assets</b>		<u>40,050</u>	<u>17,122</u>
<b>Total assets</b>		<u>460,375</u>	<u>357,603</u>
<b>Current liabilities</b>			
Payables	9	57,206	83,986
Provisions	10	67,464	87,702
<b>Total current liabilities</b>		<u>124,670</u>	<u>171,688</u>
<b>Non-current liabilities</b>			
Provisions	10	-	5,750
<b>Total non-current liabilities</b>		<u>-</u>	<u>5,750</u>
<b>Total liabilities</b>		<u>124,670</u>	<u>177,438</u>
<b>Net assets</b>		<u>335,705</u>	<u>180,165</u>
<b>Accumulated funds</b>			
Opening accumulated funds		180,165	110,155
Adjustment to opening retained earnings		85,581	-
Net profit for the year		69,959	70,010
<b>Total accumulated funds</b>		<u>335,705</u>	<u>180,165</u>

The accompanying notes form part of these financial statements

AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION  
WEST AUSTRALIAN BRANCH

STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 31 DECEMBER 2007

	2007	2006
	\$	\$
Opening balance equity	180,165	110,155
Adjustment to opening retained earnings	85,581	-
Profit for the year attributable to the Australian Rail, Tram and Bus Industry Union	<u>69,959</u>	<u>70,010</u>
Closing balance equity	<u>335,705</u>	<u>180,165</u>

The accompanying notes form part of these financial statements

**AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION  
WEST AUSTRALIAN BRANCH**

**CASH FLOW STATEMENT  
FOR YEAR ENDED 31 DECEMBER 2007**

	<b>2007</b>	<b>2006</b>
	<b>\$</b>	<b>\$</b>
<b>Cash flows from operating activities</b>		
Receipts from members and other	613,978	586,539
Payments to suppliers and employees	(620,997)	(509,688)
Interest received	11,787	8,197
Adjustment to opening retained earnings	85,581	-
	<u>90,349</u>	<u>85,048</u>
<b>Net cash provided by/(used in) operating activities</b>		
<b>Cash flows from investing activities</b>		
Payments for plant and equipment	-	(3,003)
Payments for motor vehicle	(36,683)	-
Proceeds from sale of motor vehicle	2,500	-
	<u>(34,183)</u>	<u>(3,003)</u>
<b>Net cash flows used in investing activities</b>		
<b>Net increase in cash held</b>	56,166	82,045
<b>Cash at the beginning of the financial year</b>	<u>331,821</u>	<u>249,776</u>
<b>Cash at the end of the financial year</b>	<u>387,987</u>	<u>331,821</u>

The accompanying notes form part of these financial statements

**AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION  
WEST AUSTRALIAN BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2007**

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

The principal accounting policies adopted in the preparation of the financial report are set out below. These policies have been consistently applied to all the years presented.

This financial report is a general purpose financial report that has been prepared in accordance with the Australian equivalents to International Financial Reporting Standards (AIFRS) and other mandatory professional reporting requirements and in accordance with the Industrial Relations Act 1979.

The financial report covers Australian Rail, Tram and Bus Industry West Australian Branch as an individual entity. The organisation is a registered state union domiciled in Australia.

**Compliance with IFRSs**

Australian Accounting Standards include Australian equivalents to International Financial Reporting Standards. Compliance with AIFRSs ensures that the financial statements and notes of Australian Workers Union – WA Branch comply with International Financial Reporting Standards (IFRSs).

**Historical Cost Convention**

The financial report has been prepared in an accruals basis and is based on historical costs and does not take into account changing money valuations. Cost is based on the fair values of the consideration given in exchange for assets.

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

**a. Members dues and subscriptions**

Members dues and subscriptions are accounted for on an accruals basis.

**b. Revenue recognition**

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

Rental income is recognised on an accrual basis.

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

**c. Income tax**

No provision for income tax is necessary as "Trade Unions" are exempt from income tax under section 50-15 of the Income Tax Assessment Act 1997.

**d. Cash and cash equivalents**

For the purposes of the statement of cash flows, the organisation considers cash to include cash on hand, at banks or financial institutions and on deposit, net of any outstanding overdrafts.

**e. Property, plant and equipment**

Each class of property, plant and equipment is carried at cost, where applicable, any accumulated depreciation.

**Plant and equipment**

Plant and equipment are measured on the cost basis.

The carrying amount of plant and equipment is reviewed annually by the organisation to ensure it is not in excess of the recoverable amount of those assets. The recoverable amount is assessed on the basis of the expected net cash flows which 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 amount.

**AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION  
WEST AUSTRALIAN BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2007**

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

**Depreciation**

The depreciation amount of all fixed assets is calculated using the straight line basis over the estimated useful lives of the assets to the organisation commencing from the time the asset is ready for use.

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

<b>Class of assets</b>	<b>Depreciation rate</b>
Plant and equipment	15-40%

**f. Employment entitlements**

A provision is made for the organisation's liability for employee entitlements arising from services rendered by employees to balance date. Employee entitlements expected to be settled within one year together with entitlements arising from wages and salaries and annual leave which will be settled after one year have been measured at their nominal amount. Other employee entitlements payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those entitlements.

Contributions are made by the organisation to an employee superannuation fund and are charged as expense when incurred.

**g. Trade and other payables**

These amounts represent liabilities for goods and services provided to the organisation prior to the end of the financial year and which are unpaid. These amounts are unsecured and are usually paid within 30 days of recognition.

**h. Trade and other receivables**

All trade and sundry debtors are recognised as the amounts receivable, as they are due for settlement no more than 30 days. Collectability of debtors is reviewed on an ongoing basis. Debts, which are known to be uncollectible are written off.

**i. Interest rate risk**

The organisation's exposure to interest rate risk, which is the risk that financial instruments value will fluctuate as a result of changes in market interest rates, is considered negligible.

**j. Credit risk**

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

**k. Net fair values**

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

**l. Comparative figures**

Where required, comparative figures have been adjusted to conform to changes in presentation for the current year.

**AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION  
WEST AUSTRALIAN BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2007**

**NOTE 2: INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR**

In accordance with the requirements of sections 272(5) of the Workplace Relations Act 1996, the attention of members is drawn to the provisions of sections 272(1) to section 272(2) of the Act, which reads as follows:

1. A member of the branch, or a registrar, may apply to the branch for specified prescribed information in relation to the branch to be made available to the person making the application.
2. The application must be in writing and must specify the periods 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 branch.
3. The branch must comply with an application made under subsection (1).

	2007 \$	2006 \$
<b>NOTE 3: REVENUE</b>		
<b>Continuing operations</b>		
Contribution revenue	457,322	378,355
Rents	137,025	162,713
Other operating revenue		
- Other income	2,166	9,616
- Journey cover recoupment	26,126	23,424
Total revenue from continuing operations	622,639	574,107
<b>Non-continuing operations</b>		
Interest received	11,788	8,197
Loss from sale of assets	(2,139)	-
	9,649	8,197
Total revenue	632,288	582,304

**NOTE 4: PROFIT FROM CONTINUING OPERATIONS**

Profit from continuing operations has been determined after the following expenses:

Affiliation fees		
- Australian Council of Trade Unions	4,247	1,896
- Australian Labour Party	1,695	1,995
- ARTBIU National Office Capitation Fees	70,718	51,412
- Trades & Labour Council	3,826	3,670
Depreciation of property, plant & equipment	8,914	4,510
Employee benefits to employees (other than holders of office)	151,604	118,858
Employee benefits to holders of office	124,942	119,452
Remuneration of auditor	8,480	7,985

**NOTE 5: CASH AND CASH EQUIVALENTS**

Cash at bank	387,987	331,771
Cash on hand	-	50
	387,987	331,821

**NOTE 6: TRADE RECEIVABLES**

Trade debtors	17,334	3,124
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**NOTE 7: OTHER RECEIVABLES**

Prepayments	15,004	5,536
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**AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION  
WEST AUSTRALIAN BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2007**

	2007 \$	2006 \$
<b>NOTE 8: PLANT AND EQUIPMENT</b>		
Motor vehicles – at cost	69,683	66,000
Less: accumulated depreciation	<u>(35,964)</u>	<u>(56,317)</u>
	<u>33,719</u>	<u>9,683</u>
Plant and equipment – at cost	52,521	52,521
Less: accumulated depreciation	<u>(46,192)</u>	<u>(45,083)</u>
	<u>6,329</u>	<u>7,437</u>
Total property, plant and equipment	<u>40,048</u>	<u>17,120</u>

**a) Property**

Land and Buildings are owned by the state registered Union; the Australian Rail, Tram & Bus Industry.

**b) Movement in carrying amounts**

	Motor Vehicle	Plant and Equipment	Total
Balance at the beginning of the year	4,841	7,438	12,279
Additions	36,683	-	36,683
Disposals	-	-	-
Depreciation expense	(7,805)	(1,109)	(8,914)
Adjustments	-	-	-
Carrying amount at the end of the year	<u>33,719</u>	<u>6,329</u>	<u>40,048</u>

	2007 \$	2006 \$
<b>NOTE 9: PAYABLES</b>		
Sundry creditors	13,527	39,744
GST liability	9,879	9,442
Death benefits – retired members	<u>33,800</u>	<u>34,800</u>
	<u>57,206</u>	<u>83,986</u>

**NOTE 10: PROVISIONS**

**Current**

Employee entitlements – annual leave	34,931	24,975
Employee entitlements – long service leave	<u>32,533</u>	<u>62,727</u>
	<u>67,464</u>	<u>87,702</u>

**Non-current**

Employee entitlements – long service leave	<u>-</u>	<u>5,750</u>
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Number of employees at year end	3	3
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**AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION  
WEST AUSTRALIAN BRANCH**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2007**

	2007	2006
	\$	\$
<b>NOTE 11: CASHFLOW INFORMATION</b>		
a) Reconciliation of cash		
Cash at the end of the financial year as shown in the cash flow statement is reconciled to the related items in the balance sheet as follows:		
Cash at bank	176,307	136,220
Cash on hand	-	50
Term deposits and savings investment accounts	211,680	195,550
	<u>387,987</u>	<u>331,821</u>

b) Reconciliation of cash flows from operating activities to profit/(loss):

Operating profit	69,959	70,010
Depreciation	9,117	4,510
Loss on sale of motor vehicles	2,139	-
Change in assets and liabilities		
(Increase)/decrease in receivables	807	12,431
(Increase)/decrease in prepayments	(9,468)	1,633
Increase/(decrease) in creditors and accruals	(41,798)	225
Increase/(decrease) in provisions	(25,988)	(3,761)
Adjustment to operating retained earnings	85,581	-
Net cash provided by operating activities	<u>90,349</u>	<u>85,048</u>

**NOTE 12: CAPITAL AND LEASING COMMITMENTS**

Operating lease expenditure contracted for at balance date that is not cancellable and is not provided for the accounts:

Payable		
No later than one year	6,046	6,046
Later than one year but not later than two years	4,534	10,580
	<u>10,580</u>	<u>16,626</u>

**NOTE 13: REMUNERATION AND RETIREMENT BENEFITS**

Remuneration of officers

Remuneration received or receivable by all officers of the committee of management	136,604
From the organisation or any related party in connection with the management of the organisation	-

**NOTE 14: RELATED PARTY DISCLOSURE**

Transactions with divisional office

During the year the branch paid 14.5% (2006: 12.5%) of gross member contributions received to National Office.	83,880
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Amount owed to Divisional Office at year end.	5,783
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**NOTE 15: SUBSEQUENT EVENTS**

At the date of the Statement by the Committee, no matter or circumstances not otherwise dealt with in the financial statements has significantly or may significantly affect the operations of the Branch, the results of those operations or the state of affairs of the Branch in subsequent financial years.

**NOTE 16: SEGMENT INFORMATION**

The Branch provides union membership services throughout the region of Western Australia to all of its members.

**NOTE 17: GEOGRAPHICAL LOCATION**

The Union operates from 2/10 Nash Street, Perth in the State of Western Australia.

**AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION  
WEST AUSTRALIAN BRANCH**

**DETAILED PROFIT AND LOSS STATEMENT  
FOR THE YEAR ENDED 31 DECEMBER 2007**

	2007 \$	2006 \$
<b>Income</b>		
Union dues – Rail division	201,611	170,896
Union dues – Locomotive division	254,190	206,060
Union dues – Bus division	1,520	1,398
Interest received	11,788	8,197
Other income	2,166	9,616
Loss on sale of assets	(2,138)	-
Journey cover recoupment	26,126	23,424
Rents received	137,025	162,713
<b>Total income</b>	<u>632,288</u>	<u>582,304</u>
<b>Expenditure</b>		
Accountancy & audit fees	8,480	7,985
Australian Council of Trade Unions	4,247	1,896
Australian Labour Party	2,424	2,040
Bank charges	3,030	2,808
Burgess Rawson management fees/expenses	40,023	58,699
Capital expenses	735	-
Cleaning/rubbish removal	4,254	3,601
Computer expenses	1,439	1,837
Death benefit fund	1,000	200
Death benefit – mortality	3,000	1,500
Depreciation	8,914	4,510
Education expenses	3,974	4,173
Electricity	2,723	2,795
Fringe benefits tax	1,738	3,696
General insurance	16,593	25,526
Legal & industrial expense	1,001	546
Levies	6,733	6,400
Branch expense	27,791	19,995
Motor vehicle expense	11,388	10,182
PAYG	12,355	-
Petty cash	921	1,130
Postage and delivery	2,319	1,895
Printing and stationery	2,909	8,849
ARTBIU National Office	76,053	68,605
Rates taxes & levies	3,620	8,689
Repairs and maintenance	330	792
RTBU merchandise	206	1,786
Salaries – officers	136,604	102,500
Salaries – appointed staff	107,039	108,356
Security	707	707
Staff amenities	304	256
Subscriptions	1,998	1,867
Sundry expenses	3,704	1,931
Superannuation	32,903	27,455
Telephone facsimile and modem	11,332	11,685
Trades & labour council	4,008	3,670
Training expenses	-	1,836
Decrease death benefit provision	(1,000)	(200)
Increase employee entitlements	16,530	8,496
<b>Total expenses</b>	<u>562,329</u>	<u>512,294</u>
<b>Net profit</b>	<u>69,959</u>	<u>70,010</u>

**AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION  
WEST AUSTRALIAN BRANCH**

**INDEPENDENT AUDITOR'S REPORT  
TO THE MEMBERS OF AUSTRALIAN RAIL, TRAM & BUS INDUSTRY UNION  
WEST AUSTRALIAN BRANCH**

**Report on the Financial Report**

We have audited the accompanying financial report being a special purpose financial report of Australian Rail, Tram and Bus Industry Union, West Australian Branch (the Organisation) which comprises the income statement, balance sheet, statement of changes in equity and statement of cash flows for the year ended 31 December 2007, a summary of significant accounting policies and other explanatory notes and the statement by the Executive Committee.

**Executive Committee's Responsibility for the Financial Report**

The Executive Committee of Australian Rail, Tram and Bus Industry Union, West Australian Branch is responsible for the preparation and fair presentation of the financial report and has determined that the accounting policies described in Note 1 to the financial statements are appropriate to meet the needs of the members. The Executive Committee's responsibility also includes establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

**Auditor's Responsibility**

Our responsibility is to express an opinion on the financial report based on our audit. No opinion is expressed as to whether the accounting policies used, as described in Note 1 are appropriate to meet the needs of the members. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Executive Committee, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Independence**

In conducting our audit, we have complied with the independence requirements of Australian professional ethical pronouncements.

**Auditor's Opinion**

In our opinion the financial report presents fairly, in all material respects the financial position of Australian Rail, Tram and Bus Industry Union, West Australian Branch as at 31 December 2007 and of its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements.

MACK & CO  
Mack & Co  
Chartered Accountants  
2nd Floor, 35 Havelock Street  
West Perth WA 6005

N A Calder  
N A Calder, Partner

JUNE 27 2008  
Date



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

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

**Ref: FR2007/591-[139V-WA1]**

Mr Robert J Christison  
The Secretary  
Australian Rail, Tram and Bus Industry Union -  
West Australian Branch  
2/10 Nash St  
PERTH WA 6000

Dear Mr Christison

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

The Accounts and Audit Part of Schedule 1 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, 2007.

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

- the general purpose financial report (which includes the Committee of Management Statement);
- the auditor's report; and
- 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 **16 July, 2008.**

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.

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In the absence of lodgement of a copy of the full report, I request you state in writing by **12 August, 2008:**

- whether a Committee of Management Statement and an Operating Report have been prepared;
- 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 full report has been provided to members, and if so, when;

<sup>1</sup> Schedule 1 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 Designated Officer's Certificate certifying 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.

You can access the Commission's website where a new site has been created dealing with:

- RAO Fact sheets - These Fact Sheets explain the requirements of the RAO Schedule - many of them deal with financial reporting matters.
- Financial Reporting Sample Documents - Sample Committee of Management's Statement, Designated Officer's Certificate and checklists for illustrative purposes.
- Registrar's Reporting Guidelines - The GPFR 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 Schedule and RAO Regulations

These documents can be accessed at: <http://www.airc.gov.au/registered/FR/information.htm>.

The Registry strongly encourages your organisation to lodge documents electronically by either:

- Sending an email with the documents attached to: [orgs@air.gov.au](mailto:orgs@air.gov.au)
- Sending the documents by fax to: (03) 9655 0410

If you wish to discuss this letter, please contact me on (02) 8374 6507. In reply please quote: **FR2007/591**.

Yours sincerely



Steve Teece

E-mail: [steve.teece@air.gov.au](mailto:steve.teece@air.gov.au)

24 July 2008



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

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

**Ref: FR2007/591-[139V-WA1]**

Mr Robert J Christison  
The Secretary  
Australian Rail, Tram and Bus Industry Union-West  
Australian Branch  
2/10 Nash St  
PERTH WA 6000

Dear Mr Christison

**Financial Return - year ending 31 December, 2007**

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...  
21 January 2008



**Documents Checklist**

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

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

No	Document	✓
<b>1</b>	<b>General Purpose Financial Report</b>	
	Does the report contain a Profit and Loss Statement?	
	Does the report contain a Balance Sheet?	
	Does the report contain a Statement of Cash Flows?	
	Does the report contain notes to the financial statements as required by AAS and the reporting guidelines?	
	Does the report contain all other information required by the reporting guidelines?	
<b>2</b>	<b>Committee of Management Statement</b>	
	Is the statement signed by the officer responsible for undertaking functions necessary to enable the reporting unit to comply with RAO?	
	Is the statement dated?	
	Is the statement in accordance with a resolution of the committee?	
	Does the statement specify the date of the resolution?	
	Does the statement contain declarations required by the reporting guidelines?	
	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*