



FAIR WORK  
AUSTRALIA

17 September 2012

Mr Philip Woodcock  
Secretary, West Australian Branch  
ARTBIU  
2/10 Nash Street  
PERTH WA 6000



Dear Mr Woodcock

**Re: Lodgment of Financial Accounts and Statements – Australian Rail, Tram and Bus  
Industry Union, West Australian Branch – for year ending 31 December 2011  
(FR2011/2923)**

I refer to the above statements and accounts which were received by Fair Work Australia on 25 July 2012, and to the corrected Committee of Management Statement lodged today, 17 September 2012.

I note that the Certificate of Secretary signed by the President on 25 July 2012 certifies that “the full report was presented to a general meeting as a series of meetings.....” but did not indicate the date of such general meetings. Subsection 265(5) of the *Fair Work (Registered Organisations) Act 2009* requires that where a report is presented to a general meeting (or series of general meetings) members must be provided copies at least 21 days prior to such meeting(s) and it is not clear from the face of the Secretary’s certificate that this period was complied with.

However I note that on 10 May 2012, the Branch sought an extension of time from 1 July 2012 “to present documents to the members”. It therefore appears that the period has been complied with. I would ask however that future Secretary’s Certificates indicate clearly the date on which the reports are presented to the meetings under section 266.

The documents have been filed. There is no further information required in respect of this return.

Yours sincerely,

Stephen Kellett

Senior Adviser, Regulatory Compliance Branch

## KELLETT, Stephen

---

**From:** Carol Fiorentino [carolf@rtbuwa.asn.au]  
**Sent:** Monday, 17 September 2012 1:02 PM  
**To:** KELLETT, Stephen  
**Subject:** Fw: Committee Management Statement  
**Attachments:** 0533\_001.pdf

Stephen

Please find attached revised Branch Committee of Management Statement as discussed.


Kind regards


*Carol Fiorentino*

Office Manager

Rail Tram & Bus Union WA Branch

 2/10 Nash Street Perth WA 6000

 08 9225 6722

 08 9225 6733

[carolf@rtbuwa.asn.au](mailto:carolf@rtbuwa.asn.au)

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender. This footnote also confirms that this email message has been swept for the presence of computer viruses.

-----Original Message-----

**From:** [canon@rtbuwa.asn.au](mailto:canon@rtbuwa.asn.au)  
**Date:** 17/09/2012 10:57:59 AM  
**To:** [Carol Fiorentino](#)  
**Subject:** Committee Management Statement




**FREE Animations for your email** [Click Here!](#)

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

**BRANCH COMMITTEE OF MANAGEMENT STATEMENT  
FAIR WORK (REGISTERED ORGANISATION) ACT 2009**

We, Philip Woodcock and John Miller, 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 on 8<sup>th</sup> June 2012 by the Branch Committee of Management, that:

1. The accompanying general purpose 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 union 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 union 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 Fair Work (Registered Organisation) Act 2009 (The Act) and Fair Work (Registered Organisation) Act 2009 (The 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 Act 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 Act.



WA Branch Secretary

Date: 8.6.2012.



WA Branch President



**From:** Carol Fiorentino [mailto:carolf@rtbuwa.asn.au]  
**Sent:** Tuesday, 4 September 2012 12:47 PM  
**To:** KELLETT, Stephen  
**Subject:** Re: Attention Mr Philip Woodcock - re Financial Statements (Federal Branch) 2011

Stephen

A corrected Committee statement, deleting the reference to Michael Chance (clerical error), and the insertion of the date of passage of the resolution has been done.

Unfortunately John Miller, Branch President, is on annual leave until 9th September and therefore unable to sign the document until his return to work.

As soon as the President has signed the corrected statement, I will email directly to you.

Please let me know if there is a problem with this.

*Carol Fiorentino*

Office Manager

For

Philip Woodcock

Branch Secretary

Rail Tram & Bus Union WA Branch



2/10 Nash Street Perth WA 6000



08 9225 6722



08 9225 6733

[carolf@rtbuwa.asn.au](mailto:carolf@rtbuwa.asn.au)

**KELLETT, Stephen**

---

**From:** KELLETT, Stephen  
**Sent:** Tuesday, 4 September 2012 12:01 PM  
**To:** 'general@rtbuwa.asn.au'  
**Subject:** Attention Mr Philip Woodcock - re Financial Statements (Federal Branch) 2011  
**Attachments:** FR2011 2923 COM Statement.pdf

Dear Mr Woodcock,

I attach the Committee of Management Statement included in the Federal Branch's 2011 financial report and statements recently lodged with Fair Work Australia.

I draw your attention to the reference to Michael Chance in the opening sentence. The document was signed by yourself and Mr John Miller so this reference appears to be a clerical or copying error.

As the financial statements will appear on the FWA website, I would like to give you the opportunity of lodging a corrected Committee statement that replaces the reference to Mr Chance with a reference to Mr Miller.

I will also take this opportunity to draw your attention to paragraph 26(b) of the General Manager's (formerly Industrial Registrar's) Reporting Guidelines which states:

*"The committee of management statement must.....specify the date of passage of the resolution"*

Though I presume that the date of the passing of the resolution was on the 8 June 2012, the date the original Statement was signed, I suggest that because a corrected Committee of Management Statement will be signed anew, it should include a reference in the opening sentence to the date the resolution was passed.

Please don't hesitate to contact me on (02) 6723 7097 if you need to clarify any aspect of the above.

Yours sincerely

**STEPHEN KELLETT**  
Senior Adviser,

Organisations, Research and Advice Branch

**Fair Work Australia**

Tel: (02) 6723 7237

Mob: 0429 462 979

Fax: +61 2 9380 6990  
[stephen.kellett@fwa.gov.au](mailto:stephen.kellett@fwa.gov.au)

80 William Street, East Sydney NSW 2011



# 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

Email: [general@rtbuwa.asn.au](mailto:general@rtbuwa.asn.au)

Fair Work Australia  
Level 8, 80 William Street  
EAST SYDNEY NSW 2011



### Certificate of the Secretary or other designated Officer

Section 268(c) Fair Work (Registered Organisations) Act 2009

I John David Miller being the Branch President of the Australian Rail Tram and Bus Industry Union Western Australian Branch certify:

- That the document lodged herewith is a copy of the full report referred to in Fair Work (RO) Act 2009; and
- That a full report was provided to Members on 8<sup>th</sup> June 2012 and
- That the full report was presented to a general meeting as a series of meetings at different locations, and also available on the Union web site (Section 266(2))
- Copy of the State Registered Union Financial Report is not attached (Section 269).

Signature *John Miller*

John Miller  
Branch President ARTBIU WA

Dated: 25<sup>th</sup> July 2012

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

**ANNUAL REPORT**

**FOR THE YEAR ENDED  
31 DECEMBER 2011**

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

**CONTENTS PAGE**

OPERATING REPORT .....	1
ACCOUNTING OFFICER'S STATEMENT .....	3
BRANCH COMMITTEE OF MANAGEMENT STATEMENT .....	4
AUDITOR'S INDEPENDENCE DECLARATION .....	5
STATEMENT OF COMPREHENSIVE INCOME .....	6
STATEMENT OF FINANCIAL POSITION .....	7
STATEMENT OF CHANGES IN EQUITY .....	8
STATEMENT OF CASH FLOWS .....	9
NOTES TO THE FINANCIAL STATEMENTS .....	10
DISCLAIMER .....	22
DETAILED PROFIT AND LOSS STATEMENT .....	23



**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 2011, 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 union during the financial year was as a transport union. There are no significant changes in the nature of the union's activity occurred during the financial year.

**2. Significant Changes In State of Affairs**

No significant changes in the union's state of affairs 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 Fair Work (Registered Organisation) Act 2009; 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 union, 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 2011 was 1,325 (2010: 1,321).

**6. Employees of the Branch**

As at the 31 December 2011, the Branch employed one full time Elected Official, two full time employees and one casual employee.

**7. Branch Council**

The following persons were members of the Branch Council during the year ended 31 December 2011:

<b>Name</b>	<b>Position</b>	<b>Period of Appointment</b>
Philip Woodcock	Branch Secretary	01/01/11 to 31/12/11
Michael Chance	Branch President	01/01/11 to 22/02/11
Ian King	Branch President	23/02/11 to 14/03/11
John Miller	Branch President	04/08/11 to 31/12/11
John Miller	Branch Vice President	01/01/10 to 22/02/11
Cory Fogliani	Branch Vice President	23/02/11 to 19/12/11
Barry Normington	Sub Branch Secretary Southwest	01/01/11 to 31/12/11
Garry Adams	Sub Branch Secretary Goldfields	01/01/11 to 31/12/11
Peter Cooper	Sub Branch Secretary Midwest	01/01/11 to 31/12/11
Jayson Manners	Sub Branch Secretary Metro	01/01/11 to 31/12/11
Wayne Abel	Sub Branch Secretary Wheatbelt	01/01/11 to 16/11/11
John Gillmore	Sub Branch President Wheatbelt	01/01/11 to 31/12/11
Mark Hasson	Sub Branch Vice President Wheatbelt	01/01/11 to 31/12/11
Damian Hanley	Sub Branch Secretary John Holland	01/01/11 to 31/12/11
Brian Curran	Sub Branch Secretary Metropolitan	01/01/11 to 31/12/11
James Reed	Sub Branch Secretary Security	01/01/11 to 31/12/11
Brendan Ford	Sub Branch President Security	01/01/11 to 31/12/11
Peter Olynyk	Sub Branch Vice President Urban Rail	23/02/11 to 31/12/11
S. Ned Nedeljkovic	Sub Branch Secretary Transwa	03/05/11 to 31/12/11
Kim Elliman	Sub Branch President Transwa	01/01/11 to 31/12/11

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

**OPERATING REPORT CONTINUED**

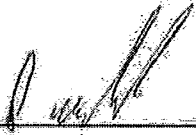
**8. Operating Result**

The profit for the year ended 31 December 2011 was \$10,972 (profit in 2010: \$11,563).

**9. Auditor's Independence Declaration**

The lead auditor's independence declaration for the year ended 31 December 2011 has been received and can be found on page 5 of the financial report.

Signed in accordance with the resolution of the Branch Council.



---

WA Branch Secretary



---

WA Branch President

Date: 8 June 2012

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

**ACCOUNTING OFFICER'S STATEMENT  
FAIR WORK (REGISTERED ORGANISATION) ACT 2009**

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 2011 the number of the financial members of the organisation was 1,325 (2010: 1,321).

In my opinion:

1. The attached accounts present fairly the financial affairs of the union as at 31 December 2011 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 Fair Work (Registered Organisation) Act 2009; and
3. A copy of the records required to be kept under sections 230(1)(b), (c) and (d) of the Fair Work (Registered Organisation) Act 2009, have been provided to the Industrial Registry as required by section 233 of the Fair Work (Registered Organisation) Act 2009.



---

WA Branch Secretary

Date: 8<sup>th</sup> JUNE 2012

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

**BRANCH COMMITTEE OF MANAGEMENT STATEMENT  
FAIR WORK (REGISTERED ORGANISATION) ACT 2009**

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 general purpose 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 union 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 union 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 Fair Work (Registered Organisation) Act 2009 (The Act) and Fair Work (Registered Organisation) Act 2009 (The 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 Act 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 Act.



---

WA Branch Secretary



---

WA Branch President

Date: 8.6.2012.

**AUDITOR'S INDEPENDENCE DECLARATION  
TO THE BRANCH COUNCIL OF  
AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION  
WEST AUSTRALIAN BRANCH**

As the lead auditor for the audit of the Australian Rail, Tram and Bus Industry Union for the year ended 31 December 2011, I declare that, to the best of my knowledge and belief, during the year ended 31 December 2011 there has been:

- i. no contraventions of any applicable code of professional conduct in relation to the audit.

*PKF Mack & Co*

**PKF MACK & CO**

*S. Fermanis*

**SIMON FERMANIS  
PARTNER**

8 JUNE 2012  
WEST PERTH,  
WESTERN AUSTRALIA

Tel: 61 8 9426 8999 | Fax: 61 8 9426 8900 | [www.pkf.com.au](http://www.pkf.com.au)

PKF Mack & Co | ABN 11 713 325 732

4th Floor, 35 Havelock Street | West Perth | Western Australia 6005 | Australia

PO Box 609 | West Perth | Western Australia 6872 | Australia

PKF Mack & Co is a member of the PKF International Limited network of legally independent member firms. PKF Mack & Co is also a member of the PKF Australia Limited national network of legally independent firms each trading as PKF. PKF Mack & Co does not accept responsibility or liability for the actions or inactions on the part of any other individual member firm or firms.

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

**STATEMENT OF COMPREHENSIVE INCOME  
FOR YEAR ENDED 31 DECEMBER 2011**

	Note	2011 \$	2010 \$
Revenue	3	784,070	639,303
Branch council meeting expenses		(7,852)	(33,454)
Capitation fee expense		(71,825)	(68,693)
Depreciation and amortisation expense		(18,412)	(17,228)
Employee expenses		(347,806)	(270,345)
Property expenses		(97,621)	(72,197)
Operating lease expenses		(13,715)	(13,394)
Other expenses		<u>(215,867)</u>	<u>(152,429)</u>
<b>Profit for the year</b>	4	<u>10,972</u>	<u>11,563</u>
<b>Other comprehensive income</b>			
Other comprehensive income (net of tax)			
<b>Total comprehensive income for the year</b>		<u>10,972</u>	<u>11,563</u>

The accompanying notes form part of these financial statements

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

**STATEMENT OF FINANCIAL POSITION  
AS AT 31 DECEMBER 2011**

	Note	2011 \$	2010 \$
<b>Current assets</b>			
Cash and cash equivalents	5	722,106	689,495
Trade and other receivables	6	94,758	1,874
Shares in listed companies		2,800	2,800
Prepayments		24,048	31,363
<b>Total current assets</b>		<u>843,712</u>	<u>725,532</u>
<b>Non-current assets</b>			
Financial assets			2
Plant and equipment	7	55,772	66,347
<b>Total non-current assets</b>		<u>55,772</u>	<u>66,349</u>
<b>Total assets</b>		<u>899,484</u>	<u>791,881</u>
<b>Current liabilities</b>			
Trade and other payables	8	48,308	52,422
Provisions	9	124,379	124,263
Other	10	10,645	-
Membership fees received in advance		3,302	3,316
<b>Total current liabilities</b>		<u>186,634</u>	<u>180,001</u>
<b>Non-current liabilities</b>			
Other	10	89,998	-
<b>Total non-current liabilities</b>		<u>89,998</u>	<u>-</u>
<b>Total liabilities</b>		<u>276,632</u>	<u>180,001</u>
<b>Net assets</b>		<u>622,852</u>	<u>611,880</u>
<b>Accumulated funds</b>			
Accumulated funds		<u>622,852</u>	<u>611,880</u>
<b>Total accumulated funds</b>		<u>622,852</u>	<u>611,880</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 2011**

	<b>Accumulated Funds</b>	<b>Total</b>
	<b>\$</b>	<b>\$</b>
<b>Balance at 1 January 2010</b>	600,317	600,317
Profit attributable to members	<u>11,563</u>	<u>11,563</u>
<b>Balance at 31 December 2010</b>	611,880	611,880
Profit attributable to members	<u>10,972</u>	<u>10,972</u>
<b>Balance at 31 December 2011</b>	<u>622,852</u>	<u>622,852</u>

The accompanying notes form part of these financial statements.



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

**STATEMENT OF CASH FLOWS  
FOR YEAR ENDED 31 DECEMBER 2011**

	Note	2011 \$	2010 \$
<b>Cash flows from operating activities</b>			
Receipts from members and other		623,935	627,986
Payments to suppliers and employees		(684,777)	(589,252)
Interest received		10,070	8,858
Proceeds from tenancy bond		89,997	-
<b>Net cash provided by operating activities</b>	11	<u>39,225</u>	<u>47,592</u>
<b>Cash flows from investing activities</b>			
Payments for shares in listed companies			(2,800)
Proceeds on disposal of plant and equipment		32,273	
Payments for plant and equipment		(38,887)	(1,634)
<b>Net cash flows used in investing activities</b>		<u>(6,614)</u>	<u>(4,434)</u>
<b>Net increase in cash and cash equivalents</b>		32,611	43,158
<b>Cash and cash equivalents at the beginning of the financial year</b>		<u>689,495</u>	<u>646,337</u>
<b>Cash and cash equivalents at the end of the financial year</b>	11	<u>722,106</u>	<u>689,495</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 2011**

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

These general purpose financial statements have been prepared in accordance with Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board ('AASB'). These financial statements also comply with International Financial Reporting Standards as issued by the International Accounting Standards Board ('IASB').

*Historical cost convention*

The financial report has been prepared on an accruals basis. It is based on the historical costs and does not take into account changing money values or, except where specifically stated, current calculation of non-current assets.

*Critical accounting estimates*

The preparation of the financial statements requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the union's accounting policies. The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements are disclosed in note 1(o).

**New, revised or amending Accounting Standards and Interpretations adopted**

The union has adopted all of the new, revised or amending Accounting Standards and Interpretations issued by the AASB that are mandatory for the current reporting period.

Any new, revised or amending Accounting Standards or Interpretations that are not yet mandatory have not been early adopted.

Any significant impact on the accounting policies of the union from the adoption of these Accounting Standards and Interpretations are disclosed in the relevant accounting policy. The adoption of these Accounting Standards and Interpretations did not have any significant impact on the financial performance or position of the union.

The following Accounting Standards and Interpretations are most relevant to the union:

*AASB 2010-4 Further Amendments to Australian Accounting Standards arising from the Annual Improvements Project*

The union has applied AASB 2010-4 amendments from 1 January 2011. The amendments made numerous non-urgent but necessary amendments to a range of Australian Accounting Standards and Interpretations. The amendments provided clarification of disclosures in AASB 7 'Financial Instruments: Disclosures', in particular emphasis of the interaction between quantitative and qualitative disclosures and the nature and extent of risks associated with financial instruments; clarified that an entity can present an analysis of other comprehensive income for each component of equity, either in the statement of changes in equity or in the notes in accordance with AASB 101 'Presentation of Financial Statements'; and provided guidance on the disclosure of significant events and transactions in AASB 134 'Interim Financial Reporting'.

*AASB 2010-5 Amendments to Australian Accounting Standards*

The union has applied AASB 2010-5 amendments from 1 January 2011. The amendments made numerous editorial amendments to a range of Australian Accounting Standards and Interpretations, including amendments to reflect changes made to the text of International Financial Reporting Standards by the International Accounting Standards Board.

*AASB 124 Related Party Disclosures (December 2009)*

The union has applied AASB 124 (revised) from 1 January 2011. The revised standard simplified the definition of a related party by clarifying its intended meaning and eliminating inconsistencies from the definition. A subsidiary and an associate with the same investor are related parties of each other; entities significantly influenced by one person and entities significantly influenced by a close member of the family of that person are no longer related parties of each other; and whenever a person or entity has both joint control over a second entity and joint control or significant influence over a third party, the second and third entities are related to each other.

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2011**

**NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (CONT)**

The following material accounting policies, which are consistent with the previous accounting period unless otherwise stated, have been adopted in the preparation of this financial report:

**Accounting Policies**

**a. Income tax**

The Australian Rail, Tram and Bus Industry Union and the grants and funds administered by the council are exempt from tax by virtue of section 50-15 of the Income Tax Assessment Act 1997.

**b. Grant funding**

Grant income is recognised as the grant funds are expended. Grants unexpended at the end of the year are shown as unexpended grants in the liability section of the Statement of Financial Position.

**c. Comparative Figures**

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

**d. Revenue recognition**

Revenue is recognised when it is probable that the economic benefit will flow to the union and the revenue can be reliably measured. Revenue is measured at the fair value of the consideration received or receivable.

Membership fees are recognised evenly over the duration of the membership period paid for. Other revenue is recognised when it is received or when the right to receive payment is established.

**e. Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of associated GST, unless the GST incurred is not recoverable from the tax authority. In this case it is recognised as part of the cost of acquisition of the asset or as part of an item of expense.

Receivables and payables are stated inclusive of the amount of the GST receivable or payable. The net amount of GST recoverable from, or payable to, the tax authority is included in other receivables or other payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to the tax authority, are presented as operating cash flows.

**f. Cash and cash equivalents**

Cash and cash equivalents includes cash on hand, deposits held at call with financial institutions, other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

**g. Plant & Equipment**

Plant and equipment is measured on a cost basis less depreciation and impairment losses.

The depreciable amounts of the plant and equipment are depreciated on a diminishing value basis over the asset's useful life to the entity commencing from the time the asset is held ready for use.

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

Class of Fixed Asset	Depreciation Rate
Plant & Equipment	2.5% - 40%
Motor Vehicles	22.5%

The residual values, useful lives and depreciation methods are reviewed, and adjusted if appropriate, at each reporting date.

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2011**

**NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (CONT)**

An item of plant and equipment is derecognised upon disposal or when there is no future economic benefit to the union. Gains and losses between the carrying amount and the disposal proceeds are taken to the profit or loss in the statement of comprehensive income.

**h. Trade and other receivables**

Other receivables are recognised at amortised cost, less any provision for impairment. The amounts are usually 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. Financial Assets**

Shares in listed companies are classified as being held for trading. They are initially measured at cost and subsequently measured at fair value with changes in carrying value being included in profit or loss.

**j. 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. Due to their short-term nature they are measured at amortised cost and are not discounted. The amounts are unsecured and are usually paid within 30 days of recognition.

**k. Employee benefits**

Provision is made for the organisation's liability for employee benefits arising from services rendered by employees to reporting date. Employee benefits 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 benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those entitlements.

Provision for employee benefits have been measured to include salary on-costs including superannuation, payroll tax and workers compensation.

**l. Superannuation**

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

**m. Leases**

Lease payments for operating leases, where substantially all the risks and benefits incidental to ownership of the asset remain with the lessor, are charged as expenses on a straight-line basis over the lease term.

**n. Impairment of non-financial assets**

Non-financial assets are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount.

Recoverable amount is the higher of an asset's fair value less costs to sell and value in use. The value-in use is the present value of the estimated future cash flows relating to the asset using the pre-tax discount rate specific to the asset or cash-generating unit to which the asset belongs. Assets that do not have an independent cash flows are grouped together to form a cash-generating unit.

**o. Critical accounting judgements, estimates and assumptions**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the reported amounts in the financial statements. Management continually evaluates its judgements and estimates in relation to assets, liabilities, contingent liabilities, revenue and expenses. Management bases its judgements, estimates and assumptions on historical experience and on other various factors, including expectations of future events, management believes to be reasonable under the circumstances. The resulting accounting judgements and

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2011**

**NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (CONT)**

estimates will seldom equal the related actual results. The judgements, estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below.

*Estimation of useful lives of assets*

The union determines the estimated useful lives and related depreciation and amortisation charges for its property, plant and equipment and finite life intangible assets. The useful lives could change significantly as a result of technical innovations or some other event. The depreciation and amortisation charge will increase where the useful lives are less than previously estimated lives, or technically obsolete or non-strategic assets that have been abandoned or sold will be written off or written down.

*Impairment of non-financial assets other than goodwill and other indefinite life intangible assets*

The union assesses impairment of non-financial assets other than goodwill and other indefinite life intangible assets at each reporting date by evaluating conditions specific to the union and to the particular asset that may lead to impairment. If an impairment trigger exists, the recoverable amount of the asset is determined. The invoices fair value less costs to sell or value-in-use calculations, which incorporate a number of key estimates and assumptions.

*Long service leave provision*

As discussed in note 1, the liability for long service leave is recognised and measured at the present value of the estimated future cash flows to be made in respect of all employees at the reporting date. In determining the present value of the liability, estimates of attrition rates and pay increases through promotion and inflation have been taken into account.

**p. New Accounting Standards and Interpretations not yet mandatory or early adopted**

Australian Accounting Standards and Interpretations that have recently been issued or amended but are not yet mandatory, have not been early adopted by the union for the annual reporting period ended 31 December 2011. The union's assessment of the impact of these new or amended Accounting Standards and Interpretations, most relevant to the union, are set out below.

*AASB 9 Financial Instruments, 2009-11 Amendments to Australian Accounting Standards arising from AASB 9 and 2012-7 Amendments to Australian Accounting Standards arising from AASB 9.*

This standard and its consequential amendments are applicable to annual reporting periods beginning on or after 1 January 2013 and completes phase I of the IASB's project to replace IAS 39 (being the international equivalent to AASB 139 'Financial Instruments: Recognition and Measurement'). This standard introduces new classification and measurement models for the financial assets, using a single approach to determine whether a financial asset is measured at amortised cost or fair value. To be classified and measured at amortised cost, assets must satisfy the business model test for managing the financial assets and have a certain contractual cash flow characteristics. All other financial instrument assets are to be classified and measured at fair value. This standard allows an irrevocable election on initial recognition to present gains and losses on equity instruments (that are not held-for-trading) in other comprehensive income, with dividends as a return on these investments being recognized in profit or loss. In addition, those equity instruments measured at fair value through other comprehensive income would no longer have to apply any impairment requirements nor would there be any 'recycling' of gains or losses through profit or loss on disposal. The accounting for financial liabilities continue to be classified and measured in accordance with AASB139, with one exception, being that the portion of a change of fair value relating to the entity's own credit risk is to be presented in other comprehensive income unless it would create an accounting mismatch. The union will adopt this standard from 1 January 2013 but the impact of its adoption is yet to be assessed by the

*AASB 2010-6 Amendments to Australian Accounting Standards – Disclosures on Transfers of Financial Assets*

These amendments are applicable to annual reporting periods beginning on or after 1 July 2011. These amendments add and amend disclosure requirements in AASB 7 about transfer of financial assets including the nature of the financial assets involved and the risks associated with them. The adoption of these amendments from 1 January 2012 will increase the disclosure requirements on the union when an asset is transferred but is not derecognized and new disclosure required when assets

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2011**

**NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (CONT)**

are derecognized but the union continues to have a continuing exposure to the asset after the sale or transfer.

*AASB 13 Fair Value Measurement and AASB 2011-8 Amendments to Australian Accounting Standards arising from AASB 13*

This standard and its consequential amendments are applicable to annual reporting periods beginning on or after 1 January 2013. The standard provides a single robust measurement framework, with clear measurement objectives, for measuring fair value using the 'exit price' and it provides guidance on measuring fair value when a market becomes less active. The 'highest and best use' approach would be used to measure assets whereas liabilities would be based on transfer value. As the standard does not introduce any new requirements for the use of fair value its impact on adoption by the union from 1 January 2012 should be minimal, although there will be increased disclosures where fair value is used.

*AASB 119 Employee Benefits (September 2011)*

This revised standard is applicable to annual reporting periods beginning on or after 1 January 2013. The amendments eliminate the corridor approach for the deferral of gains and losses; streamlines the presentation of changes in assets and liabilities arising from defined benefit plans, including requiring remeasurements to be presented in other comprehensive income; and enhances the disclosure requirements for defined benefit plans. The adoption of the revised standard from 1 January 2013 will require increased disclosures by the union.

*AASB 1054 Australian Additional Disclosures*

The standard is applicable to annual reporting periods beginning on or after 1 July 2011. The standard sets out the Australian-specific disclosures, which are in addition to International Financial Reporting Standards, for entities that have adopted Australian Accounting Standards. The adoption of these amendments from 1 January 2012 will not have a material impact on the union.

*AASB 2011-1 Amendments to Australian Accounting Standards arising from the Trans-Tasman Convergence Project*

These amendments are applicable to annual reporting periods beginning on or after 1 July 2011. They make changes to a range of Australian Accounting Standards and Interpretations for the purpose of closer alignment to IFRSs and harmonization between Australian and New Zealand Standards. The amendments remove certain guidance and definitions from Australian Accounting Standards for conformity of drafting with IFRS but without any intention to change requirements. The adoption of these amendments from 1 January 2012 will not have a material impact on the union.

*AASB 2011-9 Amendments to Australian Accounting Standards – Presentation of Items of Other Comprehensive Income*

These amendments are applicable to annual reporting periods beginning on or after 1 July 2012. The amendments requires grouping together of items within other comprehensive income on the basis of whether they will eventually be 'recycled' to the profit or loss (reclassification adjustments). The change provides clarity about the nature of items presented as other comprehensive income and the related tax presentation. The adoption of the revised standard from 1 January 2013 will impact the union's presentation of its statement of comprehensive.

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

In accordance with the requirements of sections 272(5) of the Fair Work (Registered Organisations) Act 2009 (the Act), 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).

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2011**

	2011	2010
	\$	\$
<b>NOTE 3: REVENUE</b>		
<b>Revenue</b>		
Contribution revenue	494,575	474,919
Rents	203,456	115,824
Other operating revenue		
- Other income	48,388	10,834
- Journey cover recoupment	27,581	28,868
Total revenue from continuing operations	774,000	630,445
<b>Other Income</b>		
Interest received	10,070	8,858
	10,070	8,858
 Total revenue	 784,070	 639,303
<b>NOTE 4: PROFIT FOR THE YEAR</b>		
<b>Expenses:</b>		
Affiliation fees		
- Australian Council of Trade Unions	4,114	2,972
- Australian Labour Party	992	920
- ARTBIU National Office Capitation Fees	71,824	68,693
- Unions WA	5,890	5,386
 Depreciation of property, plant & equipment	 18,412	 17,228
 Employee benefits to employees (other than holders of office)	 235,035	 161,221
Employee benefits to holders of office	112,771	109,124
	449,038	270,345
 Remuneration of auditor	 11,940	 10,500
<b>NOTE 5: CASH AND CASH EQUIVALENT</b>		
Cash at bank	477,806	454,989
Cash on deposit	244,300	234,506
	722,106	689,495
<b>NOTE 6: TRADE AND OTHER RECEIVABLES</b>		
Sundry Debtors	12,003	1,874
FBT instalments	5,430	-
Stirling Street refurbishment	77,325	-
	94,758	1,874

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2011**

	2011 \$	2010 \$
<b>NOTE 7: PLANT AND EQUIPMENT</b>		
Motor vehicles – at cost	37,727	72,137
Less: accumulated depreciation	(4,464)	(36,545)
	33,263	35,592
Plant and equipment – at cost	89,945	88,786
Less: accumulated depreciation	(67,436)	(58,031)
	22,509	30,755
Total property, plant and equipment	55,772	66,347

**a) Property**

The title of the Land and Buildings is in the name of the Australian Rail, Tram & Bus Industry Union of Employees, being the state registered Union.

**b) Reconciliations**

Reconciliations of the written down values at the beginning and end of the current and previous financial year are set out below:

	Motor Vehicle	Plant and Equipment	Total
<b>2010</b>			
Balance at the beginning of the year	45,926	36,015	81,941
Additions	-	1,634	1,634
Depreciation expense	(10,334)	(6,894)	(17,228)
Carrying amount at the end of the year	35,592	30,755	66,347
<b>2011</b>			
Balance at the beginning of the year	35,592	30,755	66,347
Additions	37,727	1,160	38,887
Disposals	(31,050)	-	(31,050)
Depreciation expense	(9,006)	(9,406)	(18,412)
Carrying amount at the end of the year	33,263	22,509	55,772

**NOTE 8: TRADE AND OTHER PAYABLES**

Sundry creditors	24,398	15,217
GST liability	10,028	11,505
Tax withholding	8,882	-
Death benefits – retired members	5,000	25,700
	48,308	52,422

Refer to note 15 for detailed information on financial instruments.

**NOTE 9: PROVISIONS**

Driver Insurance	4,762	5,025
Employee benefits – annual leave	53,475	54,265
Employee benefits – long service leave	66,142	64,973
	124,379	124,263

The Driver Insurance fund is used in reimbursing members for out of pocket expenses relating to infringement notices, subject to certain conditions.

**NOTE 10: OTHER LIABILITIES**

**Current**

Transit officer legal fund		10,645
----------------------------	--	--------

**Non-Current**

Tenants rental bond		89,998
---------------------	--	--------



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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2011**

2011            2010  
\$                \$

**NOTE 11: CASHFLOW INFORMATION**

a) Reconciliation of cash

Cash at the end of the financial year as shown in the statement of cash flow is reconciled to the related items in the statement of financial position as follows:

Cash at bank	477,806	454,989
Term deposits and savings investment accounts	244,300	234,506
	722,106	689,495

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

Operating profit	10,973	11,563
Depreciation	18,412	17,228
(Profit)/loss on sale of fixed assets	(1,224)	-
Change in assets and liabilities		
(Increase)/decrease in receivables	(92,883)	3,405
(Increase)/decrease in prepayments	7,315	(9,179)
Increase/(decrease) in creditors and accruals	6,532	(4,097)
Increase/(decrease) in provisions	116	25,356
Increase/(decrease) in other liabilities	89,998	-
Increase/(decrease) in membership fees received in advance	(14)	3,316
Net cash provided by operating activities	39,225	47,592

**NOTE 12: LEASING COMMITMENTS**

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

Payable		
No later than 12 months	8,928	9,228
Between 12 months and five years	31,992	19,994
Greater than five years	-	-
	40,920	29,222

The operating lease is for a photocopier that is leased by the union for five years with the contract expiring on 19<sup>th</sup> July 2016. The union pays the lease through fixed monthly instalments.

**NOTE 13: KEY MANAGEMENT PERSONNEL COMPENSATION**

Key management personnel comprise those individuals who have the authority and responsibility for planning, directing and controlling the activities of the Union. During the year, the key management personnel of the Union were remunerated as follows:

	Short-Term Benefits	Post- Employment Benefits	Total
<b>2011</b>			
Total compensation	110,995	9,990	120,985
	110,995	9,990	120,985
<b>2010</b>			
Total compensation	101,148	9,103	110,251
	101,148	9,103	110,251

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2011**

	2011 \$	2010 \$
<b>NOTE 14: RELATED PARTY DISCLOSURE</b>		
Transactions between related parties are on normal commercial terms and conditions no more favourable than those available to other parties unless otherwise stated.		
<i>Transactions with divisional office</i>		
During the year the branch paid 14.5% (2010: 14.5%) of gross member contributions received to National Office.	71,824	68,693
Reimbursements received from the National Office	19,996	5
As at 31 December 2011, the amounts owed were from related parties as are follows:		
Divisional office	1,165	7,099

**NOTE 15: FINANCIAL INSTRUMENTS**

**Financial risk management objectives**

The union's activities do not expose it to many financial risks, with only interest rate and liquidity risk being needed to be actively managed.

**Market risk**

*Foreign currency risk*

The union is not exposed to any significant foreign currency risk.

*Price risk*

The union is not exposed to any significant price risk.

*Interest rate risk*

The union is not exposed to any significant interest rate risk.

**Credit risk**

The union is not exposed to any significant credit risk.

**Liquidity risk**

Ultimate responsibility for liquidity risk management rests with the Branch Committee of Management. The Union manages liquidity risk by maintaining adequate reserves and banking facilities and by continuously monitoring forecast and actual cash flows and matching the maturity profiles of financial assets and liabilities.

*Remaining contractual maturities*

The following tables detail the union's remaining contractual maturity for its financial instrument liabilities. The tables have been drawn up based on the undiscounted cash flows of financial liabilities based on the earliest date on which the financial liabilities are required to be paid. The tables include both interest and principal cash flows disclosed as remaining contractual maturities and therefore these totals may differ from their carrying amount in the statement of financial position.

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2011**

**NOTE 15: FINANCIAL INSTRUMENTS (CONT)**

	Weighted average interest rate	1 year or less	Between 1 and 2 years	Between 2 and 5 years	Over 5 years	Remaining contractual maturities
<b>2011</b>	%	\$	\$	\$	\$	\$
<b>Non-derivatives</b>						
<i>Non-interest bearing</i>						
Sundry and other creditors	-	38,280	-	-	-	38,280
GST payable	-	10,028	-	-	-	10,028
Other liabilities	-	10,645	89,998	-	-	100,643
<b>Total non-derivatives</b>		<b>58,913</b>	<b>89,998</b>	-	-	<b>148,951</b>
	Weighted average interest rate	1 year or less	Between 1 and 2 years	Between 2 and 5 years	Over 5 years	Remaining contractual maturities
<b>2010</b>	%	\$	\$	\$	\$	\$
<b>Non-derivatives</b>						
<i>Non-interest bearing</i>						
Sundry and other creditors	-	40,917	-	-	-	40,917
GST payable	-	11,505	-	-	-	11,505
<b>Total non-derivatives</b>		<b>52,422</b>	-	-	-	<b>52,422</b>

The cash flows in the maturity analysis above are not expected to occur significantly earlier than contractually disclosed above.

**Fair values of financial instruments**

Unless otherwise stated, the carrying amounts of financial instruments reflect their fair values. The carrying amounts of trade receivables and trade payables are assumed to approximate their fair values due to their short-term nature. The fair value of financial liabilities is estimated by discounting the remaining contractual maturities at the current market interest rate that is available for similar financial instruments.

**NOTE 16: 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 17: CONTINGENT LIABILITIES AND ASSETS**

The members are not aware of any contingent liabilities or contingent assets as at 31 December 2011. There has been no change in contingent liabilities or contingent assets since the last annual reporting date.

**NOTE 18: UNION DETAILS**

The union operates from:-

2/10 Nash Street  
Perth WA 6000

## INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION

### Report on the Financial Report

We have audited the accompanying financial report of Australian Rail, Tram and Bus Industry Union (the union), which comprises the statement of financial position as at 31 December 2011, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the branch committee of management statement.

### Branch Committee of Management's Responsibility for the Financial Report

The branch committee of management of the union are responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards and the *Fair Work (Registered Organisations) Act 2009* and for such internal control as the branch committee of management determine is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error. In Note 1, the branch committee of management also state, in accordance with Accounting Standard AASB 101 *Presentation of Financial Statements*, that the financial statements comply with *International Financial Reporting Standards*.

### Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance about whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the union's preparation of the financial report that gives a true and fair view 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 union's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the branch committee of management, 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.

Tel: 61 8 9426 8999 | Fax: 61 8 9426 8900 | [www.pkf.com.au](http://www.pkf.com.au)

PKF Mack & Co | ABN 11 713 325 732

4th Floor, 35 Havelock Street | West Perth | Western Australia 6005 | Australia

PO Box 609 | West Perth | Western Australia 6872 | Australia

PKF Mack & Co is a member of the PKF International Limited network of legally independent member firms. PKF Mack & Co is also a member of the PKF Australia Limited national network of legally independent firms each trading as PKF. PKF Mack & Co does not accept responsibility or liability for the actions or inactions on the part of any other individual member firm or firms.

## Auditor's Opinion

In our opinion:

- (1) the financial report of Australian Rail, Tram and Bus Industry Union is in accordance with:
  - (a) the Fair Work (Registered Organisations) Act 2009, including:
    - (i) giving a true and fair view of the union's financial position as at 31 December 2011 and of its performance for the year ended on that date; and
    - (ii) complying with Australian Accounting Standards (including Australian Accounting Interpretations); and
  - (b) the financial report also complies with *International Financial Reporting Standards* as disclosed in Note 1
- (2) the union has kept satisfactory accounting records for the financial year including records of:
  - (i) the sources and nature of the unions income, including membership subscriptions and other income from members; and
  - (ii) the nature of and reasons for the unions expenditure,
- (3) All information and explanations that officers or employees of the union were required to provide have been provided; and
- (4) There was no deficiency, failure or shortcoming in any matters referred to in (1) to (3) above.

PKF Mack and Co.

PKF MACK & Co

  
SIMON FERMANIS  
PARTNER

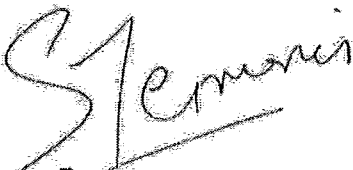
8 JUNE 2012  
WEST PERTH,  
WESTERN AUSTRALIA

**DISCLAIMER  
TO THE AFFILIATED ORGANISATION  
OF THE AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION**

The additional financial report data presented on page 23 is in accordance with the books and records which have been subjected to the auditing procedures applied in our statutory audit for the year ended 31 December 2011. It will be appreciated that our statutory audit did not cover all details of the additional financial data. Accordingly, we do not express an opinion on such financial data and we give no warranty of accuracy of reliability in respect of the data provided. Neither the firm nor any member of employee of the firm undertakes responsibility in any way whatsoever to any person (other than the Australian Rail, Tram and Bus Industry Union), in respect of such data, including any errors or omissions therein however caused.

*PKF Mack and Co*

**PKF MACK & Co**



**SIMON FERMANIS  
PARTNER**

8 JUNE 2012  
WEST PERTH,  
WESTERN AUSTRALIA

Tel: 61 8 9426 8999 | Fax: 61 8 9426 8900 | [www.pkf.com.au](http://www.pkf.com.au)

PKF Mack & Co | ABN 11 713 325 732

4th Floor, 35 Havelock Street | West Perth | Western Australia 6005 | Australia

PO Box 609 | West Perth | Western Australia 6872 | Australia

PKF Mack & Co is a member of the PKF International Limited network of legally independent member firms. PKF Mack & Co is also a member of the PKF Australia Limited national network of legally independent firms each trading as PKF. PKF Mack & Co does not accept responsibility or liability for the actions or inactions on the part of any other individual member firm or firms.

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

**DETAILED PROFIT AND LOSS STATEMENT  
FOR THE YEAR ENDED 31 DECEMBER 2011**

	2011 \$	2010 \$
<b>Income</b>		
Union dues – Rail division	240,006	228,612
Union dues – Locomotive division	253,800	245,548
Union dues – Bus division	769	760
Interest received	10,070	8,858
Other income	48,388	10,833
Journey cover recoupment	27,581	28,868
Rents received	203,456	115,824
<b>Total income</b>	<u>784,070</u>	<u>639,303</u>
<b>Expenditure</b>		
Accountancy & audit fees	11,940	10,930
Australian Council of Trade Unions	4,114	2,972
Australian Labour Party	1,492	1,450
Bank charges	7,634	6,576
Property maintenance	–	7,787
Capital expenses	376	–
Cleaning/rubbish removal	3,636	3,776
Computer expenses	1,960	2,647
Consultant fees	6,015	–
Death benefit - mortality	3,000	1,500
Depreciation	18,412	17,228
Education expenses	593	3,537
Electricity	4,625	3,959
Fringe benefits tax	1,205	6,664
General insurance	40,259	31,018
Interim committee	1,259	2,629
Legal & industrial expense	54,364	2,713
Levies – Nash St	16,745	7,491
Branch expense	17,205	37,862
Member benefits	–	2,686
Motor vehicle expense	8,772	7,845
Murray street	12,951	19,543
Petty cash	985	943
Postage and delivery	2,483	3,013
Printing and stationery	15,090	15,577
ARTBIU National Office	79,637	79,199
Rates & taxes	4,593	4,188
Repairs and maintenance	351	7,207
RTBU merchandise	3,230	–
Salaries – officers	129,708	100,964
Salaries – appointed staff	166,825	131,995
Security	707	867
Section Meetings	13,406	–
Shoprite enterprises	2,161	1,814
Staff amenities	861	846
Stirling street	54,013	17,379
Subscriptions	5,285	3,132
Sundry expenses	3,631	577
Superannuation	51,273	37,386
Telephone facsimile and modem	8,939	10,488
Trades & labour council	9,980	5,886
Union Contribution to transit officer's legal fund	3,000	–
Refund Union dues	383	25,466
<b>Total expenses</b>	<u>773,098</u>	<u>627,740</u>
<b>Net profit</b>	<u>10,972</u>	<u>11,563</u>



FAIR WORK  
AUSTRALIA

16 July 2012

Mr Philip Woodcock  
Secretary, West Australian Branch  
ARTBIU  
2/10 Nash Street  
PERTH WA 6000

Dear Mr Woodcock



**Lodgement of Financial Documents for year ended 31 December 2011 - Fair Work  
(Registered Organisations) Act 2009 ['FW(RO) Act'] - Australian Rail, Tram and Bus Industry  
Union, West Australian Branch (FR2011/2923)**

The FW(RO) Act requires audited financial accounts and statements to be lodged with Fair Work Australia within 6 months and 14 days of the end of its financial year. However this office has no record of lodgement of the West Australian Branch's financial documents for year ended 31 December 2011 which should have been lodged by 14 July 2012.

In order to avoid exposure to a civil (pecuniary) penalty, you must lodge the following documents without further delay: (1) A **general purpose financial report** (see section 253(2)(a)); (2) A **committee of management statement** (see the Financial Reporting Guidelines); (3) An **operating report** (see section 254(2)); (4) An **auditor's report** (see sections 257(5) to 257(11)); and (5) A **certificate** of the **secretary or other authorised officer** (see section 268).

If the outstanding documents cannot be lodged in the next 21 days, please advise in writing by 7 August 2012 an explanation why not and whether: (i) a committee of management statement and operating report have been prepared; (ii) the auditor has audited the financial report and, if so, when the auditor signed the audit report; (iii) members have been provided with the full report including the committee of management statement, the auditor's report and the operating report; (iv) the full report has also been presented to a second meeting and (v) when you expect a copy of the full report will be lodged in this office.

I draw your attention to the civil penalty provisions of the FW(RO) Act [see section 305(2)(ze)] which allow the Federal Court to impose a pecuniary penalty upon a person or organisation where accounts are not lodged in accordance with section 268. You should also be aware of the provisions of Part 1 of Chapter 9 of the FW(RO) Act which set out general duties of officers and employees of organisations and their branches in relation to financial management.

You may lodge documents electronically by sending an email with the documents attached to [sydney@fwa.gov.au](mailto:sydney@fwa.gov.au) or you may send the documents by fax to (02) 9380 6990.

Yours sincerely,

Stephen Kellett  
Organisations, Research & Advice Branch  
Fair Work Australia





FAIR WORK  
AUSTRALIA

11 May 2012

Mr Philip Woodcock  
Branch Secretary  
West Australian Branch  
Australian Rail, Tram and Bus Industry Union  
2/10 Nash St  
PERTH WA 6000

Dear Mr Woodcock

**Application for Extension for Time to Provide Copies of Financial Reports to members under paragraph 265(5)(a) – Australian Rail, Tram and Bus Industry Union, West Australian Branch (FR2011/2923)**

I refer to your letter dated 7 May 2012, which was lodged with Fair Work Australia (FWA) on 10 May 2012, requesting a one month extension of time from 1 July 2012 under subsection 265(5) of the *Fair Work (Registered Organisations) Act 2009* (the Act) for presentation of the reporting unit's financial report to a general meeting of members.

Subsection 266(1) of the Act requires a reporting unit to present its full report to a general meeting of members of the reporting unit within six months of the end of the financial year, or such longer period as is allowed by the General Manager of FWA under subsection 265(5).

Paragraph 265(5)(a) requires a reporting unit to provide its members with its financial report no less than 21 days prior to the meeting of members at which the report is to be presented. Under subsection 265(5), the General Manager may, on application, extend by no more than one month the period during which the meeting referred to in paragraph 265(5)(a) must be held.

I extend until 31 July 2012 the period during which the meeting referred to in paragraph 265(5)(a) of the Act must be held by the reporting unit.

Yours sincerely,

Ailsa Carruthers  
Delegate of the General Manager  
Fair Work Australia



# RAIL TRAM & BUS UNION

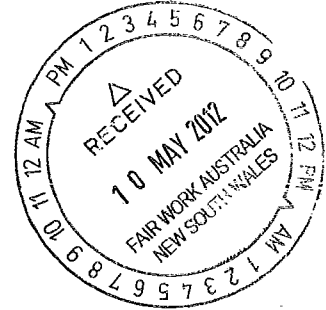
## Australian Rail Tram & Bus Industry Union

West Australian Branch: 2/10 Nash Street PERTH 6000

Telephone: (08) 9225 6722 Facsimile: (08) 9225 6733

Email: [general@rtbuwa.asn.au](mailto:general@rtbuwa.asn.au)

General Manager  
Fair Work Australia  
Terrace Towers  
80 William Street  
EAST SYDNEY NSW 2011



Dear Sir/Madam

The Australian Rail Tram & Bus Industry Union WA Branch would like to apply for a one month extension (from 1 July 2012) under Section 265(5) of the Fair Work (Registered Organisations Act 2009), to present documents to the Members.

Yours sincerely

Philip Woodcock  
BRANCH SECRETARY  
ARTBIU WA Branch

7<sup>th</sup> May 2012



FAIR WORK  
AUSTRALIA

13 January 2012

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



Dear Mr Woodcock

**Lodgment of Financial Statements and Accounts – Australian Rail, Tram and Bus Industry Union,  
West Australian Branch- for year ended 31 December 2011 (FR2011/2923)**

The financial year of the Australian Rail, Tram and Bus Industry Union, West Australian Branch has recently ended. This is a courtesy letter to remind you of the obligation to prepare the reporting unit's financial documents and to lodge audited financial accounts and statements with Fair Work Australia within the prescribed time frame unless a 1 month extension is applied for and granted.

The documents you must lodge include:

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

I draw your particular attention to

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

Relevant references may be found at

<http://www.fwa.gov.au/index.cfm?pagename=regorgsfrguidelines> and

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

Yours sincerely,

Stephen Kellett  
Organisations, Research and Advice