



RTBU

10 May 2022
no [Date]

Hall Chadwick
GPO 3555
SYDNEY NSW 2001

**AUSTRALIAN RAIL, TRAM AND BUS INDUSTRY UNION – NATIONAL OFFICE REPRESENTATION
LETTER
FOR THE YEAR ENDED 31 DECEMBER 2021**

This representation letter is provided in connection with your audit of the financial report of Australian Rail, Tram and Bus Industry Union National Office for the year ended 31 December 2021 for the purpose of you expressing an opinion as to whether the financial report in all material aspects gives a true and fair view of the financial position and of the results of its operations and its cash flows for the year then ended in accordance with Australian Accounting Standards, the Fair Work (Registered Organisations) Regulations 2009 and all requirements of Part 3 of Chapter 8 of the Fair work (Registered Organisation) Act 2009.

We acknowledge our responsibility for the fair presentation of the financial report in accordance with the above reporting framework.

We confirm that:

Financial Report

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated 17 December 2021 for the preparation of the financial report in accordance with Australian Accounting Standards, the Fair Work (Registered Organisations) Regulations 2009 and all requirements of Part 3 of Chapter 8 of the Fair work (Registered Organisation) Act 2009; in particular the financial report is fairly presented in accordance therewith.
- Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable. In particular where assets and liabilities are recorded at their fair value, the value attributed to these assets and liabilities is, in the opinion of those charged with governance, the fair value. We are responsible for the reasonableness of any significant assumptions underlying the valuation and we confirm that the assumptions used appropriately reflect our intent and ability to carry out specific courses of action.

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- Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of Australian Accounting Standards.
- In particular, we confirm the following have been properly recorded and, when appropriate, adequately disclosed in the financial report:
 - (a) related party transactions and related amounts receivable and payable, including sales, purchases, loans, transfers, leasing arrangements and guarantees;
 - (b) agreements and options to buy back assets previously sold;
 - (c) losses arising from the fulfillment of, or an inability to fulfill, any sale or purchase commitments;
 - (d) all liabilities or contingent liabilities or assets including those arising under derivative financial instruments; and
 - (e) unasserted claims or assessments that our lawyer(s) has advised us are probable of assertion.
- All events subsequent to the date of the financial report and for which Australian Accounting Standards require adjustment or disclosure have been adjusted or disclosed.
- The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial report as a whole.
- We have established and maintained adequate accounting records and adequate internal control structures which have been designed to prevent and detect fraud and errors and to facilitate the preparation of a reliable financial report. There are no material transactions that have not been properly recorded in the accounting records underlying the financial report.
- The National office has complied with all aspects of contractual agreements (including borrowing agreements), its governing rules, applicable legislation and regulations that could have a material effect on the financial report in the event of non-compliance.
- There has been no non-compliance with the requirements of regulatory authorities that could have a material effect on the financial report in the event of non-compliance.
- There have been no communications from regulatory agencies concerning non-compliance with, or deficiencies in, financial reporting practices that could have a material effect on the financial report.
- The National office has satisfactory title to all assets and there are no liens or encumbrances on the National office's assets other than as disclosed in the financial report. Adequate provision has been made for any losses or allowances in respect of all assets.
- Allowances for depreciation have been adjusted for property, plant and equipment that have been abandoned or are otherwise unusable.
- We have recorded or disclosed, as appropriate, all assets and liabilities, both actual and contingent, and contractual commitments in the financial report.

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- Other than those already disclosed to you, no claims in connection with litigation have been or are expected to be received.
- The National office has an established procedure whereby the adequacy of insurance cover on all assets and risks is reviewed annually. This review has been performed, and where appropriate, assets and insurable risks of the National office, are adequately covered by insurance.
- We have no plans or intentions that may materially alter the carrying value or classification of assets and liabilities reflected in the financial report.
- There are no formal or informal set-off arrangements with any of our cash balances, investment accounts and line of credit or similar arrangements.
- We have considered the requirements of Accounting Standard AASB 136 *Impairment of Assets* when assessing the impairment of assets and in ensuring that no assets are stated in excess of their recoverable amount. We have communicated to you all indicators of impairment and where these exist, we have conducted appropriate impairment testing on the relevant asset.
- The National office has complied with the disclosure requirements of the Fair Work (Registered Organisations) Regulations 2009 and all requirements of Part 3 of Chapter 8 of the Fair work (Registered Organisation) Act 2009 and we have provided to you with details of all matters disclosed in accordance with those requirements.
- The electronic presentation of the financial report is the National Executive's responsibility. The electronic version of the audited financial report and audit report presented on the web site are the same as the final signed version of the audited financial report and audit report. We have assessed the security controls over audited financial information and the audit report and are satisfied that procedures in place are adequate to ensure the integrity of the information provided.
- We confirm that we have accounted for capitation fees on an accruals basis in accordance with the Fair Work (Registered Organisations) Regulations 2009.
- We confirm that the related party balances as disclosed in Note 18 to the financial statements are accurate and complete.
- We confirm that the board has determined that the fair value of the Investment Property at Redfern is \$7.25 million as at 31 December 2021 based on an independent valuation provided.

Information Provided

- We have provided you with:

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- (a) Access to all information of which we are aware that is relevant to the preparation of the financial report such as records, documentation, all minutes of board and shareholder meetings and other matters;
 - (b) Additional information that you have requested from us for the purpose of the audit; and
 - (c) Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
- All transactions have been recorded in the accounting records and are reflected in the financial report.
 - We have disclosed to you the results of our assessment of the risk that the financial report may be materially misstated as a result of fraud.
 - We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the entity and involves:
 - (a) Management;
 - (b) Employees who have significant roles in internal control; or
 - (c) Others where the fraud could have a material effect on the financial report.
 - We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the entity's financial report communicated by employees, former employees, analysts, regulators or others.
 - We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial report.
 - We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.
 - We have provided you with all requested information, explanations and assistance for the purposes of the audit.
 - We have provided you with all information required by the Fair Work (Registered Organisations) Regulations 2009 and requirements of Part 3 of Chapter 8 of the Fair work (Registered Organisation) Act 2009. We have disclosed to you all the known deficiencies in internal control of which we are aware.

We confirm that the above representations are made on the basis of adequate enquiries of management and staff (and where appropriate, inspection of evidence) sufficient to satisfy ourselves that we can properly make each of the above representations to you.

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We understand that your audit was conducted in accordance with Australian Auditing Standards and was, therefore, designed primarily for the purpose of expressing an opinion on the financial report of the entity taken as a whole, and that your test of the financial records and other auditing procedures were limited to those which you considered necessary for that purpose.

Yours faithfully

(Signature of client) MARK DIAMOND

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