



AUSTRALIAN INDUSTRIAL REGISTRY

Australian Industrial Registry
Level 35, Nauru House
80 Collins Street
MELBOURNE VIC 3000
Telephone: (03) 8661 7888
Fax: (03) 9654 6672

Ref: FR2003/428-[283V-FTR]

Branch Secretary
National Tertiary Education Industry Union
Australian Film Television and Radio School Branch
C/- NSW Division
Level 2
104 Commonwealth Street
SURRY HILLS NSW 2010

Dear Sir/Madam

**Re: National Tertiary Education Industry Union-Australian Film Television and Radio School Branch
Financial Reporting Obligations under *Workplace Relations Act 1996***

This is a courtesy letter to remind you of the financial reporting obligations of the abovenamed body under the *Workplace Relations Act 1996* ('the Act') for the financial year ended 30 June, 2003.

While the accounting, auditing and reporting obligations have changed with the introduction of the *Registration and Accountability of Organisations Schedule* (the RAO Schedule) which generally came into operation on 12 May 2003, Part IX, Division 11 of the Act continues to apply in relation to a financial year of an organisation that ends on 30 June, 2003. The corresponding obligations set out in the RAO Schedule apply to each financial year of an organisation that starts on or after 1 July 2003.

Now that the financial year for 30 June, 2003 has ended, it is timely that you put in train the various steps of the financial reporting requirements. To assist you with this process I have enclosed for your information a notice summarising these requirements including the time-scales prescribed by the legislation.

Please note that a branch of an organisation may be exempted from the obligations arising under Part IX, Division 11 in respect of a financial year by satisfying a Registrar that the branch did not have any financial affairs during the financial year. An application under subsection 271A(1) of the Act must be made within 90 days (unless extended by a Registrar) after the end of the financial year.

Please do not hesitate to contact me on (03) 8661 7787 if you wish to discuss the financial reporting requirements, especially if you anticipate any difficulty in meeting any step in the time-scales prescribed.

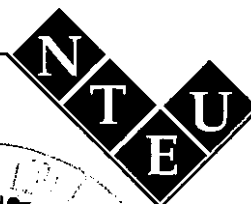
Yours sincerely

Clency Lapierre
Team Manager
E-mail: clency.lapierre@air.gov.au
28 July, 2003

National Tertiary Education Union

New South Wales

Clency Lapierre
Team Manager
Australian Industrial Registry
Level 35, Nauru House
80 Collins Street
MELBOURNE VIC 3000

July 30th, 2003

Dear Mr Lapierre

Re: Your Ref: FR2003/446 -(283V-NSWD)

I advise that the Australian Film and Television and Radio School Branch did not have any financial affairs during the 2003 tax year and has no intention of conducting any affairs in the future due to the small number of members and size of the College.

I enclose application for exemption which is the same as submitted last year with the exception of the date.

Please contact me if you require any further information.

Yours faithfully

Dr Michael Donaldson
NSW State Secretary

NTEU (NSW)

Level 2, 104 Commonwealth Street, Surry Hills, NSW 2010

Ph: (02) 9212 5433 Fax: (02) 9212 4090

Email: <first name>.<surname>@nsw.nteu.org.au

S271A OF WORKPLACE RELATIONS ACT 1996

Issues to be addressed

1. Does the branch hold an interest in any real or personal property?
If yes, does it derive any income or incur any liabilities in relation to such property?
Did the branch engage in any financial transactions in relation to such property in the last financial year?
 - *The branch of the NTEU holds no interest in any real or personal property of any kind.*
2. Does the branch act as a trustee in any form?
If so, what is the nature of the trust?
Does such a role involve any financial transactions of any description?
Did the branch engage in any financial transactions in relation to such trusts in the last financial year?
 - *The branch of the NTEU does not act as a trustee in any form.*
3. Does the branch have any funds under the rules of the organisation?
 - *The branch has no funds of any kind.*
4. Is the branch structure closely mirrored in the form of another organisation such as a State registered union ('associated body')?
If so, what is the name of that body?
What legislation, if any, regulates that body in its (financial) accounting to its members?
Is the membership of the branch and the associated body identical?
If not, in what way does it differ? Is there a formal agreement between the organisation and an "associated body" in relation to the provision of services to the branch by the associated body?
 - *The branch of the NTEU is not associated or affiliated with any other branch staff association nor is it associated or affiliated with an industry body of any kind except for our parent body, the National Tertiary Education Industry Union.*
5. How do members of the branch pay dues or levies payable under the rules of the organisation?
 - *Members of the branch pay union dues to the parent body, the National Tertiary Education Industry Union. The branch collects no dues.*

6. How does the branch pay dues or levies or any other payments that may be imposed under the rules of the organisation to the federal or other body of the organisation under the rules of the organisation ?
- *The branch of the NTEU is not required to pay dues to the NTEU. All dues required by the NTEU are paid by individual members.*
7. How does the branch secure the funds, if any, required to discharge its obligations as a branch of the organisation as provided in the rules of the organisation ?
- *The branch of the NTEU has never needed any funds in order to discharge its obligations.*
8. Has the branch at any time in the past produced financial accounts, in particular, statements of income and expenditure and balance sheets ?
If so, what has altered in the circumstances which has led to the discontinuance of this practice?
- *The branch has not, at any time, produced financial accounts of any kind.*
9. In addition to your answers to the above specific questions what are the circumstances which the branch believes warrant the issuing of a certificate in accordance with s271A?



AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7817
Fax: (03) 9654 6672

Dr Michael Donaldson
NSW State Secretary
National Tertiary Education Industry Union
New South Wales Branch
Level 2, 104 Commonwealth Street
SURRY HILLS, NSW 2010

Dear Dr Donaldson,

Re: Application for certificate of exemption from requirements relating to financial reporting (FR2003/428)

I refer to your application dated 30 July 2003 for a certificate of exemption from requirements relating to financial reporting in respect of Australian Film Television and Radio School Branch of the National Tertiary Education Industry Union, for the financial year ended 30 June 2003.

I have granted the application. My certificate is enclosed.

Yours sincerely,

Damien Staunton
DEPUTY INDUSTRIAL REGISTRAR

15 August 2003



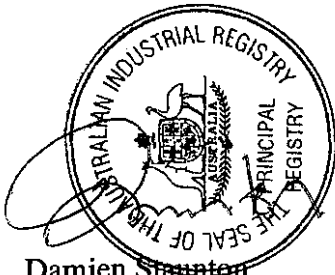
**Workplace Relations Legislation Amendment (Registration and
Accountability of Organisations) (Consequential Provisions) Act 2002**
*subitem 47(1) - continued application of Division 11 of Part IX of Workplace Relations Act
1996*

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
(FR2003/428)**

CERTIFICATE

On 30 July 2003 an application was made under former subsection 271A(1) of the *Workplace Relations Act 1996* (the WR Act) for a certificate of exemption by the Australian Film Television and Radio School Branch of the National Tertiary Education Industry Union in respect of financial year ended 30 June 2003. Subsection 271A(1) was a provision of Part IX, Division 11 of the WR Act, that division being repealed on 12 May 2003 by the *Workplace Relations Legislation Amendment (Registration and Accountability of Organisations) (Consequential Provisions) Act 2002* (the RAOCP Act). However, by virtue of subitem 47(1) of the RAOCP Act, the operation of Part IX, Division 11 of the WR Act continues to apply to the Australian Film Television and Radio School Branch of the National Tertiary Education Industry Union in respect of financial year ended 30 June 2003.

Under the provisions of subitem 47(1) of the RAOCP Act and former subsection 271A(1) of the WR Act, I am satisfied that the branch did not have any financial affairs in the year ended 30 June 2003.



Damien Staunton
DEPUTY INDUSTRIAL REGISTRAR

15 August 2003