



AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9654 6672

Ms. M. Kemp
Secretary
National Tertiary Education Industry Union
Murdoch University Branch NTEU Office
Room 8, Transportable 1
South Street
MURDOCH WA 6150

Dear Ms. Kemp,

Re: Financial statements for year ended 30 June 2002 - FR2002/459

This is a courtesy letter to remind you of the financial reporting requirements of Part IX, Division 11 of the Workplace Relations Act 1996 ('the Act') in respect of financial year ended 30 June 2002.

An organisation registered under the Act or a branch of such an organisation is required to carry out the various steps of the financial reporting obligations within certain time-scales.

In relation to financial documents for year ended 30 June 2002, the auditor should have made a report to the branch as required by subsection 276(1) of the Act before 31 December 2002.

If you have not done so already you should consider implementing the following steps:

- provision of copies of the auditor's report, accounts and statements to the members,
- following provision of copies to the members, presentation of the auditor's report, accounts and statements to a meeting of the members or the committee of management
- lodgement of copies of the auditor's report, accounts and statements in the Industrial Registry accompanied by your certificate confirming that the documents so lodged are copies of those presented to the relevant meeting - the certificate should specify the type of meeting and the date when the meeting was held.

In the normal course of events, financial statements for year ended 30 June 2002 should be lodged in the Industrial Registry before 31 March 2003. Please note that the Act provides for extensions of time to be sought and granted in certain circumstances.

If you have already taken steps to have the financial statements lodged in the Industrial Registry before 31 March 2003, please disregard this letter.

I have enclosed for your information a notice describing the financial reporting requirements in more detail, including the time-scales prescribed by the legislation.

Should you wish to discuss this letter please contact me on (03) 8661 7787.

Yours sincerely

Clency Lapierre
Statutory Services Branch

11 March 2003



AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7777
Fax: (03) 9654 6672

Ms. M. Kemp
Secretary
National Tertiary Education Industry Union
Murdoch University Branch
Room 8, Transportable 1
Murdoch University
South Street
MURDOCH WA 6150

Dear Ms. Kemp,

**Re: Outstanding Financial Documents - Workplace Relations Act 1996
FR2002/459**

There is no record of lodgement in the Industrial Registry of the auditor's report, accounts and statements of the abovenamed body, prepared in accordance with the *Workplace Relations Act 1996* ('the Act'), for the year ended **30 June 2002**.

An organisation registered under the Act or a branch of such an organisation is required after the end of its financial year to prepare accounts and statements, obtain an audit report, provide copies of the auditor's report, accounts and statements ('the financial documents') to its members, present the financial documents to a meeting of members or committee of management, and lodge copies of such documents in the Industrial Registry. Having in mind the time-scales allowed by the Act to complete each of these steps, lodgement of the financial documents specified above would, in the normal course, be expected before now.

Therefore, I request your written advice by **Friday 27 June 2003** as to when each of the following steps is expected to be completed:-

1. preparation of the accounts and statements
2. making of the audit report
3. provision of copies of the financial documents to the members
4. presentation of the financial documents to a meeting of the members or the committee of management *following provision of copies to the members*
5. lodgement of copies of the financial documents in the Industrial Registry under cover of a certificate by you that the documents so lodged are copies of the documents presented to the meeting referred to in 4 above - such certificate specifying the type of meeting and the date when it was held.

If you wish to discuss this letter you may contact me on (03) 8661 7993.

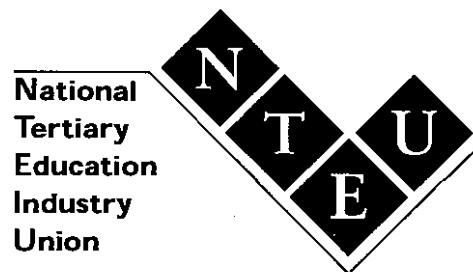
In reply please quote: FR2002/459

Yours sincerely

Larry Powell
Statutory Services Branch
12 June 2003

MURDOCH
UNIVERSITY
ACADEMIC
STAFF
ASSOCIATION

Transportable 1, Room 8
South Street, Murdoch 6150
Western Australia
Ph: (08) 9360 2717, (08) 9360 2922
email: nteu@central.murdoch.edu.au



MURDOCH BRANCH



3 July 2003

The Industrial Registrar
Australian Industrial Registry
GPO Box 1994S
Melbourne Vic 3001

Attention: Larry Powell

Dear Mr. Powell,

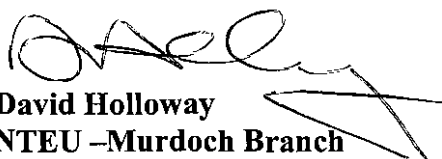
Financial Return and Auditors Report for the year ended 30 June 2002

I am enclosing the following documents of the National Tertiary Education Industry Union – Murdoch University Branch as required under the Workplace Relations Act 1996 for your perusal and comment. My apologies for the oversight and delay in forwarding these annual financial returns.

1. Secretary's and Committee of Management certificates for the 30 June 2002 financial statements.
2. Financial statements and Auditor's report for the 30 June 2002 financial year.

These were approved and accepted at the Annual General Meeting held on 30th October 2002.

If there are any queries please contact me.


David Holloway
NTEU –Murdoch Branch
Secretary/Treasurer
Tel No: (08) 9360 2704
Fax: (08) 9310 5004
E-mail: d.holloway@murdoch.edu.au

NATIONAL TERTIARY EDUCATION INDUSTRY UNION
MURDOCH BRANCH
ANNUAL GENERAL MEETING
WEDNESDAY 30TH OCTOBER 2002
FOLLOWING MUASA AGM
ECL LECTURE THEATRE 3

A G E N D A

1. **Confirmation of Minutes of the NTEU Annual General Meeting held on 24th October 2001 (attached)**
2. **Matters Arising from the Minutes**
3. **President's Report**
4. **Treasurer's Report (attached)**
MOTION 1: That the Treasurer's Report for 2001-2002 be approved
5. **Enterprise Bargaining – Report from National EB Forum**
6. **Report from NTEU National Council**
7. **Any Other Business**

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
MURDOCH BRANCH
MINUTES
OF THE
ANNUAL GENERAL MEETING
HELD ON 24TH OCTOBER 2001**

Present: 28 members of NTEU, Kerry Evans (Acting Industrial Officer), Stephanie Thompson (Executive Officer)

Apologies: Chris Smyth, Eve Voysey, Peta Bowden, Simon Avenell, Gavin Wood, Nancy Victorin-Vangerud, Dave Palmer, Peter Dingle, Jane Pearce, Janice Dudley, Murray Brennan, Allan Barton, Colin Beasley, Barry Kissane, Stuart Bradley, Sonia Walker, Naomi Sidebottom, Peter Dingle

1. Confirmation of Minutes

It was proposed by Jen Bradley, seconded by Walter Bloom

That the Minutes of the Annual General Meeting held on 25th October 2000 be confirmed as a true and accurate record

And this was **carried** unanimously.

2. Matters Arising from the Minutes

There were no matters arising from the Minutes.

3. President's Report

Mick spoke to his report at the MUASA AGM which preceded this meeting.

4. Treasurer's Report

David Holloway reported that it is a requirement from the federal body of the NTEU to channel funds for the federal organisation and the W.A. Division.

5. Any Other Business

Mick told those present that the more help the Committee of Management gets from general membership the better.

He then gave over the floor to Grahame McCulloch.

Address by Grahame McCulloch, National General Secretary

Grahame opened his address by saying that, as National Secretary, he has broad overall responsibility for the union's political and industrial affairs. He would like to talk today on three issues, Enterprise Bargaining, the Federal Election prospects for higher education and the request from National Council for a full review of the future of the union.

1. Enterprise Bargaining

Grahame said that, considering the constraints, the union had done well. There were 41 agreements in all. National pattern bargaining was adopted at the outset. The main aims of the last round of EB were for a 12% minimum wage increase, reasonable job security, full protection of pre-1996 award conditions, protection of employer 17% superannuation contributions and the application of the HECE award.

The wage increases achieved range from 12.2% to 14.7% with a possible 15.5%. The extent to which the EB process drove the union to take industrial action was not commented on much by the media, but in the latest EB round there was seven times the industrial action ever taken by the sector. Issues for the next round will be intellectual property, professional indemnity, access to research time and supplementation of teaching.

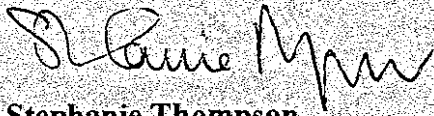
2. Federal Election Prospects for Higher Education

The NTEU takes a position of strong political independence. However, higher education cannot afford the return of the Coalition due to the money withdrawn from education and the cutbacks in employment. The ALP is high on rhetoric but education could expect two to four hundred million dollars over the next four years. The Democrats have more positive support for education than the Greens. There are eleven seats in the Targeted Seats Campaign.

3. Full Review of the Future of the Union

There are substantial shortfalls in the sector. With a possible increase in HECS fees and in full fee-paying students the union must plan for very difficult circumstances. EB has become all-consuming for unions as they are drawn into the management of things with no discussion of core values. The union needs a strategy that focuses occupationally-speaking, on research staff, librarians and technical staff. Grahame would like to see an expansion of Branch activities. He must provide a fundamental review by April 2002. He will be examining why there are different fees at different institutions, the idea of a common payroll and why staff associations should be maintained.

Mick thanked Grahame and, since there was no further business, the meeting was declared closed.

A handwritten signature in cursive script, appearing to read 'Stephanie Thompson', written in black ink.

Stephanie Thompson
Executive Officer

NATIONAL TERTIARY EDUCATION
INDUSTRY UNION

MURDOCH UNIVERSITY BRANCH

FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2002

NATIONAL TERTIARY EDUCATION INDUSTRY UNION

MURDOCH UNIVERSITY BRANCH

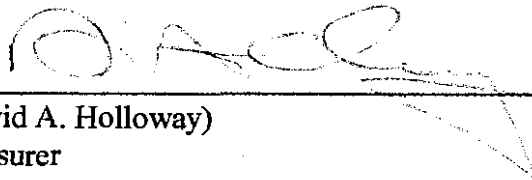
ACCOUNTING OFFICER'S CERTIFICATE

I, David A. Holloway, Treasurer, being the Officer responsible for keeping the accounting records of the National Tertiary Education Industry Union, certify that as at 30 June 2002 the number of members in the association affiliated with the organisation was 290.

In my opinion,

- (1) the attached accounts show a true and fair view of the financial affairs of the organisation as at 30 June 2002;
- (2) a record has been kept of all moneys paid by, or collected from members of the organisation and all moneys so paid or collected have been credited to the bank account or accounts to which those moneys are to be credited, in accordance with the rules of the organisation;
- (3) before any expenditure was incurred by the organisation, approval of the incurring of the expenditure was obtained in accordance with the rules of the organisation;
- (4) with regard to funds of the organisation raised by compulsory levies or voluntary contributions from members, or funds other than the General Fund operated in accordance with the rules, no payments were made out of any such fund for purposes other than those for which the fund was operated;
- (5) all loans or other financial benefits granted to persons holding office in the organisation were authorised in accordance with the rules;
- (6) the register of members of the organisation was maintained in accordance with the Workplace Relations Act 1996.

Signed as a true and correct statement.



(David A. Holloway)
Treasurer

Dated this 15 day of October 2002

NATIONAL TERTIARY EDUCATION INDUSTRY UNION

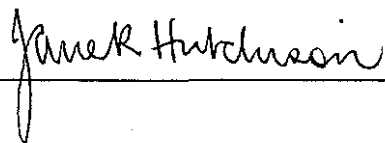
MURDOCH UNIVERSITY BRANCH

COMMITTEE OF MANAGEMENT CERTIFICATE

We, being two members of the Committee of Management of the Murdoch University Branch of the National Tertiary Education Industry Union, do state on behalf of the Committee and in accordance with a resolution passed by the Committee of Management, that:

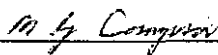
- (1) in the opinion of the Committee Executive, the attached accounts show a true and fair view of the financial affairs of the organisation as at 30 June 2002;
- (2) meetings of the Committee were held during the year ended 30 June 2002 in accordance with the rules of the organisation;
- (3) to the knowledge of any member of the Committee, there has been **no** instances where records of the organisation or other documents (not being documents containing information made available to a member of the organisation under Section 274(2) of the Workplace Relations Act 1996, as amended) or copies of those records or documents, or copies of the rules of the organisation, have not been furnished, or made available, to members in accordance with the requirements of the Workplace Relations Act 1996, as amended, the Regulations thereto, or the rules of the organisation, as the case may be; and
- (4) the organisation has in relation to any report of the Auditor prepared in accordance with Section 276 of the Act in respect of the immediately preceding financial year and in relation to any accounts and statements prepared in accordance with Section 273 in respect of that immediately preceding financial year, complied with whichever of the provisions of sub-section 279(1) and (6) or (7) of the Act are applicable.
- (5) The contents of this certificate are in accordance with a resolution passed by the Committee of Management.

Signed as a true and correct record, this 22 day of Oct. 2002.



JANE ROSLUND HUTCHISON

(Member of Committee of Management)



MICHAEL GEORGE CAMPION
(Member of Committee of Management)

NATIONAL TERTIARY EDUCATION INDUSTRY UNION

MURDOCH UNIVERSITY BRANCH

BALANCE SHEET
AS AT 30 JUNE 2002

	Note	2002 \$	2001 \$
CURRENT ASSETS			
Cash	3	3,187	3,249
Trade Debtors	4	4,773	-
TOTAL CURRENT ASSETS		<u>7,960</u>	<u>3,249</u>
TOTAL ASSETS		7,960	3,249
CURRENT LIABILITIES			
Trade Creditors	5	4,773	-
TOTAL LIABILITIES		<u>4,773</u>	<u>-</u>
NET ASSETS		<u>\$ 3,187</u>	<u>\$ 3,249</u>
ACCUMULATED FUNDS - MEMBERS EQUITY			
Retained surplus - beginning of year		3,249	3,357
PLUS: Surplus (Deficit)		(62)	(108)
TOTAL ACCUMULATED FUNDS - MEMBERS EQUITY		<u>3,187</u>	<u>3,249</u>
AS AT 30TH JUNE 2002		<u>\$ 3,187</u>	<u>\$ 3,249</u>

The accompanying notes form part of these financial statements.

NATIONAL TERTIARY EDUCATION INDUSTRY UNION

MURDOCH UNIVERSITY BRANCH

STATEMENT OF INCOME AND EXPENDITURE
FOR THE YEAR ENDED 30 JUNE 2002

	2002	2001
	\$	\$
INCOME		
Members Subscriptions Transferred from MUASA	97,473	81,942
Interest Received	-	4
	<u>97,473</u>	<u>81,946</u>
EXPENDITURE		
Capitation fees - National + WA Division	97,473	80,441
Miscellaneous payments	-	1,501
Bank Charges	62	112
	<u>97,535</u>	<u>82,054</u>
NET SURPLUS (LOSS)	<u>(\$62)</u>	<u>(\$108)</u>

The accompanying notes form part of these financial statements.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
MURDOCH UNIVERSITY BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2002**

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The financial report has been prepared in accordance with the requirements of the Association's Incorporation Act (WA) and Australian Accounting Standards AAS5 "Materiality", and AAS6 "Accounting Policies". No other applicable Australian Accounting Standards, Urgent Issues Group Consensus Views or other authoritative pronouncements of the Australian Accounting Standards Board have been applied.

The financial report has been prepared on an accrual basis and is based on historic costs and does not take into account changing money values. The preparation of the financial report on an accrual basis is a change in accounting policy from prior years.

The accounts have been prepared on a going concern basis. The ability for the union to continue as a going concern is dependent on receiving membership dues.

The following is a summary of the significant accounting policies adopted by the Murdoch University Branch of the National Tertiary Education Industry Union in the preparation of this financial report.

- a) Membership Income
Membership income is brought to account when received.

2. NOTICE TO MEMBERS UNDER SECTION 274(4)

Notice is drawn to Subsections 274(1) (2) and (4) of the Workplace Relations Act which state that:

- (a) A member of the organization or a Registrar may apply to the organisation for specified prescribed information in relation to the organization.
- (b) The organisation shall, on application made under (1), make the specified information available to the member or Registrar in such a manner and within such time, as is prescribed.
- (c) A Registrar may only make an application under Sub-section (1) at the request of a member of the organisation, and the Registrar shall provide to a member information received because of an application made at the request of the member.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
MURDOCH UNIVERSITY BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2002**

	<u>2002</u>	<u>2001</u>
	\$	\$
3. CASH		
BankWest – Account number 77-418024-1	<u>3,187</u>	<u>3,249</u>
4. TRADE DEBTORS		
Amount due from Murdoch University Staff Association	<u>4,773</u>	<u>Nil</u>
5. TRADE CREDITORS		
Amount due to the National and WA Division of the NTEIU	<u>4,773</u>	<u>Nil</u>

**INDEPENDENT AUDIT REPORT
TO THE MEMBERS OF**

**THE NATIONAL TERTIARY EDUCATION INDUSTRY UNION
MURDOCH UNIVERSITY BRANCH**

We have audited the attached financial report, being a special purpose financial report comprising of the Accounting Officer's Certificate, Committee of Management's Certificate, Balance Sheet, Statement of Income and Expenditure and Notes to and forming part of the Financial Statements of the Murdoch University Branch of the National Tertiary Education Industry Union for the year ended 30 June 2002. The Murdoch University Branch of the National Tertiary Education Industry Union Committee of Management is responsible for the financial report and have determined that the accounting policies used are consistent with the financial reporting requirements of the Murdoch University Branch of the National Tertiary Education Industry Union's constitution and are appropriate to meet the needs of the Members. We have conducted an independent audit of the financial report in order to express an opinion on it to the Members of the Murdoch University Branch of the National Tertiary Education Industry Union. No opinion is expressed as to whether the accounting policies used are appropriate to the needs of the members.

The financial report has been prepared for distribution to members for the purpose of fulfilling the Committee of Management's financial reporting requirements under the Murdoch University Branch of the National Tertiary Education Industry Union's constitution and the requirements of the Workplace Relations Act 1996. We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

Our audit has been conducted in accordance with Australian Auditing Standards. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with the accounting policies described in Note 1 to the financial statements. These policies do not require the application of all Accounting Standards and other mandatory professional reporting requirements.

The audit opinion expressed in this report has been formed on the above basis.

In my opinion:-

- (a) (i) there were kept by the organisation in relation to the year satisfactory accounting records, including:
 - (a) records of the sources and nature of the income of the organisation (including income from members); and

Cont .2.

6th Floor Chancery House 37 St Georges Terrace Perth WA 6000

GPO Box X2292 Perth WA 6847

Tel (08) 9325 6199 Fax (08) 9325 7295 Email priemo@wantree.com.au Partners GJ Abdy MH Randail LS Devereux-Solomon

- (b) records of the nature and purposes of the expenditure of the organisation;
and
- (ii) the accounts and statements prepared under Section 273 in relation to the year were properly drawn up so as to give a true and fair view of:
 - (a) the financial affairs of the organisation as at the end of the year; and
 - (b) the income and expenditure, and any surplus or deficiency of the organisation for the year; and
- (b) all the information and explanations that, under Subsection (2), officers or employees of the organisation were required to provide were provided and there was no deficiency failure or shortcoming in relation to any matter referred to in Paragraph (a) or (b).

PRIESTLEY & MORRIS
Chartered Accountants

Priestley & Morris

G.J. Abdyl

.....
G.J. ABDY
PARTNER
Registered Company Auditor

Date: 29 / 10 / 2002

Address: Perth, W.A



AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7993
Fax: (03) 9654 6672

Mr. D. Holloway
Branch Secretary
National Tertiary Education Industry Union
Murdoch University Branch
Murdoch University
Transportable 1, Room 8
South Street
MURDOCH WA 6150

Dear Mr. Holloway,

**Re: Financial documents for year ended 30 June 2002
FR 2002/459**

Reference is made to the financial documents of the Murdoch University Branch of the National Tertiary Education Industry Union for the year ended 30 June 2002. The documents were lodged in the Industrial Registry on 8 July 2003.

The following matter concerning the financial reporting requirements of the Workplace Relations Act 1996, requires your further attention; your written response to this matter is requested by Tuesday, 29 July 2003.

1. Timescale Provisions

Financial documents should be prepared, audited, supplied to members, presented to a meeting and lodged with the Registrar within certain timescale requirements; these requirements are summarised for your assistance in the attachment.

From the information available, the timing of these various steps would seem to be at variance with the requirements of the legislation.

Subsection 279(6) provides that members should be supplied with a copy of the signed auditor's report, committee of management certificate and accounting officer's certificate, together with a copy of the audited accounts at least 7 days before the meeting at which the report, certificates and accounts are to be presented. Subsection 279(6) also provides that once the report, certificates and accounts have been supplied to members they are to be presented to either a meeting of members or a meeting of the committee of management.

Given that the auditor's report is dated 29 October 2002 and the committee of management certificate and accounting officer's certificate are dated 22 October 2002 and 15 October 2002 respectively, it would appear that the Annual General Meeting held on 30 October 2002 was not sufficient for the purposes of subsection 279(6).

Would you please confirm that the documents have been supplied to members in accordance with subsections 279(1) and (3), and presented to a meeting in accordance with subsection 279(6).

The following matter is referred for assistance when preparing future financial documents; no further action is requested in respect of this.

2. Timescale Provisions

Unless an extension is granted, financial documents should be lodged in the Industrial Registry within 14 days of the meeting at which they were presented - refer subsection 280(1).

Should you wish to discuss this letter or if you require further information on the financial reporting requirements of the Act, I may be contacted on (03) 8661 7993.

Yours sincerely,



Larry Powell
Statutory Services Branch

15 July 2003



AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7993
Fax: (03) 9654 6672

Mr. D. Holloway
Branch Secretary
National Tertiary Education Industry Union
Murdoch University Branch
Murdoch University
Transportable 1, Room 8
South Street
MURDOCH WA 6150

Dear Mr. Holloway,

**Re: Financial documents for year ended 30 June 2002
FR 2002/459**

Reference is made to our letter of 15 July 2003 requesting further information concerning the Murdoch University Branch's financial documents for the year ended 30 June 2002, which were lodged in this office on 8 July 2003.

As a response does not appear to have been received, it is requested that a written response be forwarded to this office by 22 September 2003.

Should you wish to discuss this letter or if you require further information on the financial reporting requirements of the Act, I may be contacted on (03) 8661 7993.

Yours sincerely,

Larry Powell
Statutory Services Branch

11 September 2003



AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7993
Fax: (03) 9654 6672

Mr. D. Holloway
Branch Secretary
National Tertiary Education Industry Union
Murdoch University Branch
Murdoch University
Transportable 1, Room 8
South Street
MURDOCH WA 6150

Dear Mr. Holloway,

**Re: Financial documents for year ended 30 June 2003
FR 2003/440**

Reference is made to the financial documents of the Murdoch University Branch of the National Tertiary Education Industry Union for the year ended 30 June 2003. The documents were lodged in the Industrial Registry on 6 February 2004.

The financial documents have been filed.

The following matters are referred for assistance when preparing future financial documents; no further action is requested in respect of these.

1. Auditor's Report

Subsection 276(4) of the Act requires an auditor to state, whether in the auditor's opinion:

"(a)(i) there were kept by the organisation in relation to the year satisfactory accounting records, including:

(A) records of the sources and nature of the income of the organisation (including income from members); and

(B) records of the nature and purposes of the expenditure of the organisation; and

(ii) the accounts and statements prepared under section 273 in relation to the year were properly drawn up so as to give a true and fair view of:

(A) the financial affairs of the organisation as at the end of the year; and

(B) the income and expenditure, and any surplus or deficit, of the organisation for the year; and

(b) whether all the information and explanations that, under subsection (2), officers or employees of the organisation were required to provide were provided;

and, in addition, the auditor shall state in the report particulars of any deficiency, failure

or shortcoming in relation to a matter referred to in paragraph (a) or (b)."

The auditor's report omitted the words underlined above.

Would you please bring this matter to the attention of the auditor.

2. Timescale Provisions

Unless an extension is granted, financial documents should be lodged in the Industrial Registry within 14 days of the meeting at which they were presented - refer subsection 280(1).

The Registration and Accountability of Organisations Schedule (Schedule 1B to the Workplace Relations Act 1996) alters the arrangements under which organisations are required to provide financial and other information to members and the Industrial Registrar. Future financial returns will be required to meet the requirements of Schedule 1B. Your organisation has been provided with documentation in relation to the new requirements.

Outstanding information

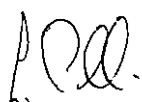
Reference is made to our letter of 15 July 2003 requesting further information concerning the Murdoch University Branch's financial documents for the year ended 30 June 2002 which were lodged in this office on 8 July 2003.

A response does not appear to have been received in this office despite our reminder of 11 September 2003.

As finalization of the matter is now well overdue it is requested that the information required be provided urgently to this office.

Should you wish to discuss this letter or if you require further information on the financial reporting requirements of the Act, I may be contacted on (03) 8661 7993.

Yours sincerely,



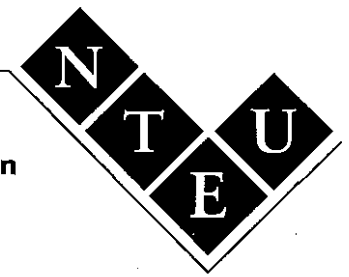
Larry Powell
Statutory Services Branch

12 February 2004

MURDOCH
UNIVERSITY
ACADEMIC
STAFF
ASSOCIATION

Transportable 1, Room 8
South Street, Murdoch 6150
Western Australia
Ph: (08) 9360 2717, (08) 9360 2922
email: nteu@central.murdoch.edu.au

**National
Tertiary
Education
Industry
Union**



MURDOCH BRANCH



9 March 2004

The Industrial Registrar
Australian Industrial Registry
GPO Box 1994S
Melbourne Vic 3001

Attention: Larry Powell

Dear Mr. Powell,

Response to your letters of 15 July, 11 September 2003 and 12 February 2004

My apologies for the delay in this response. I note the requirement to amend the auditor's report under sections 273 and 276 and also to comply in future with the timescale provisions for both notice to members and submission of financial statement to yourself under section 279 and 280 of the Workplace Relations Act.

I will ensure in future that these beaches are not repeated. However, I would point out that the 14-day lodgment date is very tight when considering the time of the year that our AGMs are held and that administrative staff are on leave over the December and January period.

If there are any other queries please contact me.

David Holloway
NTEU –Murdoch Branch
Secretary/Treasurer
Tel No: (08) 9360 2704
Fax: (08) 9310 5004
E-mail: d.holloway@murdoch.edu.au



AUSTRALIAN INDUSTRIAL REGISTRY

Level 35, Nauru House
80 Collins Street, Melbourne, VIC 3000
GPO Box 1994S, Melbourne, VIC 3001
Telephone: (03) 8661 7993
Fax: (03) 9654 6672

Mr. D. Holloway
Branch Secretary
National Tertiary Education Industry Union
Murdoch University Branch
Murdoch University
Transportable 1, Room 8
South Street
MURDOCH WA 6150

Dear Mr. Holloway,

**Re: Financial documents for years ended 30 June 2002 and 30 June 2003
FR 2002/459 and 2003/440**

Thank you for your letter dated 9 March 2004 in relation to the financial documents of the Murdoch University Branch of the National Tertiary Education Industry Union for the years ended 30 June 2002 and 30 June 2003; this has been placed with the documents previously lodged.

Your comments have been noted.

Please note that the Registration and Accountability of Organisations Schedule (Schedule 1B to the Workplace Relations Act 1996) alters the arrangements under which organisations are required to provide financial and other information to members and the Industrial Registrar. Future financial returns will be required to meet the requirements of Schedule 1B. Your organisation has been provided with documentation in relation to the new requirements. You may wish to refer to section 269 of Schedule 1B which provides for reduced reporting requirements if a reporting unit has substantial common membership with a State registered body.

Electronic lodgment

I encourage you to take advantage of the electronic lodgment service provided by the Registry for future lodgments. You may register as a user and then lodge your documents via the Electronic Lodgment page of the AIRC website at www.airc.gov.au. Alternatively, you may send an email with the documents attached to: RIATeam3@air.gov.au. Please note that the Rules of the Commission allow for electronic signatures to be used, other than for statutory declarations (see subrule 74A(1)). Where documents are lodged electronically, there will be no need to forward hard copies of the documents.

Should you wish to discuss this letter or if you require further information on the financial reporting requirements of the Act, I may be contacted on (03) 8661 7993 or by e-mail at larry.powell@air.gov.au.

Yours sincerely,



Larry Powell
Statutory Services Branch

22 March 2004