



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,



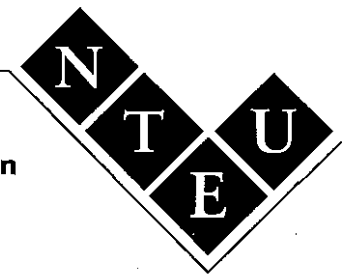
Larry Powell
Statutory Services Branch

22 March 2004

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 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.

. 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

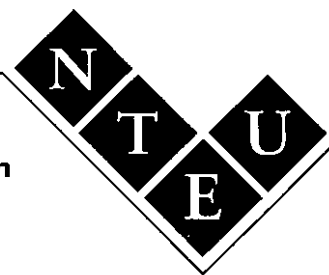
12 February 2004

**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



**MURDOCH
UNIVERSITY**
PERTH, WESTERN AUSTRALIA

5 February 2004

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 2003

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.

1. Secretary's and Committee of Management certificates for the 30 June 2003 financial statements.
2. Financial statements and Auditor's report for the 30 June 2003 financial year.

These were approved and accepted at the Annual General Meeting held on 3rd December 2003 – copy of AGM minutes also attached.

If there are any queries please contact me.

A handwritten signature in black ink, appearing to read "David Holloway".

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 UNIVERSITY BRANCH

BALANCE SHEET
AS AT 30 JUNE 2003

	Note	2003 \$	2002 \$
CURRENT ASSETS			
Cash	3	4,426	3,187
Trade Debtors		-	4,773
TOTAL CURRENT ASSETS		<u>4,426</u>	<u>7,960</u>
TOTAL ASSETS		4,426	7,960
CURRENT LIABILITIES			
Trade Creditors		-	4,773
TOTAL LIABILITIES		<u>Nil</u>	<u>4,773</u>
NET ASSETS		<u>\$4,426</u>	<u>\$3,187</u>
ACCUMULATED FUNDS - MEMBERS EQUITY			
Retained surplus - beginning of year		3,187	3,249
PLUS: Surplus (Deficit) - 2002/2003		1,239	(62)
TOTAL ACCUMULATED FUNDS - MEMBERS EQUITY		<u>4,426</u>	<u>3,187</u>
AS AT 30TH JUNE 2003		<u>\$4,426</u>	<u>\$3,187</u>

NATIONAL TERTIARY EDUCATION INDUSTRY UNION

MURDOCH UNIVERSITY BRANCH

STATEMENT OF INCOME AND EXPENDITURE
FOR THE YEAR ENDED 30 JUNE 2003

	2003	2002
	\$	\$
INCOME		
Members Subscriptions Transferred from MUASA	109,215	97,473
Interest Received	2	-
	<u>109,217</u>	<u>97,473</u>
EXPENDITURE		
Capitation fees - National + WA Division	107,867	97,473
Miscellaneous payments	-	-
Bank Charges	111	62
	<u>107,978</u>	<u>97,535</u>
NET SURPLUS (LOSS)	<u>\$1,239</u>	<u>(\$62)</u>

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

**NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR
ENDED 30TH JUNE 2003**

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The financial report has been prepared in accordance with the requirement of the Association's Incorporation ACT (WA) and Australian Accounting Standards AAS5 "Materiality" and AAS6 "Accounting Policies". No other applicable Australian Accounting Standards, Urgency 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 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 Industrial 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:

- 1 A member of the organization or a Registrar may apply to the organisation for specified prescribed information in relation to the organization.
- 2 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.
- 3 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 ACCOUNTS FOR THE YEAR
ENDED 30TH JUNE 2003

	<u>2003</u>	<u>2002</u>
	\$	\$
3. CASH		
BankWest – Account number 77-418024-1	<u>4,426</u>	<u>3,187</u>

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 2003;
- (2) meetings of the Committee were held during the year ended 30 June 2003 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 20th day of ~~November~~ 2003.

M. G. Campbell
(Member of Committee of Management)

Marian Kemp
(Member of Committee of Management)

NATIONAL TERTIARY EDUCATION INDUSTRY UNION

MURDOCH UNIVERSITY BRANCH

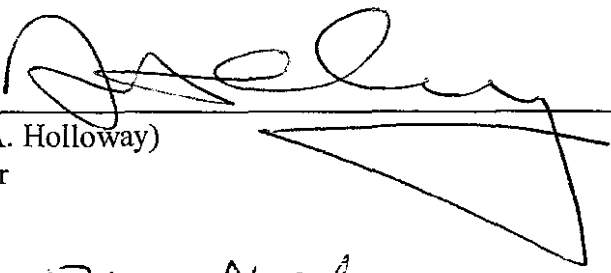
ACCOUNTING OFFICER'S CERTIFICATE

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 2003 the number of members in the association affiliated with the organisation was 320.

In my opinion,

- (1) the attached accounts show a true and fair view of the financial affairs of the organisation as at 30 June 2003;
- (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 17th day of November 2003

NATIONAL TERTIARY EDUCATION INDUSTRY UNION

MURDOCH UNIVERSITY BRANCH

AUDITOR'S REPORT

FOR THE YEAR ENDED 30 JUNE 2003

Scope

I have audited the 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 2003.

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 Union's constitution and are appropriate to meet the needs of the Members.

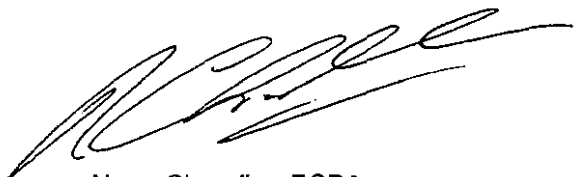
I have conducted an independent audit of the financial report in order to express an opinion on it to the Members of the Murdoch University Branch of the National Tertiary Education Industry Union. The financial report has been prepared for distribution to members for the purpose of fulfilling the Committee 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.

The audit has been conducted in accordance with Australian Auditing Standards and procedures include 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.

Audit Opinion

- In my opinion satisfactory accounting records were kept by the organisation for the year. The financial reports were properly drawn up so as to give a true and fair view of the financial position of the National Tertiary Education Industry Union Murdoch University Branch as at 30 June 2003 and the results of its operations for the year ended 30 June 2003.



Norm Chandler, FCPA
Auditor

SIGNED at Kardinya this 20th day of November 2003

NATIONAL TERTIARY EDUCATION INDUSTRY UNION
MURDOCH BRANCH
MINUTES
OF THE ANNUAL GENERAL MEETING
HELD ON 3RD DECEMBER 2003

Present: 35 members of the NTEU, Teresa Borwick (Industrial Officer),
Stephanie Thompson (Executive Officer)

Apologies: Jane Pearce, Jan Currie, Kate Fitch, Nicola Ritter, Judith MacCallum

1. Confirmation of Minutes

It was moved by David Holloway, seconded by Eve Voysey

That the Minutes of the Annual General Meeting held on 30th October 2002 be confirmed as a true and accurate record

And this was carried.

2. Matters Arising from the Minutes

There were no matters arising from the Minutes.

3. President's Report

Mick thanked everyone involved in the strike action and rally on 16th October. He thanked the Committee of Management and gave special appreciation to Jane Hutchison and Pam Mathews who serve on the Academic and General Staff Enterprise Bargaining teams respectively. David Holloway and Jim Macbeth were thanked for their contributions to University governance and Allan Barton was thanked for his contribution to NTEU National Council. Mick thanked Stephanie and gave special mention to Teresa who had experienced a difficult year.

At National Council this year the key issue was the Federal Government's Higher Education agenda and the national Organisational Review. The resistance to the Federal Government agenda continues and Carolyn Allport and Grahame McCulloch are still in Canberra trying to achieve changes.

There have been regular teleconferences across the country on Enterprise Bargaining but the Nelson proposals have slowed the process. The James Cook University management have offered 15%. This will probably be the "ground price".

The WA Division has had to pay payroll tax for industrial staff and contingencies have also had to be made for liabilities such as long service leave, sick leave etc. The University of WA have different office bearers for their Staff Association and NTEU Branch committees which is problematic for their representation on the WA Division. The Division is complex to run since the different institutions have differing views on how to proceed.

A 3% administration payment from Murdoch management will be paid to Murdoch staff in January. The papers from the Senate meeting of 24th November show that 3% has been set aside for each of the next three years. However the salary outcome is expected to be higher than this.

The Branch now has in excess of 330 members which entitles us to two National Councillors rather than the present one.

4. Treasurer's Report

David Holloway presented the audited financial statements. The Branch is slightly in surplus because a proportion of dues for members who pay by credit card is returned to the Branch from National Office. There is a discrepancy between the NTEU and Academic Staff Association accounts because an overpayment to the NTEU nationally from last year has been paid back to the ASA account.

It was **moved** by Janice Dudley, seconded by Chris Smyth

That the Treasurer's report for 2002-2003 be approved

And this was **carried**.

5. Appointment of Auditor

It was **moved** by David Holloway, seconded by Jane Hutchison

That Norm Chandler CPA be appointed Auditor for the financial year 2003-2004

And this was **carried**.

6. Any Other Business


a) Murdoch University situation

Mick reported that he had sent a message to members about the feeling of malaise at Murdoch University and had had 95 responses. Seventy-three considered there was a problem, 8 agreed tentatively, 8 firmly disagreed and 6 said they were unable to comment because they were on OSP or similar. Mick will collate the responses which he thinks should also be sent to the senior executive. He had had an apparently productive meeting

with the Vice-Chancellor this morning and went through the items for discussion with him.

After some discussion, Mick suggested holding three-monthly meetings of members with the first possibly in March.

There being no further business, the meeting was declared closed.

A handwritten signature in black ink, appearing to read "Stephanie Thompson". The signature is fluid and cursive, with the first name being more prominent.

Stephanie Thompson
Executive Officer



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: FR2003/440-[283V-MURD]

Mr David Holloway
Secretary
National Tertiary Education Industry Union
Murdoch University Branch
PO Box 1014
CANNING VALE WA 6155

Dear Mr Holloway

**Re: National Tertiary Education Industry Union-Murdoch University 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