



**Australian Government**  
**Australian Industrial Registry**

Level 35, Nauru House  
80 Collins Street, Melbourne, VIC 3000  
GPO Box 1994S, Melbourne, VIC 3001  
Telephone: (03) 8661 7764  
Fax: (03) 9654 6672

Ms. D. Paez  
Secretary  
C/- Faculty of Business  
University of Sunshine Coast Branch NTEU Office  
Locked Bag 4  
MAROOCHYDORE QLD 4558

Dear Ms. Paez,

**Re: Financial documents for year ended 30 June 2002  
FR2002\_475**

I acknowledge receipt of the Secretary's Certificate with regard to the financial documents of the University of Sunshine Coast Branch of the abovenamed organisation for the year ended 30 June 2002 lodged in the Industrial Registry on 11 October 2004.

The documents have been filed.

As you would know the Workplace Relations (Registration and Accountability of Organisations) legislation (the RAO legislation) generally came into operation on 12 May 2003.

Yours sincerely,

A handwritten signature in black ink that reads 'M Beare'.

Marylyn Beare  
Statutory Services Branch

14 October 2004

## Secretary's Certificate

I, Di Paez, Branch Secretary of the University of the Sunshine Coast  
Branch of the National Tertiary Education Industry Union certify that:

1. The auditor's report, the accounts and statements, and the certificates of the accounting officer and of the Branch Committee for the financial year ending 30 June 2002 were:
  - distributed to members free of charge on 7<sup>th</sup> April 2004.
2. The enclosed documents are copies of the auditor's report, the accounts and statements, the certificates of the accounting officer and of the Branch Committee, prepared for the Branch in accordance with the Act for the financial year ending 30 June 2002 and are as presented to a meeting of the \*members of the Branch/Branch Committee on 21 April 2004.

Signed:



**Di Paez,**  
**Branch Secretary,**  
**University of the Sunshine Coast Branch of the NTEU**  
**Date: 7<sup>th</sup> October 2004**



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Secretary  
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MAROOCHYDORE QLD 4558

Dear Ms. Paez,

**Re: Financial documents for year ended 30 June 2002  
FR2002\_475**

I have received the financial documents of the University of Sunshine Coast Branch of the abovenamed organisation for the year ended 30 June 2002 lodged in the Industrial Registry on 25 August 2004.

Having regard to the requirements of Division 11 of Part IX of the Workplace Relations Act 1996 and Part VII of the Workplace Relations Regulations your attention is drawn to the following:

**Secretary's certificate**

***No certificate lodged***

Financial documents lodged with the Registrar are required by subsection 280(1) to be filed under cover of a certificate from the secretary, stating that the documents so lodged are copies of the auditor's report, accounts and statements which were presented to a meeting in accordance with section 279. I request that such a certificate be forwarded to the Registry and that the certificate contain the date on which the meeting was held. This certification does not have to be in the form of a statutory declaration.

**New legislation**

The Registration and Accountability of Organisations Schedule (Schedule 1B to the Workplace Relations Act 1996) has altered the arrangements under which organisations and their branches 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.

Fact sheets about the new financial reporting requirements may be found on the Commission's website at [http://www.airc.gov.au/fact\\_sheets/factsheets.html](http://www.airc.gov.au/fact_sheets/factsheets.html) .

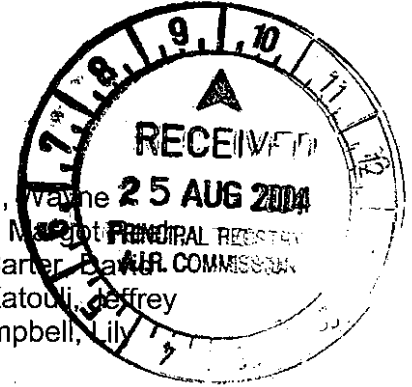
Yours sincerely,

A handwritten signature in black ink that reads "M Beare". The "M" is large and stylized, with the "Beare" written in a cursive script.

Marilyn Beare  
Statutory Services Branch

9 September, 2004

**NTEU – USC Branch General Meeting  
1 pm: 21 April 2004**



**Present:** Donna Mogg, Peter Brooks, Anne Parkinson, Kay Pozzebon, Wayne Graham, Denise Denman, Kathy Solomon, Tracey Thompson, Michelle Pearlman, Harold Richins, Elizabeth Eddy, Jennifer Carter, Park, Werner Gundlach, Todd Smith, Nick Austin, Mohamed Katouli, Ward, Melanie Spencer, Kathy Mash, Ian White, Rebecca Campbell, O'Hara

**Apologies:** Susie Johnston, Christopher Lambert, Eliani Boton, Kathy Marsh, Donna Weeks, Francesca Laura, Philip Mahken, Tara Madgalinski, Jennifer Harvie, Louise Quinn, Louise Peach, Pam Dyer, Robyn Weatherlake, Narayan Gopalkrishnan, Joanne Scott.

**1. Financial audit.**

**Motion:** *That the meeting accepts the Auditor's Report for the period ending 30 June 2002, that was pre-circulated to all members several weeks ago.*

Proposer: Di Paez

Seconder: Werner Gundlach

Motion carried unanimously.

**2. EB Bargaining team**

**Motion:** *That the meeting endorses Branch Executive Committee's recommendation (Attachment A) for the composition of the union branch EB team.*

Proposer: Bron Stevens.

Seconder: Di Paez.

Motion carried unanimously.

**3. Union Branch Log of Claims**

**Motion:** *Following discussion at the last general meeting and the subsequent working party on the Log of Claims; that the Log of Claims be amended in accordance with 1) the working party's recommendations as presented by Bron Stevens at this meeting (Attachment B), and 2) direction from this meeting as per below.*

Proposer: Di Paez

Seconder: Werner Gundlach

Motion carried unanimously.

**Motion:** *That a working party be established to look at a workload formula for T&R staff, to report back to this meeting: Harold Ritchins to convene the working party, Michael Harker to be a member, and the Branch Executive Officer to email all T&R staff to request volunteers from FASS and Science faculties.*

Proposer: Harold Ritchins

Seconder: Michael Harker.

Motion carried unanimously.

Meeting ended 1.50pm, Minute taker – Elizabeth Eddy

**NATIONAL TERTIARY EDUCATION UNION  
SUNSHINE COAST UNIVERSITY BRANCH**

**BALANCE SHEET  
AS AT 30 JUNE, 2002**

	<b>2002</b>	<b>2001</b>
	\$	\$
<b><u>MEMBERS FUNDS</u></b>		
As at 1 July, 2001	13,229	9,017
Add Surplus (Deficit) for year	<u>952</u>	<u>20,704</u>
<b>ACCUMULATED FUNDS YEAR END</b>	<b><u>14,181</u></b>	<b><u>13,229</u></b>
 <b>Represented By:</b>		
<b><u>CURRENT ASSETS</u></b>		
Cash at Bank	16,676	11,813
Fees Receivable	-	9,546
Other Receivables	<u>200</u>	<u>-</u>
	16,876	21,359
<b><u>CURRENT LIABILITIES</u></b>		
Sundry Creditors -capitation fees payable	1,982	8,129
-other	<u>713</u>	<u>-</u>
	2,695	8,129
	<b><u>14,181</u></b>	<b><u>13,229</u></b>

**NATIONAL TERTIARY EDUCATION UNION  
SUNSHINE COAST UNIVERSITY BRANCH**

**STATEMENT OF INCOME AND EXPENDITURE  
FOR YEAR ENDING 30 JUNE, 2002**

	<b>2002</b>	<b>2001</b>
	<b>\$</b>	<b>\$</b>
<b><u>INCOME</u></b>		
Membership Fees	37,487	34,463
Interest Received	<u>41</u>	<u>24</u>
	<b>37,528</b>	<b>34,487</b>
<b><u>EXPENDITURE</u></b>		
Administration Expenses	1,495	876
Capitation Fees – National Office	31,414	29,394
Meeting Expenses	2,450	-
Audit Fees	409	-
Bank Charges	33	5
Salary – Employee	<u>775</u>	<u>-</u>
	<b><u>36,576</u></b>	<b><u>30,275</u></b>
<b>EXCESS INCOME OVER EXPENDITURE</b>	<b><u>952</u></b>	<b><u>4,212</u></b>

**NATIONAL TERTIARY EDUCATION UNION  
SUNSHINE COAST UNIVERSITY BRANCH**

**NOTES TO AND FORMING PART OF THE FINANCIAL ACCOUNTS  
YEAR ENDED 30 JUNE, 2002**

**NOTE 1. STATEMENT OF ACCOUNTING POLICIES**

The accounts have been prepared in accordance with Australian Accounting Standards. The accounts have been prepared on the basis of historical costs and do not take into account, changing money values or except where stated, current valuations of non current assets. The accounting policies have been consistently applied.

**(a) Income Tax**

No liability exists for income tax as the Association is exempt from income tax under section 50-15 of the Income Tax Assessment Act.

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

In accordance with the requirements of the Workplace Relations Act, 1996, the attention of members is drawn to the provisions of Sub-Sections (1), (2) and (3) of Section 274 which read as follows:

- (1) A member of an organization, or a Registrar, may apply to the organization for specified prescribed information in relation to the organization.
- (2) An organization shall, on application made under Sub-Section (1) by a member of the organization or a Registrar, make the specified information available to the member or Registrar in such 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 organization concerned, and the Registrar shall provide to a member information received because of an application made at the request of the member.



**NATIONAL TERTIARY EDUCATION UNION**

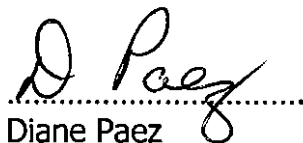
**SUNSHINE COAST UNIVERSITY BRANCH**

**Accounting Officer's Certificate**

I, Diane Paez, being the Officer responsible for keeping the accounting records of the National Tertiary Education Union Sunshine Coast University Branch, certify that as at 30 June, 2002 the number of members in the Branch was 118.

In my opinion,

- 1 The attached accounts show a true and fair view of the financial affairs of the Branch as at 30 June, 2002;
- 2 A record has been kept of all moneys paid by, or collected from, members and all moneys so paid or collected have been credited to the bank account to which those moneys are to be credited, in accordance with the rules of the Branch;
- 3 Before any expenditure was incurred by the Branch, approval of the incurring of the expenditure was obtained in accordance with the rules of the Branch;
- 4 With regard to funds of the Branch 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 No loans or other financial benefits other than remuneration in respect of their full time employment with the Branch, were granted to persons holding office in the Branch; and
- 6 The register of members of the Branch was maintained in accordance with the Act.

  
.....  
Diane Paez

Signed this *13<sup>th</sup>* day of *March 2004*

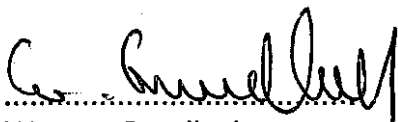
**NATIONAL TERTIARY EDUCATION UNION**

**SUNSHINE COAST UNIVERSITY BRANCH**

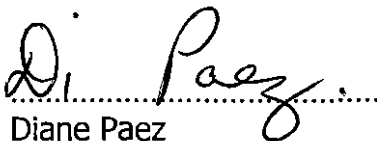
**Committee of Management Certificate**

We, being two members of the Executive of the Sunshine Coast University Branch of the National Tertiary Education Union, do state on behalf of the Executive and in accordance with a resolution passed by the Executive, that:

- 1 In the opinion of the Executive, the attached accounts show a true and fair view of the financial affairs of the Branch as at 30 June ,2002;
- 2 In the opinion of the Executive, meetings of the Executive were held during the year ended 30 June, 2002 in accordance with the rules of the Branch;
- 3 To the knowledge of any member of the Executive, there has been no instances where records of the Branch or other documents (not being documents containing information made available to a member of the Branch 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 Branch, 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 Branch; and
- 4 The Branch has complied with Section 279(1) and (6) of the Workplace Relations Act 1996, as amended, in relation to the financial accounts in respect of the year ended 30 June 2001 and of the Auditors Report thereon.



Werner Gundlach



Diane Paez

Signed this *1<sup>ST</sup>* day of *MARCH 2004*

**NATIONAL TERTIARY EDUCATION UNION  
SUNSHINE COAST UNIVERSITY BRANCH**

**INDEPENDENT AUDIT REPORT**

To the members of the National Tertiary Education Union

**Scope**

We have audited the financial accounts of the National Tertiary Education Union Sunshine Coast University Branch for the year ended 30 June 2002 as set out on pages 1 to 5. The Union's Committee of Management and Accounting Officer are responsible for the preparation and presentation of the financial accounts and the information they contain. We have conducted an independent audit of these financial accounts in order to express an opinion on them to the members of the Union.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial accounts are free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial accounts, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material aspects, the financial accounts are presented fairly in accordance with Australian accounting concepts and standards and statutory requirements so as to present a view of the National Tertiary Education Union, Sunshine Coast University Branch, which is consistent with our understanding of its financial position and the results of its operations.

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

**Audit Opinion**

We have received all the information and explanations we required for the purposes of our audit.

In our opinion:

- (i) There were kept by the Union in respect of the year under review, satisfactory accounting records detailing the sources and nature of the income of the Union (including income from members) and the nature and purposes of expenditure; and
- (ii) The attached accounts and statement, including the Certificates of the Committee of Management and the Accounting Officer, are prepared in accordance with Section 273 of the Workplace Relations Act, 1996. The accounts set out on page 1 to 5 have been prepared from the accounting records of the Union and are properly drawn up so as to give a true and fair view of:

**NATIONAL TERTIARY EDUCATION UNION  
SUNSHINE COAST UNIVERSITY BRANCH**

**INDEPENDENT AUDIT REPORT  
(Continued)**

- (a) The financial affairs of the Union as at 30 June, 2002 and;
- (b) The Income & Expenditure and Surplus of the Union for the year ended on that date; and

Are in accordance with Statements of Accounting Concepts and applicable Accounting Standards.

  
.....  
Morris & Batzloff

  
.....  
Norman J Hoare  
Registered Company Auditor

Signed this *1<sup>ST</sup>* day of *MARCH 2004*