

Australian Government

# Australian Industrial Registry

Level 5, 11 Exhibition Street Melbourne, VIC 3000 GPO Box 1994, Melbourne, VIC 3001 Telephone: (03) 8661 7764 Fax: (03) 9655 0410

Ms. Ann Healey Branch Organiser National Tertiary Education Industry Union Swinburne University of Technology Branch NTEU Office Mail 35 John Street HAWTHORN VIC 3122

Dear Ms. Healey,

## Re: Schedule 1 of the Workplace Relations Act 1996 (Schedule 1) Financial reports for year ended 30 June 2006 - FR 2006/308

Reference is made to the financial reports of the Swinburne University of Technology Branch of the National Tertiary Education Industry Union for the year ended 30 June 2006. The documents were lodged in the Industrial Registry on 28 December 2006.

The financial documents have been filed.

I direct your attention to the following comment concerning the above reports and the financial reporting obligations under Schedule 1. Please note that this matter is advised for assistance in the future preparation of financial reports. No further action is required in respect of the subject documents.

#### 1. Notice to members

General Purpose Financial Report (GPFR):

The accounts must contain a notice drawing the attention of the members to provisions of Schedule 1 that prescribed information is available to them on request. Subsection 272(5) of Schedule 1 requires the GPFR to set out subsections 272(1), (2) and (3). Would you please ensure those subsections are copied into the GPFR in the next financial report of the branch.

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 7764 or by email at <u>Marylyn.Beare@air.gov.au</u>

#### **Electronic Lodgement**

I encourage you to take advantage of the electronic lodgement service provided by the Registry for future lodgements. You may register as a user and then lodge your documents via the Electronic Lodgement page of the AIRC website at <u>www.airc.gov.au</u>. Alternatively, you may send an email with the documents attached to <u>riateam3@air.gov.au</u>

Yours sincerely,

Marylyn Beare Statutory Services Branch

24 January 2007

FA 2006/908



National Tertiary Education Union Swinburne Branch John Street, Hawthorn, Victoria 3122 Telephone 03 9214 8162 Email: beo\_nteusw@vtown.com.au



20 December 2006

Clency Lapierre Team Manager Australian Industrial Registry Level 35 Nauru House 80 Collins Street Melbourne Vic 3000

Dear Clency Lapierre

## Re: Financial Documents for Year Ended 30 June 2006

Please find enclosed two copies of the Financial Documents for the financial year ending 30 June 2006 for the NTEU Swinburne Branch.

The documents have been distributed to financial members and were presented and approved.

If you have any queries about the enclosed documents, please contact me on 9214 8162.

Yours sincerely

Ann Healey Branch Organiser NTEU Swinburne Branch



# NATIONAL TERTIARY EDUCATION INDUSTRY UNION SWINBURNE UNIVERSITY BRANCH GENERAL PURPOSE FINANCIAL REPORT FOR THE YEAR ENDED 30th JUNE 2006 Full Report

## **CERTIFICATE OF SECRETARY OR OTHER AUTHORISED OFFICER**

I, Peter Harkness, being the Branch President of National Tertiary Education Industry Union -Swinburne University Branch (the reporting unit) certify:

- that the documents lodged herewith are copies of the full report referred to in s268 of the RAO Schedule;
- that the full report was provided to members on 27 NOVEMBER OG 2006; and
- that the full report was presented to a general meeting of the members of ۰ the reporting unit on  $\frac{18 \text{ DECEMBER}}{18 \text{ DECEMBER}}$  2006, in accordance with section 266 of the RAO Schedule.

2006

Signature:

24 NOVEMBER

Date:

16 Hartener 20/12/06.

## **OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2006**

#### **Principal Activities**

The principal activities of the Branch during the financial year were:

- To improve and protect the salaries and conditions of employment of our members;
- To represent our members in approaches to and discussions with their employer;
- To negotiate collective agreements which improve the conditions of employment of our members;
- To enforce existing industrial agreements on behalf of our members; and
- To promote industrial peace through conciliation and arbitration.

## **Results of Principal Activities**

The Branch's principal activities resulted in the maintenance and improvement of the salaries and conditions of employment of our members, especially for those members covered by collective agreements negotiated by the Branch.

## Significant Changes in the Nature of Principal Activities

There were no significant changes in the nature of the Branch's principal activities during the financial year.

## Significant Changes in the Branch's Financial Affairs

No matters or circumstances arose during the reporting year which significantly affected the financial affairs of the Branch.

# Trustee or Director of a Trustee Company of a Superannuation Entity or an Exempt Public Sector Superannuation Scheme

No officer or member of the Branch was a Trustee or Director of a Trustee Company of a Superannuation Entity or an Exempt Public Sector Superannuation Scheme because they are an officer or a member of a registered organisation.

## Number of Members

The number of persons who, at the end of the financial year, were recorded on the Register of Members was 462 (2005 - 521).

## **OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2006 (Continued)**

#### Number of Employees

The number of persons who were, at the end of the financial year, employees of the Branch were 0.5 (being one part-time employee) measured on a full-time equivalent basis.

#### Members of the Committee of Management

The persons who held office as members of the Committee of Management of the Branch at the beginning of the financial year were:

Branch President	Geoffrey Leonard <sup>1</sup>
Vice-President (Academic)	Christine Critchley
Vice-President (General)	Barbara Camfield <sup>2</sup>
Branch Secretary	Sandra Caine <sup>3</sup>
Branch Treasurer	Christine Critchley
Committee Member	Joanne Maguire
Committee Member	Peter Harkness <sup>4</sup>
Committee Member	Bryan Dalton <sup>5</sup>
Committee Member	Mark Schier
Committee Member	Malcolm Sinclair
Committee Member	Joseph Vandersman
Committee Member	Jon Saul
Committee Member	Graeme Taylor <sup>6</sup>

1) Resigned as President 6 January 2006

2) Resigned as Vice-President (General) 8 July 2005 (not replaced)

3) Resigned as Secretary 1 January 2006 (not replaced)

4) Co-opted as Branch President 24 January 2006

5) Co-opted as Committee Member 17 March 2006

6) Co-opted as Committee Member 5 August 2005

There were no changes to the composition of the Committee of Management during the financial year 1<sup>st</sup> July 2005 to 30<sup>th</sup> June 2006 unless mentioned above.

#### **OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2006 (Continued)**

#### <u>Manner of Resignation</u> – s254(2)(c)

Members may resign from the organisation in accordance with Rule 11 (Resignation from Membership) which reads as follows:

- 11.1 A member may resign from membership by written notice addressed and delivered to the member's Division Secretary or Branch Secretary provided that:
  - (a) Where a written notice of resignation is received by a Division Secretary, he or she shall as soon as practicable forward a copy of the notice of resignation to the appropriate Branch Secretary;
  - (b) Where a written notice of resignation is received by a Branch Secretary, he or she shall as soon as practicable forward a copy of the notice of resignation to the relevant Division Secretary.
- 11.2 A notice of resignation from membership takes effect:

(a) where the member ceases to be eligible to become a member of the Union

- (i) on the day on which the notice is received by the Union; or
- (ii) on the day specified in the notice, which is a day not earlier than the day when the member ceases to be eligible to become a member;

whichever is later; or

(b) in any other case:

- (i) at the end of two weeks, or if permitted by law three months after the notice is received by the Union; or
- (ii) on the day specified in the notice;

whichever is later.

- 11.3 Any dues payable but not paid by a former member in relation to a period before the member's resignation took effect, may be sued for and recovered in the name of the Union in a court of competent jurisdiction, as a debt due to the Union.
- 11.4 A notice delivered to the Division Secretary or Branch Secretary shall be taken to have been received by the Union when it was delivered.

#### **OPERATING REPORT FOR THE YEAR ENDED 30th JUNE 2006 (Continued)**

- 11.5 A notice of resignation that has been received by the Union is not invalid because it was not addressed and delivered in accordance with sub-rule 1 of this rule.
- 11.6 A resignation from membership is valid even if it is not effected in accordance with this rule if the member is informed in writing by or on behalf of the Union that the resignation has been accepted.
- 11.7 Cessation of payment of any dues, levies and other amounts by a member does not, of itself, terminate membership of the Union.

RESIDENT V GUANKIE Name Title Signature Date: 24 / 11 /2006

#### COMMITTEE OF MANAGEMENT STATEMENT

On \_\_\_\_\_\_ 2006, the Committee of Management of the National Tertiary Education Industry Union – Swinburne University Branch (the reporting unit) passed the following resolution in relation to the General Purpose Financial Report (GPFR) of the reporting unit for the financial year ended 30th June 2006:

The Committee of Management declares that in relation to the GFPR that, in its opinion:

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the GFPR relates and since the end of that year:
  - (i) meetings of the Committee of Management were held in accordance with the rules of the National Tertiary Education Industry Union, including the Branch rules;
  - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the National Tertiary Education Industry Union, including the rules concerning Branches of that union;
  - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations;
  - (iv) the financial records of the reporting unit have been kept, as far as practicable, in a consistent manner to each of the other reporting units of the National Tertiary Education Industry Union;
  - (v) the information sought in any request of a member of the reporting unit or a Registrar duly made under section 272 of the RAO Schedule has been furnished to the member or Registrar;

# **COMMITTEE OF MANAGEMENT STATEMENT (Continued)**

(vi) No orders for the inspection of financial records have been made by the Commission under section 273 of the RAO Schedule;

(f) in relation to the recovery of wages activity:

(i) there has been no such activity undertaken by the reporting unit.

For the Committee of Management: Peter Harkness

Title of Office Held: **Branch** President ILA R Signature: z Date: 24 NOVEMBER, 2006

# INCOME STATEMENT FOR THE YEAR ENDED 30th JUNE 2006

	2006 \$	2005 \$
(Loss) from Continuing Operations	(226)	(896)
Retained Profits at the beginning of the financial year	64,705	65,601
Retained Profits at the end of the financial year	64,479	64,705

The accompanying notes form part of these accounts.

# BALANCE SHEET AS AT 30th JUNE 2006

	Note	2006 \$	2005 \$
CURRENT ASSETS Cash and Cash Equivalents Trade and Other Receivables	2 3	67,483 121	68,763 123
TOTAL CURRENT ASSETS		67,604	68,886
NON CURRENT ASSETS Plant & Equipment	4	101	497
TOTAL NON-CURRENT ASSETS		101	497
TOTAL ASSETS		67,705	69,383
CURRENT LIABILITIES Trade and Other Payables Employee Provisions TOTAL CURRENT LIABILITIES	5 6	2,000 1,226 	2,987 1,691 
TOTAL LIABILITIES		3,226	4,678
NET ASSETS		64,479	64,705
MEMBERS' FUNDS Retained Profits		64,479	64,705
TOTAL MEMBERS' FUNDS		64,479	64,705

The accompanying notes form part of these accounts.

# DETAILED INCOME STATEMENT FOR THE YEAR ENDED 30th JUNE 2006

	2006	2005
	\$	\$
INCOME		
Gross Member Subscriptions	204,954	201,439
Less : Capitation Fees National Office	100,408	94,793
Capitation Fees Victorian Division	69,986	78,451
Net Member Subscriptions	34,560	28,195
Interest Received	3,736	3,529
Other Income	643	5,192
BRANCH INCOME	38,939	36,916
EXPENDITURE		
Audit	2,000	1,900
Bank Charges	11	163
Computer Expenses	727	539
Conferences	50	498
Depreciation	396	694
Fee Collection	100	695
Gifts	92	192
Meeting Expenses	839	1,317
Postage	206	162
Printing & Stationery	1,079	1,051
Provision for Annual Leave	(465)	586
Rent	1,525	-
Salaries & Superannuation – Employees	30,695	28,027
Sundry Expenses	390	333
Telephone	324	315
Training	530	1,249
Travel	210	(230)
Workcover	456	321
BRANCH EXPENDITURE	39,165	37,812
(LOSS) FROM CONTINUING OPERATIONS	(226)	(896)

# CASH FLOW STATEMENT FOR THE YEAR ENDED 30th JUNE 2006

Cash flows from Operating Activities	2006 \$ Inflows (Outflows)	2005 \$ Inflows (Outflows)
Receipts from members Interest received Other income Payments to suppliers & employees	204,956 3,736 643 (210,615)	5,192
Net cash (used in) operating activities – Note B	(1,280)	(10,444)
Cash flows from Investing Activities Purchases of fixed assets Net cash (used in) investing activities	- 	- 
Cash flows from Financing Activities Net (decrease) in cash and cash equivalents held	(1,280)	
Cash and cash equivalents at the beginning of the financial year	68,763	79,207
Cash and cash equivalents at the end of the financial year – Note A	67,483	68,763

## CASH FLOW STATEMENT FOR THE YEAR ENDED 30th JUNE 2006

	2006 \$	2005 \$
Note A Reconciliation of Cash and Cash Equivalents		
For the purposes of the cash flow statement cash and cash equivalents includes cash on hand and in banks and investments in money markets. Cash at the end of the financial year is shown in the cash flow statement is reconciled to the related items in the balance sheet as follows:		
Cash at Bank Cash on Hand	67,383 100	68,663 100
	67,483	68,763 
Note B Reconciliation of net cash provided by operating activities to (loss) from continuing operations		
(Loss) from continuing operations	(226)	(896)
Non-cash flows in (loss) from continuing operations: Depreciation	396	694
Changes in Assets & Liabilities: (Increase) / decrease in trade and other receivables Increase / (decrease) in trade and other payables Increase / (decrease) in employee provisions	2 (987) (465)	7,681 (18,510) 587
	(1,280)	(10,444) 

The branch has no credit stand-by or financing facilities in place.

There were no non-cash financing or investing activities during the period.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30th JUNE 2006

#### 1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

This financial report is a general purpose financial report that has been prepared in accordance with Accounting Standards, Urgent Issues Group Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Trustees' accountability requirements under the Union's Rules and the requirements under the Workplace Relations Act 1996.

The financial report covers the National Tertiary Education Industry Union – Swinburne University Branch as an individual entity. The National Tertiary Education Industry Union is a registered organisation registered under the Workplace Relations Act 1996 and domiciled in Australia. The National Tertiary Education Industry Union – Swinburne University Branch is a branch of that organisation.

The financial report has been prepared on an accruals basis and is based on historic costs and does not take into account changing money values or, except where stated, current valuations of non-current assets.

The following is a summary of the material accounting policies adopted by the economic entity in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

(a) Fixed Assets

Depreciation is provided on all fixed assets so as to write off the assets progressively over their estimated economic lives to the Branch. The prime cost method of depreciation is used.

Depreciation rates used for each class of assets are:

Class of asset

Depreciation Rate

Office Furniture and Equipment 20 - 33%

(b) Revenue

Member subscription revenue is recognised when the respective fees have been deducted from the members' wages and salaries.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30th JUNE 2006

#### 1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

(c) Provision for Employee Entitlements

The provision relates to annual leave and long service leave and has been calculated on the basis of actual entitlements under appropriate awards, based on current wage rates.

(d) Leases

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

(e) Income Tax

No income tax has been provided, as the Branch is exempt from income tax pursuant to section 50-15 of the Income Tax Assessment Act 1997, as amended.

(f) Information to be provided to members or registrar

In accordance with the requirements of the Workplace Relations Act 1996, as amended, the attention of members is drawn to the provisions of sub-section (1) (2) and (3) of section 272, which reads as follows:

- (1) A member of a reporting unit, or a Registrar, may apply to the reporting unit for specified prescribed information in relation to the reporting unit to be made available to the person making the application.
- (2) The application must be in writing and must specify the period within which, and the manner in which, the information is to be made available. The period must not be less than 14 days after the application is given to the reporting unit.
- (3) A reporting unit must comply with an application made under sub-section (1).

Note: This sub-section is a civil penalty provision

(g) Economic Dependency

The Branch is not economically dependent on any other reporting units of the organisation.

(h) Segment Reporting

The reporting entity operates in one business and geographical segment being the provision of trade union services to its members in Victoria.

# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30th JUNE 2006

	2006	2005
	\$	\$
2. CASH AND CASH EQUIVALENTS		
Cash on Hand	100	100
Cash at Bank – Cheque Account	7,143	11,580
Cash at Bank – Investment Account	60,240	57,083
	67,483	68,763
3. TRADE AND OTHER RECEIVABLES		
GST Owed by the ATO	121	123
	121	123
4. PLANT AND EQUIPMENT		
Office Furniture and Equipment- at cost	3,831	3,831
Less : Accumulated Depreciation	(3,730)	(3,334)
1		
	101	497
Movements in Carrying Values Opening balance at the beginning of the year	497	1,191
Additions	+ <i>j</i> /	1,191
Depreciation	(396)	(694)
Closing balance at the end of the year	101	497
	<u> </u>	
5. TRADE AND OTHER PAYABLES		
Sundry Creditors And Accruals	2,000	2,987
Sundry Croutors Find Frontails	2,000	2,987
		<u> </u>
6. EMPLOYEE PROVISIONS		
Annual Leave	1,226	1,691
	1,226	1,691

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30th JUNE 2006

7. LEASING COMMITMENTS	2006 \$	2005 \$
Operating Leases Being for lease of premises Payable – minimum lease payments		
Not later than 12 months	503	-
Between 12 months and 5 years	-	-
Greater than 5 years	-	-
	503	-

The premises lease is a non-cancellable lease with a 12 month term.

## 8. FINANCIAL INSTRUMENTS

(a) Interest Rate Risk

The reporting entity's exposure to interest rate risk, which is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates and the effective weighted average interest rates on those financial assets and liabilities, is as follows:

	•	Weighted Average Effective Interest Rate		Floating Interest Rate	
Financial Assets	2006	2005	2006	2005	
Cash at bank	2.00%	2.15%	\$7,143	\$11,580	
Deposits	5.85%	5.05%	\$60,240	\$57,083	

No financial assets are subject to a fixed interest rate. No financial liabilities are subject to any interest rate.

#### (b) Credit Risk

The reporting entity does not have any material credit risk exposure to any single debtor or group of debtors under any financial instruments entered into by the reporting entity.

(c) Net Fair Values

The aggregate net fair values and carrying amounts of financial assets and financial liabilities are disclosed in the balance sheet and in the notes to the financial statements.

# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30th JUNE 2006

## 9. UNION DETAILS

The office of the branch is located at;

Level 2 463 Burwood Road HAWTHORN VIC 3122 OCKWOOD WEHRENS

Telephone: 03 9882 0566 Facsimile: 03 9882 0436 1st floor 586 Burke Road Camberwell Victoria 3124 PO Box 1300 Camberwell Victoria 3124 www.lock-wood.com.au ABN: 74 135 421 190

Chartered Accountants

# **INDEPENDENT AUDIT REPORT**

# TO THE MEMBERS OF NATIONAL TERTIARY EDUCATION INDUSTRY UNION SWINBURNE UNIVERSITY BRANCH

#### Scope

## The financial report and trustees' responsibility

The general purpose financial report comprises the income statement, balance sheet, detailed income statement, cash flow statement and accompanying notes to the financial statements and the committee of management statement for the National Tertiary Education Industry Union – Swinburne University Branch for the year ended  $30^{\text{th}}$  June 2006.

The trustees of the branch are responsible for the preparation and true and fair presentation of the general purpose financial report in accordance with the Workplace Relations Act 1996. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the general purpose financial report.

# Audit Approach

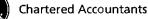
We conducted an independent audit in order to express an opinion to the members of the branch. Our audit was conducted in accordance with Australian Auditing Standards, in order to provide reasonable assurance as to whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgment, selective testing, the inherent limitations of internal control, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

We performed procedures to assess whether in all material respects the financial report presents fairly, in accordance with the Workplace Relations Act 1996 including compliance with Accounting Standards and other mandatory financial reporting requirements in Australia, a view which is consistent with our understanding of the branch's financial position, and of its performance as represented by the results of its operations and its cash flows.

We formed our audit opinion on the basis of these procedures, which included:

- examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report, and
- assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the committee of management.

Telephone: 03 9882 0566 Facsimile: 03 9882 0436 1st floor 586 Burke Road Camberwell Victoria 3124 PO Box 1300 Camberwell Victoria 3124 www.lock-wood.com.au ABN: 74 135 421 190



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## INDEPENDENT AUDIT REPORT

## TO THE MEMBERS OF NATIONAL TERTIARY EDUCATION INDUSTRY UNION SWINBURNE UNIVERSITY BRANCH

While we considered the effectiveness of management's internal controls over financial reporting when determining the nature and extent of our procedures, our audit was not designed to provide assurance on internal controls.

#### Independence

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements.

#### Audit Opinion

In our opinion, the general purpose financial report of the National Tertiary Education Industry Union – Swinburne University Branch is presented fairly in accordance with:

- (i) applicable Accounting Standards and the requirements imposed by Part 3 of Chapter 8 of Schedule 1 of the Workplace Relations Act 1996, and
- (ii) other mandatory professional reporting requirements.

in phens.

LOCKWOOD WEHRENS Chartered Accountants Camberwell

ALAN LOCKWOOD Member of The Institute of Chartered Accountants in Australia – 21115, holder of a current Certificate of Public Practice 27 NovGMBCR. 2006