



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: FR2002/479-[283V-SYD]

Ms J. Fisher
Secretary
National Tertiary Education Industry Union
University of Sydney Branch
University of Sydney NTEU Office
Room 214, Transient Building
University of Sydney
SYDNEY NSW 2006

Dear Ms. Fisher

**Re: National Tertiary Education Industry Union-University of Sydney 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, 2002.

The legislative scheme set out in Part IX, Division 11 of the Act is directed at ensuring that a registered organisation or a branch of such an organisation discharges obligations of accountability to its members in relation to its financial affairs through proper and regular disclosure of financial information. The various steps of the financial reporting requirements must be carried out within the time-scales prescribed by the legislation so as to ensure the relevance of the financial information provided to the members.

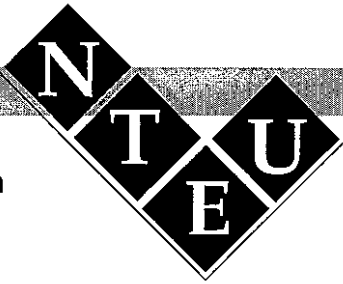
Now that the financial year has ended, it is timely that you put in train the various steps of the financial reporting requirements. To assist you with this process I have enclosed for your information a notice summarising these requirements including the time-scales prescribed by the legislation.

Please 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
11 July, 2002

**National
Tertiary
Education
Industry
Union**



NTEU UNIVERSITY OF SYDNEY BRANCH

**Transient Buidling F12, University of Sydney NSW 2006
Ph 02 9351 2827/Fax 02 9351 7573
nteu@nteu.usyd.edu.au
<http://sydney.nteu.org.au>
abn 38 579 396 344**

MINUTES OF THE NTEU UNIVERSITY OF SYDNEY BRANCH ANNUAL GENERAL MEETING HELD ON 8 NOVEMBER, 2002

Motion 1:

"That the agenda as tabled be accepted as the agenda for the 2002 AGM."

Moved: IM

Second: MT

Carried

Agenda Item 1: Audited Financial Reports

Motion 2:

"That the members of NTEU University of Sydney Branch accept the audited financial report for the year ended 30 June 2002."

Moved: PW

Seconded: JF

Carried

Agenda Item 2: Lidcombe Dissolution

RB: Briefly talked about the history and dilemma that led to the creation of the Lidcombe sub-branch and proposed the following motion.

Motion 3:

"That this AM of the University of Sydney branch, noting the successful integration of the Sub-Branch in Branch activities since the time of the amalgamation of the predecessor unions, recommends to the Branch that the Lidcombe Sub-Branch be dissolved as provided in Rule 41.2.

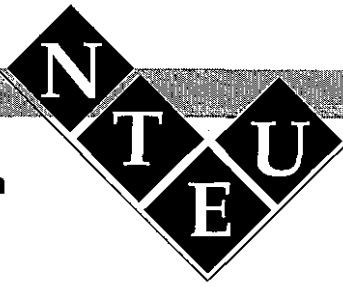
Further, this meeting recommends that the local delegates structures remain on this campus and that members meet biannually in a Branch-organised meeting during the Union's election period to elect local delegates and receive a formal report from the branch president or their nominee"

Moved: RB

Seconded: Caroll O'Donnel

Carried

BW: Briefly thanked RB for her work as the President of the Lidcombe sub-branch and as a NTEU colleague.



Motion 4:

This AGM of the NTEU University of Sydney branch thanks the former elected officers and committee members of the Lidcombe sub-branch for their fine work for the union and looks forward to continuing to work with Lidcombe delegates.

In particular, we express our great gratitude to the former sub-branch president, Dr Ros Bohringer, for her tireless work for the branch and the sub-branch alike over many years.

Moved: BW
Seconded: MT
Carried

Agenda item 3: GS Subcommittee

MT: Briefly presented to the meeting a list of the GS subcommittee.
BW: handed DB to Chair the Meeting

Agenda Item 4: George Lafferty Campaign update

BW: presented an overview of the Lafferty Campaign.
General Discussion Re: the George Lafferty Campaign

Agenda Item 5: Report on EB

MT: Presented an overview of the EB team is at as far the EB process and states his strong belief that the NTEU needs to set the agenda of the EB process.
BW: presented an overview of Management's Log and the points which it included.

General Discussion Re: the points of the log

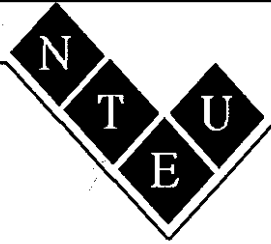
Motion 5

The AGM of the NTEU University of Sydney branch notes the management log tabled on October 30. We express our extreme disappointment that this log contains no pay offer. Further, we note that management's log contains demands for significant trade offs of our working conditions and in particular seeks greater license for management to dismiss staff and remove job security more generally by creating sessional appointments and undermining HECE.

Accordingly we resolve to reject the managements log. We call on the management to immediately make a serious response to our claim with respect to conditions of our employment and pay and cease their attempts to undermine our working conditions.

Moved: BW
Seconded: KW
Carried

National
Tertiary
Education
Industry
Union



Transient Building, F12
University of Sydney, 2006
Telephone (Office): 02 9351 2827
Fax: 02 9351 7573
email: nteu@nteu.usyd.edu.au

University of Sydney Branch

**MINUTES OF THE MEETING OF THE COMMITTEE OF THE
NTEU UNIVERSITY OF SYDNEY BRANCH**

Friday 11th October 2002 at 2:00 PM

Location: Transient Building, Room 246

Present: Bronwyn Winter (President), Ian Maxwell (VP Academic), Michael Thomson, Jackie Fisher, Zelma Bone, Richard Black, Mel Slee, Martin Hesse, Mark Dolahenty (IO), Olivia Nassaris (BEO), Isitolo Mataele (Branch Admin and Finance Officer)

Chair: Bronwyn Winter

Apologies: Stuart Rosewarne, Ros Bohringer, Barbara Chmielewski, Wendy Jopson, Chris Mumbulla

1. Acceptance of agenda

MT: asked the meeting to include in AOB an item for the Refugee Rally to be held on October 26 and a Fund Raiser to be held on the 27th.

BW: asked the meeting for item 4 to be presented before item 3.

Motion 1:

"That the agenda with the above mentioned amendments be accepted as the agenda for today's meeting".

Moved: Chair

CARRIED

2. Business arising from the minutes

Motion 2:

"That the minutes of the meeting on Friday 6th September 2002 as tabled, be accepted as a true and accurate record of events."

Moved: IM

Seconded: JF

CARRIED

3. President's report including

BW presented a written report which covers the points highlighted below, she also thanked and welcomed Mel Slee and Martin Hesse to the committee.

- **Report on national council**

BW presented a written report, but made special thanks to MT, SSR and IM for their efforts

- **Lafferty campaign (UQ)**

BW presented a written report and stated to the committee that George Lafferty is an QLD member of the NTEU and the president of the University of Queensland branch. BW also pointed out in her written report a draft for a proposed add for the courier mail in defence of George Lafferty's case. BW further mentioned that she is seeking support for the add and the case financial or otherwise.

JF suggested rephrasing the add for more awareness.

General Discussion Re: Size and wording of the add.

MT suggested enquiring about putting it on the UniNews

Motion 3

"That the campaign committee draft the content of an advertisement Re: The Lafferty Case to be published in the UniNews, with a cost limit of \$500"

Moved: MT

Seconded: IM

Carried

General Discussion Re: Contribution ton to the propose add for the courier mail.

Motion 4

"That the University of Sydney Branch of the NTEU contributes \$400 to the cost of publishing the proposed add in the courier mail"

Moved: IM

Seconded: MS

Carried

Further discussion Re: The paper the add should be on.

IM suggested that it's not the committee's place to decide the add strategy but to show support.

- **BBO matter**

Matters Discussed in Camera

- **Industrial matters (non-EB)**

JF talked about issues that arises in the nursing faculty and recommends raising issues like equity and leave in the JCC.

The committee agrees in general discussion

- **Dissolution of Lidcombe sub-branch**

BW announced the dissolution of the Lidcombe sub-branch at a recent AGM, she also announced that RB is no longer the President. BW also suggested co-opting someone to the committee.

- **University Governance Conference & Other Senate Matters**

BW Presented a written report but had a written proposed motion for the committee

Motion 5

"That,

- *Given the importance of ensuring NTEU input into university governance, at this university as elsewhere*
- *Given also the importance of national networking among NTEU members who sit on University councils,*

This branch fund one of the elected staff representatives on the University Senate, who is an NTEU member and ran on the NTEU ticket, to attend the national conference on university.

Moved: Chair

Carried

4. Co-opting of committee members

General discussion Re: the vacant position and co-opting a committee member.

BW stated that the committee normally co-opts someone from the SRC

Carried in general discussion that BW would talk to CET about co-opting someone to the committee.

Motion 6

"That Martin Hesse be co-opted as a committee member"

Moved: Chair

Carried

BW: Read out a letter from Pauline Croxon Re: request for GS workload information

General Discussion Re: GS workload policy

5. Composition of JCCs and branch executive

General discussions Re: Branch Executives and composition of the JCC

IM suggested re-visiting the issue in 6 months

MT stated that it is important to keep GS JCC separate and invites GS to attend.

MT suggested that all Branch committee members come to the November meeting with a recommendation on who is to be on the committee and/or who to attend the GS JCC.

General Discussion Re: ACA JCC

JF suggested that SR and herself would discuss, and may be present something for next meeting.

6. EB matters including

IM presented a written report which covers the highlighted points below;

- **Matter from EB forum not covered in president's report**

IM talked briefly about the forum stating that the work is well conducted and that the drafting committee has done about 60% of the draft.

MT agrees with IM and stated that the results came from a lot of hard work, But also added that some of the issues that NO weren't supportive about ended up well in the end.

JF highlighted the importance of sticking with parental leave.

MT stated that there is a lot of pressure on Usyd to get a good outcome because we're the first with Maternity leave.

BW suggested that maternity leave has a good chance of being included in the outcomes.

MS supported JF in stating "Parental leave".

General Discussion Re: Parental Leave

Motion 7

"That the University of Sydney Branch of the NTEU refers to maternity leave as Parental leave"

Moved: MS

Seconded: MH

Carried

MT asked about SRC EB

General discussions Re; SRC EB

- **EB at Usyd – state of play**

General Discussion Re: Meeting on next Tuesday.

BW stated that she has to discuss with CM first about the number of meeting he has to attend. Otherwise the meeting will be at 4.30pm.

- **Campaign report and meeting/event dates**

Announced in general discussion that the next meeting is next Tuesday at lunchtime.

7. Secretary's report

JF farewells the committee as she is no longer the Secretary of the Branch and apologizes that position is left vacant. JF also thanked the staff for their work in regards to monthly Coro reports and for their help while she was the Secretary.

BW expressed her personal thank you to JF for her contribution and also thanked her as President on behalf of the branch for her time as Secretary.

8. Executive Officer's report

Motion 8

"That the National Tertiary Education Industry Union – University of Sydney Branch accept the and certify that the documents, in respect of the financial year of the organisation ending 30 June 2002, presented to the Branch committee meeting held on 11th October 2002 are true copies of the accounts, auditor's report and certificates to be presented to a general meeting of members on 6 November 2002."

Moved: Maxwell

Seconded: Thomson

Motion 9

"That the BEO's report be taken as read"

Moved: Chair

Carried

9. Cases committee report

10. General staff report including

MT talked about the need to have an election for GS committee because the last one was before the last EB and suggested that it should be kept as a casual affair.

11. GS committee elections

Motion 10

"That a Notice calling for nominations from all staff members for the GSC be sent out early next week. All nominations to be nominated by one financial member and signed by the nominated member. Nominations to close at 1:00pm on Tuesday 5 November.

We appoint JF as the returning officer.

We call a meeting of all general staff members on Tuesday 5 November to elect 15 people to the GSC"

Moved: MT

Seconded: MH

Carried

12. Matters arising from other reports

13. Any other business

MT announced to the committee the March for Refugees and also the fund raising concert which will be in Marrickville and suggests emailing members to let them know of these rallies.

BW also suggested circularizing to members Re: The No War on Iraq rally.

Meeting closed: 4:20pm

NOTICE TO MEMBERS
NTEU – UNIVERSITY OF SYDNEY BRANCH
FOR THE YEAR ENDED 30 JUNE 2002

Subsections (1) and (2) of section 512 of the *Industrial Relations Act 1991*, preserved as regulations under section 282(3) of the *Industrial Relations Act 1996*, provide that which read as follows:

- s.512. (1) A member of an organisation, or the Industrial Registrar, may apply to the organisation for specified information prescribed by the regulations in (2) in relation to the organisation. [Industrial Relations Regulation 1992, clause 60]
- (2) An organisation must, on the making of such an application, make the specified information available to the member or the Industrial Registrar in the manner, and within the time, prescribed by the regulations.

Palmers

Chartered Accountants

Ronald G Palmer B.Com., F C A, J.P
Principal

Jacqueline Palmer B.A., F C A
Consultant



Liability limited by the
Accountants Scheme,
approved under the Professional
Standards Act 1994 (NSW)

INDEPENDENT AUDITOR REPORT

[The provisions of section 514 of the *Industrial Relations Act 1991* apply as regulations under section 282(3) of the *Industrial Relations Act 1996*]

I report that I have inspected and audited the accounting records of **National Tertiary Education Industry Union – University of Sydney Branch** in relation to the financial year of the organisation ended 30 June 2002 and report that in my opinion satisfactory accounting records were kept by the organisation in relation to the year, including:

- 1) records of the resources and nature of the income of the organisation (including income from members);
- 2) records of the nature and purposes of the expenditure of the organisation; and

in my opinion the accounts and other statements prepared under section 510 of the *Industrial Relations Act 1991* in relation to the year were properly drawn up so as to give a true and fair view of:

- 1) the financial affairs of the organisation as at the end of the year; and
- 2) the income and expenditure, and surplus of the organisation for the year; and
- 3) all information, being information which was reasonably wanted for the purpose of this audit, which was required and sought by me or by any person authorised by me for the purpose of the audit, was provided.

I also understand that to the extent that there was any deficiency, failure or shortcoming in relation to the matters referred to above, I must report particulars and that those particulars, if any, which form part of this report, are attached

Palmers Chartered Accountants
Registered Company Auditor Number 4349



Ronald G Palmer

Sydney

Date: 26th Oct 2002

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**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF SYDNEY BRANCH**

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

	Note	2002 \$	2001 \$
CURRENT ASSETS			
Cash		226,657.21	332,777.97
Receivables	2	7,590.44	76.61
Investments	3	<u>28,002.00</u>	<u>13,002.00</u>
TOTAL CURRENT ASSETS		<u>262,249.65</u>	<u>345,856.58</u>
NON-CURRENT ASSETS			
Property, plant & equipment	4	<u>15,486.17</u>	<u>13,061.37</u>
TOTAL NON-CURRENT ASSETS		<u>15,486.17</u>	<u>13,061.37</u>
TOTAL ASSETS		<u>277,735.82</u>	<u>358,917.95</u>
CURRENT LIABILITIES			
Creditors and borrowings	5	8,326.95	77,524.81
Provisions	6	<u>3,116.70</u>	<u>39,505.00</u>
TOTAL CURRENT LIABILITIES		11,443.65	117,029.81
TOTAL LIABILITIES		<u>11,443.65</u>	<u>117,029.81</u>
NET ASSETS (LIABILITIES)		<u>266,292.17</u>	<u>241,888.14</u>
EQUITY			
Retained Profits		<u>266,292.17</u>	<u>241,888.14</u>

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF SYDNEY BRANCH**

**INCOME AND EXPENDITURE STATEMENT FOR THE YEAR
ENDED 30TH JUNE 2002**

	Note	2002 \$	2001 \$
OPERATING SURPLUS (DEFICIT)		24,404.03	11,811.38
Income tax expense attributable to operating surplus		<u>-</u>	<u>-</u>
OPERATING SURPLUS (DEFICIT) AFTER INCOME TAX		-	11,811.38
PRIOR YEAR ADJUSTMENTS	7	-	(20,294.37)
Income tax expense attributable to prior year adjustments		<u>-</u>	<u>-</u>
SURPLUS (DEFECIT) AFTER INCOME TAX		24,404.03	(8,482.99)
Retained surplus (Accumulated Deficit) at the beginning of the financial year		<u>241,888.14</u>	<u>250,371.13</u>
TOTAL AVAILABLE FOR APPROPRIATION		<u>266,292.17</u>	<u>241,888.14</u>
RETAINING SURPLUS (ACCUMULATED DEFICIT) AT THE END OF THE FINANCIAL YEAR		<u>266,292.17</u>	<u>241,888.14</u>

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF SYDNEY BRANCH**

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

1. Statement of Significant Accounting Policies

This financial report is a special purpose financial report prepared for use by committee of management and members of the organisation. The committee of management have determined that the organisation is not a reporting entity.

The financial report has been prepared in accordance with the Requirements of the following Australian Accounting Standards:

AAS1: Profit and Loss Accounts
AAS4: Depreciation
AAS5: Materiality
AAS5: Events Occurring after Reporting Date

No other Australian Accounting Standards, Urgent Issues Group Consensus View or other authoritative pronouncements of the Australian Accounting Standards Boars have been applied.

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

The following specific accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this report:

Investments

1. Investments are brought to account at cost or committee of managements valuation
2. Dividends and interests are brought to account when received

Property, Plant & Equipment

1. Property, plant and equipment are included at costs or committee of management's valuation.
2. All assets, excluding freehold land and buildings are depreciated over their useful lives to the organisation using diminishing balance method.

Employee Entitlements

Contributions are made to employee superannuation funds and are charged as expenses when incurred.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF SYDNEY BRANCH**

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

	2002 \$	2001 \$
2. RECEIVABLES		
CURRENT		
Trade Debtors	7,300.00	-
Sundry Debtors	<u>290.44</u>	<u>76.61</u>
	<u>7,590.44</u>	<u>76.61</u>
3. INVESTMENTS		
CURRENT		
Reserve Bank Stock	13,000.00	13,000.00
Shares in Public Companies	<u>2.00</u>	<u>2.00</u>
	<u>13,002.00</u>	<u>13,002.00</u>
4. PROPERTY, PLANT & EQUIPMENT		
Plant & Equipment	46,981.22	39,428.22
Less: accumulated Depreciation	<u>31,495.05</u>	<u>26,366.85</u>
	<u>15,486.17</u>	<u>13,061.37</u>
Total property, plant & equipment	<u>15,486.17</u>	<u>13,061.37</u>
5. CREDITORS & BORROWINGS		
CURRENT		
Trade Creditors	8,326.95	59,835.34
Sundry Creditors	<u>-</u>	<u>17,689.47</u>
	<u>8,326.95</u>	<u>77,524.81</u>
6. PROVISIONS		
CURRENT		
PAYG Withholding	1,768.00	-
Super Payable	1,348.70	-
Provision for Payroll Tax (current year)	-	5,615.00
Provision for Payroll Tax (previous years)	<u>-</u>	<u>33,890.00</u>
	<u>3,116.70</u>	<u>39,505.00</u>
7. PRIOR YEAR ADJUSTMENTS		
Membership held on trust released	-	9,362.00
Provision for Payroll Tax for previous years	<u>-</u>	<u>(29,656.37)</u>
	<u>-</u>	<u>(20,294.37)</u>

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF SYDNEY BRANCH**

**INCOME AND EXPENDITURE STATEMENT FOR THE YEAR
ENDED 30TH JUNE 2002**

	2002	2001
	\$	\$
INCOME		
Capitation Fees Received	701,753.69	699,024.09
Capitation Fees Paid	<u>530,800.02</u>	<u>560,257.73</u>
Capitation Fees	170,953.67	138,766.36
Interest Received	9,895.18	17,774.98
Prior year membership fees held on trust released	-	9,362.00
Other Income	<u>127.27</u>	-
Total Income	<u>180,976.12</u>	<u>165,903.34</u>
OPERATING EXPENSES		
Advertising	1,521.56	1,170.00
Accountancy fees	1,000.00	4,270.00
GST implementation	-	272.73
Bank Charges	845.22	1,389.68
GST rounding difference	(1.25)	-
Catering expenses	2,643.95	1,151.21
Computer expenses	518.18	2,936.67
Conference & Meeting	2,717.70	3,190.66
Depreciation	5,128.20	4,638.56
Donations	554.55	1,100.00
Gifts	895.62	551.99
General Expenses	206.96	513.38
Insurance	857.94	574.54
Photocopy Charges	445.37	-
Postage and Courier	362.59	476.09
Printing and Publication	1,130.86	2,121.11
Provision for Payroll Tax	5,957.33	35,271.37
Repairs and Maintenance	717.00	291.04
Staff Salaries	86,427.28	81,684.18
Superannuation	9,978.06	9,566.32
Casual Wages	220.78	6,584.95
Consultants	8,520.92	-
Staff training	2,826.06	530.00
Stationary/Office Supplies	3,160.27	3,625.31
Subscriptions	192.73	168.50
Lease expense	1,487.17	-
Telephone	1,931.44	505.55
Time Release Scheme	11,510.17	7,261.07
Travel	1,473.54	971.99
Delivery & Installation	240.00	-
Enterprise Bargaining	-	-
Computer Service On Site	320.00	-

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF SYDNEY BRANCH**

**INCOME AND EXPENDITURE STATEMENT FOR THE YEAR
ENDED 30TH JUNE 2002**

	2002	2001
	\$	\$
<hr/>		
OPERATING EXPENSES CONTINUED...		
Member Events	-	1,498.07
Recruitment	-	935.00
State Government Tax	25.90	-
Campaigns	<u>2,756.00</u>	<u>1,136.36</u>
Total Expenses	<u>156,572.10</u>	<u>174,386.33</u>
SURPLUS	<u>24,404.02</u>	<u>(8,482.99)</u>

CERTIFICATE BY THE SECRETARY OF THE NTEU - UNIVERSITY OF SYDNEY BRANCH

[The provisions of section 518(1)(b) of the *Industrial Relations Act 1991* and clause 65 of the *Industrial Relations Regulation 1992* apply as regulations under section 282(3) of the *Industrial Relations Act 1996*]

I, **Jackie Fisher**, Branch Secretary of the **National Tertiary Education Industry Union -University of Sydney Branch** hereby certify that the documents lodged herewith are true copies of the accounts, auditor's report and certificates presented to the:

general meeting of members of the organisation held on November 6, 2002.

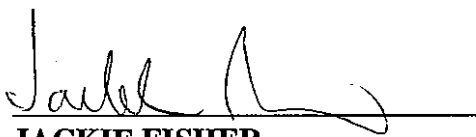
and/or

the committee of management meeting held on October 11, 2002.

in respect of the financial year of the organisation ending 30 June 2002.

The documents lodged herewith are:

- (i) copies of the accounts prepared in accordance with the requirements of section 510(1) of the 1991 Act and clause 58 of the 1992 Regulation, as applied by section 282(3) of the *Industrial Relations Act 1996* [*an account of income and expenditure and account of assets and liabilities*]; and
- (ii) a copy of the certificate given by the accounting officer of the organisation in accordance with the requirements of section 510(2) of the 1991 Act and clause 59(1)(a) of the 1992 Regulation; and
- (iii) a copy of the certificate given by the committee of management in accordance with the requirements of section 510(2) of the 1991 Act and clause 59(1)(b) of the 1992 Regulation; and
- (iv) a copy of the report of the auditor of the organisation prepared in accordance with the requirements of section 514 of the 1991 Act; and
- (v) a statement by an officer of the organisation in respect of loans, grants or donations by the organisation which are notifiable in accordance with the requirements of section 280 of the 1996 Act.



JACKIE FISHER

Date: 16/10/02

**CERTIFICATE BY COMMITTEE OF
MANAGEMENT OF THE NTEU – UNIVERSITY OF
SYDNEY BRANCH**

[The provisions of section 510(2) of the *Industrial Relations Act 1991* and clause 59(1)(b) of the *Industrial Relations Regulation 1992* apply as regulations under section 282(3) of the *Industrial Relations Act 1996*]

We, the undersigned members of the committee of management of the **National Tertiary Education Industry Union -University of Sydney Branch** hereby certify in respect of the financial year of the organisation ending 30 June 2002 that:

- (i) in the opinion of the committee of management the accounts prepared show a true and fair view of the financial affairs of the organisation as at the end of the financial year to which they relate; and
- (ii) in the opinion of the committee of management, during the financial year to which the accounts relate, meetings of the committee of management were, in the opinion of the committee, held in accordance with the rules of the organisation; and
- (iii) to the knowledge of any member of the committee, there have not been, during the financial year to which the accounts relate, instances where records of the organisation or other documents (not being documents containing information made available to a members of the organisation under Section 512(2) of the 1991 Act, as applied by section 282(3) of the *Industrial Relations Act 1996*, or copies of those records or other documents, or copies of the rules of the organisation, have not been furnished, or made available, to members of the organisation in accordance with the Act, this Regulation or the rules of the organisation, as the case may be; and
- (iv) in relation to the report prepared in accordance with section 514 of the 1991 Act, as applied by section 282(3) of the *Industrial Relations Act 1996*; by the auditor of the organisation in respect of the financial year immediately preceding the financial year to which the accounts relate [i.e. the second most recently concluded financial year] and in relation to any accounts and statements prepared in accordance with section 510(1) of the 1991 Act to which that report relates, the organisation has complied with section 517(1) of the 1991 Act and whichever of subsections (5) and (6) of that Act is applicable.

This certificate is in accordance with a resolution passed by the committee of management of the organisation in relation to the matters to be stated in the certificate and is signed on behalf of the committee of management by at least 2 members of the committee.



DR BRONWYN WINTER

Date: 15/10/02



MICHAEL THOMSON

Date: 27/09/02

**CERTIFICATE BY THE ACCOUNTING OFFICER
OF THE NTEU – UNIVERSITY OF SYDNEY
BRANCH**

[The provisions of section 510(2) of the *Industrial Relations Act 1991* and clause 59(1)(a) of the *Industrial Relations Regulation 1992* apply as regulations under section 282(3) of the *Industrial Relations Act 1996*]

I, **Isitolo Mataele**, the accounting officer of the **National Tertiary Education Industry Union -University of Sydney Branch** hereby certify that to the best of my knowledge and belief that:

There were 1652 persons that were members of the organisation at the end of the financial year ended 30 June 2002

And in my opinion,

- (i) the attached accounts show a true and fair view of the financial affairs of the organisation as at the end of the financial year: and
- (ii) a record has been kept of the money paid by, or collected from, members of the organisation, and all money so paid or collected has been credited to the bank account or accounts to which the money is to be credited, in accordance with the rules of the organisation; and
- (iii) 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; and
- (iv) no payment was made out of a fund referred to in clause 57(b)(xiii) or (xv) of the Regulation for a purpose other than the purpose for which the fund was operated; and
- (v) all loans or other financial benefits granted to persons holding office in the organisation were authorised in accordance with the rules of the organisation: and
- (vi) the register of members of the organisation was maintained in accordance with the Act.



ISITOLO MATAELE

Date: 17/10/2002 .



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. J. Fisher
Branch Secretary
National Tertiary Education Industry Union
University of Sydney Branch
Transient Building F12
University of Sydney NSW 2006

Dear Ms. Fisher,

**Re: Financial documents for year ended 30 June 2002
FR 2002/479**

Reference is made to the financial documents of the University of Sydney Branch of the National Tertiary Education Industry Union for the year ended 30 June 2002 which were lodged in the Industrial Registry on 11 November 2002.

The financial documents have been filed.

Reference is also made to the statement pursuant to section 269 of the Workplace Relations Act 1996, relating to particulars of a loan made by the branch for the financial year ended 30 June 2002.

The statement has been placed on a file which is not available to the public.

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

The auditor in his report is required to give an opinion in respect of accounts and statements prepared in accordance with section 273 of the Act; such accounts include the certificates of the accounting officer and the committee of management.

The date of the accounting officer's certificate supplied in respect of your branch would indicate preparation after the auditor made his report. Would you please bring this matter to your auditor's attention.

2. Accounting Officer's certificate

An examination of the accounting officer's certificate and the minutes of the meeting of the Committee of the branch which accompanied the financial documents indicate that the branch's Admin and Finance Officer was the signatory to the Accounting Officer's certificate.

A certificate prepared under regulation 109(1)(a) is to be prepared by the officer of the branch (see section 4 of the Act - definition of 'officer') responsible for the keeping of the accounting records of the branch - refer regulation 109(4). An examination of the rules of the organisation indicates that the Branch Secretary rather than the Branch Admin and Finance Officer is the appropriate person to prepare such certificate.

3. References to Act

There are a number of references throughout the documents to the *Industrial Relations Act 1991*, *Industrial Relations Regulations 1992* and the *Industrial Relations Act 1996*. It would appear that those references are to legislation in New South Wales. Financial documents lodged in the Industrial Registry should be prepared, audited, supplied to members, presented to a meeting of members or of the committee of management in accordance with Part IX, Division 11 of the Workplace Relations Act 1996 (Commonwealth).

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

4. Prescribed Information Notice

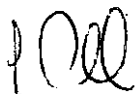
The notice included in the accounts drawing attention to provisions of the Act that prescribed information is available to members on request has set out the provisions of subsections (1) and (2) of section 512 of the Industrial Relations Act 1991.

The prescribed information notice should set out the requirements of subsections 274(1), (2) and (3) of the Workplace Relations Act 1996.

It is noted that items 3 and 4 were brought to the branch's attention with its financial documents for the period ending 30 June 2000 and 30 June 2001- refer to our letters of 18 January 2001 and 12 December 2001.

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

27 November 2002