



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. Paula Baron
President
National Tertiary Education Industry Union
University of Western Australia Branch
W2 Winthrop Tower
University of Western Australia
NEDLANDS WA 6907

Dear Ms. Baron,

**Re: Financial documents for year ended 30 June 2003
FR2003/469**

I have received the financial documents of the University of Western Australian Branch of the abovenamed organisation for the year ended 30 June 2003 lodged in the Industry Registry on 3 November 2003.

Matter requiring attention when preparing future financial returns

The following matter concerning the financial reporting requirements of the Act is advised for your assistance when preparing financial returns:

No further action is required in respect of the subject documents. However, it would be appreciated if the same matter is not repeated for the next financial year.

Committee of Management Certificate

Provisions of reg. 109(1)(B)(iii)

Regulation 109(1)(b)(iv) requires the committee of management to certify whether or not the branch had complied with the requirements of section 279 in respect of the financial documents of the immediately preceding financial period, that is the year ended 30 June 2002.

Paragraph (iv) of the committee of management certificate referred to the year ended 30 June 2003.

It should be noted that this part of the committee of management's certificate always refers back to the preceding year.

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.

Should you have any queries, please contact me on (03) 8661 7764.

The documents have been filed.

Yours sincerely,

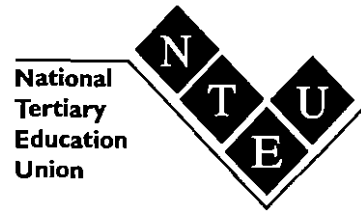
A handwritten signature in black ink that reads "M Beare". The signature is written in a cursive style with a large, looped initial "M".

Marylyn Beare
Statutory Services Branch

1 April, 2004

FR2003/469

NTEU UWA BRANCH
W2 Winthrop Tower
University of Western Australia M005
Tel: +8 9380 3013 Fax: +8 9380 1079
email nteu@cyllene.uwa.edu.au



30 October 2003

Mr Clancy Lapierre
Australian Industrial Registry
Level 35, Nauru House
80 Collins Street
MELBOURNE VIC 3000

Dear Mr Lapierre

Industrial Returns for the NTEU (University of Western Australia Branch) for year ended 30 June 2003.

Please find enclosed:

- Annual accounts (including notes, and notice to members of Section 274 of the Workplace Relations Act 1996).
- Committee of Management Certificate signed by two Committee Members.
- Accounting Officer's Certificate signed by Dr Ian Dunlop, Treasurer of the Branch (to 30 September 2003).
- Auditor's Report.
- Secretary's Certificate signed by Dr James O'Shea, Secretary of the Branch (from 1 October 2003).
- Notice of the Annual General Meeting, 29 October 2003.

A copy of the accounts (with inclusions) and Auditor's Report were distributed to each member with the notice of the AGM, on 20 October 2003. The accounts and report were presented to the AGM of the members of the UWA Branch on 29 October 2003.

Yours sincerely

A/Prof Paula Baron
President, NTEU (UWA Branch)

Encl.

nteu

From: Lee Stupart [nteu@cyllene.uwa.edu.au]
Sent: Friday, 17 October 2003 2:01 PM
To: nteu@cyllene.uwa.edu.au
Subject: NTEU UWA Annual General Meeting 03



NTEU UWA



Workplace Act



NTEU UWA



NTEU UWA



NTEU UWA

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Dear members

As required by the Workplace Relations Act 1996 we hereby give notice that the NTEU UWA Branch Annual General Meeting 2003 will be held at 1pm on Wednesday 29 October 2003 in the Old Senate Room, Irwin Building (Cricket pavilion), UWA The audited financial accounts for the accounting period July 2002 to 30 June 2003 are attached as PDF files.

This would be a great opportunity for the members to meet the new committee. We look forward to seeing you there.

Kind regards,

Paula Baron

President, NTEU UWA Branch

Lee Stupart

Executive Officer

NTEU WA Division and UWA Branch & UWA Academic Staff Assn

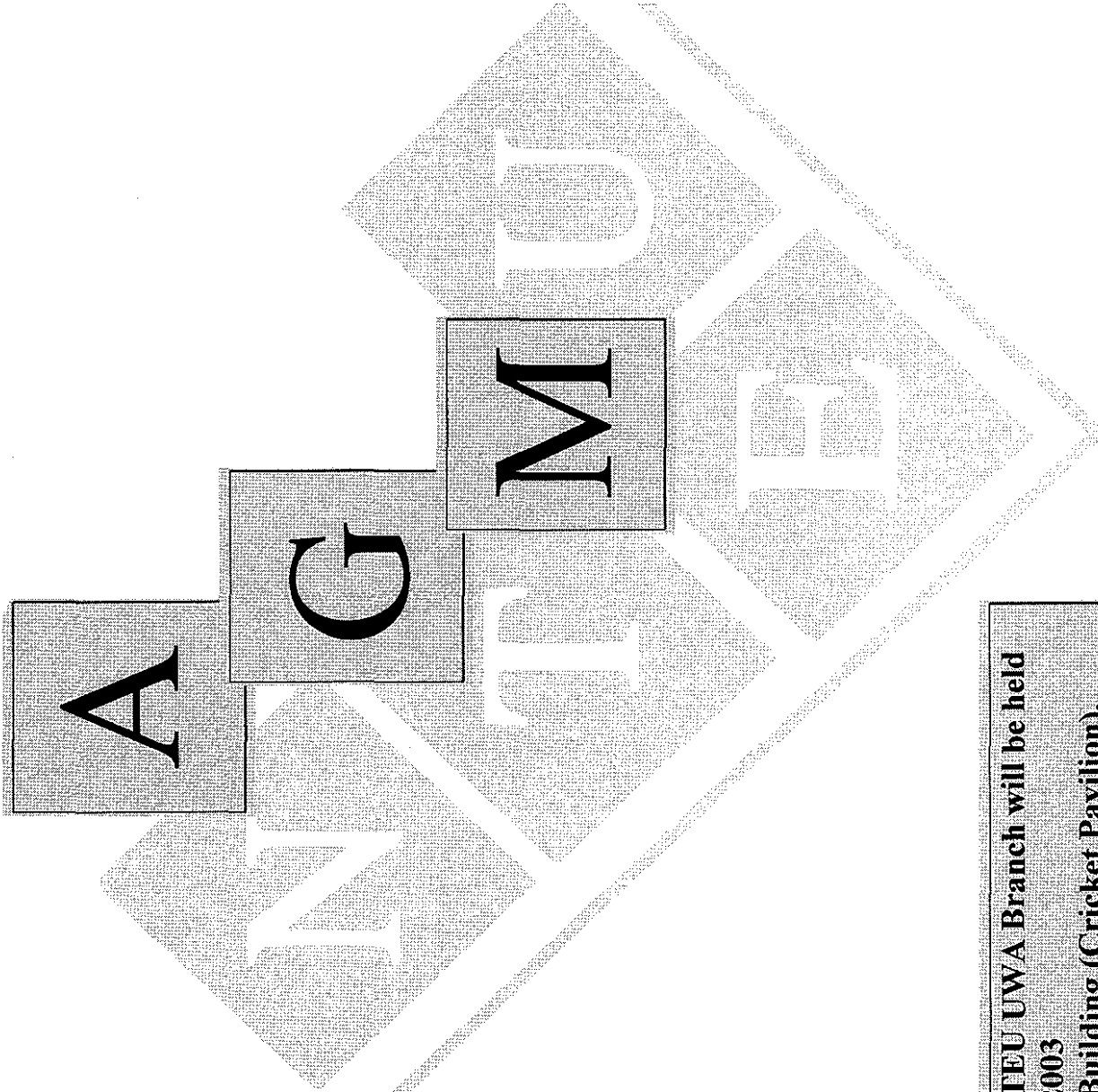
W2 Winthrop Tower, M005, UWA, Crawley WA 6009

8.15am to 4.15pm weekdays

tel: +8 9380 3013 fax: +8 9380 1079

email: nteu@cyllene.uwa.edu.au <http://www.nteu.org.au>

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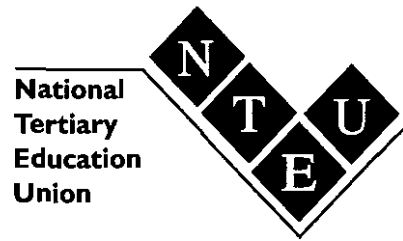


National Tertiary Education Union

The Annual General Meeting of the NTEU UWA Branch will be held at 1.00pm on Wednesday 22 October 2003 in the Old Senate Room, Irwin Street Building (Cricket Pavilion). We encourage all members to attend this important meeting at which we are required to approve the accounts and take decisions regarding fees in 2004. The agenda is overleaf.

**NTEU UWA BRANCH
ANNUAL GENERAL MEETING**

1.00PM, WEDNESDAY 29 OCTOBER 2003
IN THE OLD SENATE ROOM,
IRWIN BUILDING (CRICKET PAVILION)
UNIVERSITY OF WESTERN AUSTRALIA



A G E N D A

1. **Opening and Apologies**
2. **Minutes for confirmation**
3. **Business Arising from the Minutes**
4. **President's Report**
5. **Treasurer's Report**
6. **Appointment of Auditor**
7. **Appointment of Returning Officer**
8. **Any Other Business**

The following financial documents are attached for your information:

- **Audited Accounts**
- **Workplace Relations Act 1996**

In accordance with the provisions of the Workplace Relations Act 1996, members are to be provided with a copy of the attached certificates:

- **Accounting Officer's Certificate**
- **Committee of Management Certificate**

A copy of the Minutes of the AGM held on 23 October 2002 will be available at the AGM, or earlier on request from the NTEU UWA BRANCH office.

- **Phone:** 9380 3013
- **Fax:** 9380 1079
- **Email:** nteu@cyllene.uwa.edu.au

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
- U.W.A. BRANCH**

FINANCIAL STATEMENTS

**FOR THE YEAR ENDED
30th June 2003**

**STEVENS LAFFERTY SELLERS PTY. LTD.
A.B.N. 50 399 793 267
CHARTERED ACCOUNTANTS**

**Notice to Members of the NTEU UWA Branch
FINANCIAL STATEMENTS FOR YEAR ENDING 30 JUNE 2003**

SECTION 274: INFORMATION TO BE PROVIDED TO MEMBERS OR REGISTRAR

274(1) Application For Information

A member of an organization, or a Registrar, may apply to the organization for specified prescribed information in relation to the organization.

274(2) Provision of Information

An organization shall, on application made under subsection (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.

274(3) Function of Registrar

A Registrar may only make an application under subsection (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.

274(4) Notice in Accounts

Accounts prepared under section 273 shall include a notice drawing attention to subsections (1), (2) and (3) and setting out those subsections.

SECTION 273: ORGANISATION TO PREPARE ACCOUNTS ETC.

273(1) Prescription

As soon as practicable after the end of each financial year, an organization:

- (a) shall cause to be prepared from the accounting records kept by the organization under subsection 272(1) in relation to the financial year, such accounts and other statements, in relation to the financial year, as are prescribed; and
- (b) shall include in the accounts (other than accounts prepared in relation to the first financial year of the organization to which this Division applies) the relevant figures from the accounts prepared by the organization, under this subsection, in relation to the preceding financial year.

273(2) Certificates

The regulations may provide for the giving of certificates in, or in relation to, accounts or other statements prepared under subsection (1).

SECTION 272: ORGANISATION TO KEEP PROPER ACCOUNTING RECORDS

272(1) Prescription An organization shall:

- (a) keep such accounting records as correctly record and explain the transactions and financial position of the organization, including such records as are prescribed;
- (b) keep its accounting records in such a manner as will enable accounts and statements to be prepared from them under section 273; and
- (c) keep its accounting records in such a manner as will enable the accounts of the organization to be conveniently and properly audited under this Division.

272(2) Cash or accrual basis

Accounting records of an organization may, so far as they relate to the income and expenditure of the organization, be kept on a cash basis or accrual basis, at the option of the organization.

INDEPENDENT AUDIT REPORT

NATIONAL TERTIARY EDUCATION INDUSTRY UNION UWA BRANCH

Scope:

I have audited the financial statements of the National Tertiary Education Industry Union – UWA Branch, being the Profit and Loss Account, Balance Sheet, Statement of Source & Application of Funds, Notes to and Forming part of the Accounts for the year ended 30th June 2003. The entity's management is responsible for the financial statements. I have conducted an independent audit of these financial statements in order to express an opinion on them to the members of the entity.

My audit has been conducted in accordance with the Australian Auditing Standards to provide reasonable assurance whether the financial statements are free of material misstatement. My procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial statements are presented fairly in accordance with Accounting Standards and other mandatory professional reporting requirements (Urgent Issues Group Consensus Views) so as to present a view which is consistent with my understanding of the entity's financial position and the results of its operation and cash flows.

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

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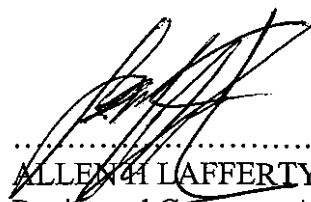
Audit Opinion:

I, Allen Hugh Lafferty, have examined the accounts of the National Tertiary Education Industry Union – UWA Branch and have received all information and explanations required. In my opinion:

- (i) There were kept by the organisation in relation to the year satisfactory accounts 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 30th June 2003; and
 - (b) the income and expenditure, and any surplus or deficit, of the organisation for the year ended 30th June 2003; and
 - (c) the sources and application of funds for the year ended 30 June 2003.

In addition, I have examined the attached Accounting Officers Certificate and Committee of Management Certificate and in my opinion they are correctly drawn up in accordance with the relevant provisions of the Workplace Relations Act 1996.


.....
ALLEN HUGH LAFFERTY FCA
Registered Company Auditor
Dated this 30th September 2003.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
- U.W.A. BRANCH**

**PROFIT AND LOSS STATEMENT
FOR THE YEAR ENDED 30TH JUNE 2003**

	2003	2002
INCOME		
Members' Subscriptions	185,639	197,051
LESS:		
Capitation Fees - Division	(46,681)	(55,209)
NTEU Defence Fee	(15,594)	(13,142)
Capitation Fees - National	(83,539)	(88,433)
Reimburse Branch Captn Fees	495	869
	40,320	41,136
LESS:		
General Staff Member Subs	25,076	-
Branch Share of Ind. Officer Costs	(4,874)	-
GS Subs to WA Division	(25,125)	-
	(4,923)	-
Interest - Uni Credit	91	274
Executive Officer Recovery	15,485	-
Office Cost Recovery	1,800	-
	52,773	41,410
EXPENDITURE		
Loss on Sale of Non-current Assets	371	-
Accountancy Fees	1,470	1,070
Bank Charges	163	138
Computer Costs	441	440
Depreciation	673	741
General Expenses	557	219
Legal Costs	1,099	-
Meeting Costs	731	2,026
NTEU Division Levy	2,332	1,540
Parking Fees	182	290
Printing & Stationery	4,052	2,404
Secretarial Exp-Executive Officer	36,061	25,307
Sundry Equipment <\$300	310	-
Staff Training & Welfare	298	219
Subscriptions	-	182
Telephone & Fax	1,596	1,989
Travelling, Entertainment & Conferences	837	1,668
TLC Affiliation Fees	1,949	1,257
Workload Release Funds	10,500	9,500
	63,622	48,990
NET PROFIT/(LOSS) FOR THE YEAR	(10,849)	(7,580)

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
- U.W.A. BRANCH**

**BALANCE SHEET
AS AT 30TH JUNE 2003**

	Note	2003 \$	2002 \$
CURRENT ASSETS			
Cash	1	-	7,377
Receivables	2	52	680
Other	3	10,500	-
TOTAL CURRENT ASSETS		10,552	8,057
NON-CURRENT ASSETS			
Property, plant and equipment	4	1,454	2,498
TOTAL NON-CURRENT ASSETS		1,454	2,498
TOTAL ASSETS		12,006	10,555
CURRENT LIABILITIES			
Creditors and borrowings	5	12,300	-
TOTAL CURRENT LIABILITIES		12,300	-
TOTAL LIABILITIES		12,300	-
NET ASSETS		(294)	10,555
ACCUMULATED FUNDS			
Opening Balance		10,555	18,135
PLUS: Surplus (Deficit)		(10,849)	(7,580)
TOTAL ACCUMULATED FUNDS (DEFICIT)		(294)	10,555

The accompanying notes form part of these financial statements.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
- U.W.A. BRANCH**

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

NOTE - ACCOUNTS PREPARATION

The accounts have been prepared in accordance with normal accounting concepts and with the applicable accounting standards as issued by the Australian Accounting Bodies. The accounts have also 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 unless otherwise stated.

NOTE - NOTICE TO MEMBERS UNDER SECTION 274 (4)

Notice is drawn to Subsections 274 (1) (2) and (3) of the Act which state that;

- 1 A member of the organisation or a registrar may apply to the organisation for specified prescribed information in relation to the organisation
- 2 The organisation shall, on application made under (1) 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 organisation, and the Registrar shall provide to a member information received because of an application made at the request of the member.

Note that the Penalty Provisions of Section 323 apply in relation to the above provisions.

1 CASH

Uni Credit - Account No. 9621 (S1)	-	7,283
Uni Credit - Account No. 9621 (S2)	-	94
	-	7,377

2 RECEIVABLES

CURRENT		
GST Clearing Account	52	680
	52	680

3 OTHER ASSETS

CURRENT		
Prepayments	10,500	-
	10,500	-

The accompanying notes form part of these financial statements.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
- U.W.A. BRANCH**

NOTES TO AND FORMING PART OF THE ACCOUNTS

	2003	2002
	\$	\$
4 PROPERTY, PLANT & EQUIPMENT		
Office Equipment - at Cost	7,040	16,760
Less: Accumulated Depreciation	5,586	14,262
	<u>1,454</u>	<u>2,498</u>
Total property, plant & equipment	<u>1,454</u>	<u>2,498</u>
5 CREDITORS & BORROWINGS		
CURRENT		
Uni Credit - Account No. 9621 (S1)	<u>12,300</u>	

The accompanying notes form part of these financial statements.

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
- U.W.A. BRANCH**

**SOURCES AND APPLICATIONS OF FUNDS STATEMENT
FOR THE YEAR ENDED 30TH JUNE 2003**

	2003	2002
	\$	\$
SOURCES OF FUNDS		
FUNDS FROM OPERATIONS		
Sales Revenue	82,680.80	41,135.91
Other	(29,908.75)	273.65
	<hr/>	<hr/>
Inflows of funds from operations	52,772.05	41,409.56
Outflows of funds from operations	62,577.35	48,248.34
	<hr/>	<hr/>
	(9,805.30)	(6,838.78)
	<hr/>	<hr/>
REDUCTIONS IN CURRENT ASSETS		
Receivables	628.13	
	<hr/>	<hr/>
	628.13	-
	<hr/>	<hr/>
INCREASES IN CURRENT LIABILITIES		
Bank overdraft	19,677.17	8,393.98
	<hr/>	<hr/>
	19,677.17	8,393.98
	<hr/>	<hr/>
	10,500.00	1,555.20
	<hr/>	<hr/>
APPLICATIONS OF FUNDS		
INCREASES IN CURRENT ASSETS		
Receivables		680.26
Other	10,500.00	-
	<hr/>	<hr/>
	10,500.00	680.26
	<hr/>	<hr/>
INCREASES IN NON-CURRENT ASSETS		
Purchase of property, plant and equipment	-	873.45
	<hr/>	<hr/>
	-	873.45
	<hr/>	<hr/>
REDUCTIONS IN CURRENT LIABILITIES		
Creditors and borrowings	-	1.49
	<hr/>	<hr/>
	-	1.49
	<hr/>	<hr/>
	10,500.00	1,555.20
	<hr/>	<hr/>

**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
- U.W.A. BRANCH**

**SOURCES AND APPLICATIONS OF FUNDS STATEMENT
FOR THE YEAR ENDED 30TH JUNE 2003**

	2003 \$	2002 \$
Reconciliation of funds flow with operating result		
Funds from Operations	(9,805.30)	(6,838.78)
Less:		
Affiliation Fees-TLC		
Depreciation of property, plant and equipment	673.00	741.00
Loss on sale of non-current assets	370.83	-
	<u>1,043.83</u>	<u>741.00</u>
Operating profit (loss)	<u>(10,849.13)</u>	<u>(7,579.78)</u>

NATIONAL TERTIARY EDUCATION INDUSTRY UNION
- U.W.A. BRANCH

TAXATION DEPRECIATION SCHEDULE
From 01/01/2002 To 30/06/2003

Asset Code	Description	Acq/Disp Date	Priv. Use	Orig Cost	Bal. Char.	Accum Depr.	Open. W.D.V	Add/Disp.	P/L Sale	Cap. Gains		Depreciation		Close W.D.V	
										Tax	Non Tax	Method	% YTD		
<u>746</u>	<u>Office Equipment - at Cost</u>														
BD01	PINUP BOARD	01/03/1996		329		272	57					P	13.00	43	14
BS01	BOOKSHELF	18/07/1996		174		128	46					D	20.00	9	37
BS02	FILING CABINET	18/07/1996		244		179	65					D	20.00	13	52
BS03	OFFICE FURNITURE	23/04/1999		709		359	350					D	20.00	70	280
CO01	COMPUTER	01/07/2002		2740		2685	55		(54)			D	40.00	1	
CO02	PRINTER	01/07/2002		1245		1209	36		(35)			D	40.00	1	
CO03	TOSHIBA NOTEBOOK - 50 % SHARE	01/06/2003		2234		2106	128		(81)			D	40.00	47	
CO04	PENTIUM COMPUTER SYSTEM	01/07/2002		3501		3299	202		(201)			D	40.00	1	
CO05	DELL COMPUTER S/N 9221DB BRHA A9	26/11/1999		3020		3020						W	100.00		
CO06	MYOB PAYROLL SOFTWARE	12/06/2000		470		470						W	100.00		
CO07	HP#4100LASER PRINTER(I/2Shr) SN5 0036638	10/04/2002		873		59	814					D	30.00	244	570
FA01	LANIER4150FAX MACHINE SN9BX2 3000572K	19/07/2000		1220		476	744					P	20.00	244	500
				16759		14262	2497		(371)					673	1453
Less Disp.				9720											
				7039		14262	2497		(371)					673	1453
TOTAL				7039		14262	2497		(371)					673	1453

* Depreciation Limit

@ Balancing Charges

Balancing Charges in previous year

NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF WESTERNAUSTRALIA BRANCH


Secretary's Certificate

I, James O'Shea, Branch Secretary of the University of Western Australia 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 2003 were distributed to members free of charge on 20 October 2003.
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 2003 and are as presented to a general meeting of members on 29 October 2003.

Signed:

Date:



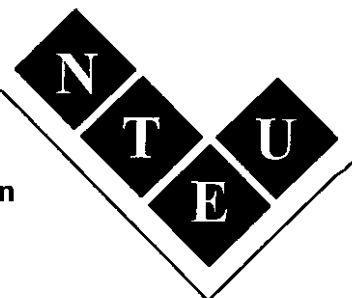
James O'Shea
Secretary, NTEU UWA Branch

29 October 2003

UNIVERSITY OF WESTERN AUSTRALIA BRANCH

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35 Stirling Highway, CRAWLEY WA 6009
tel: +8 9380 3013
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**National
Tertiary
Education
Industry
Union**



**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF WESTERN AUSTRALIA BRANCH**

ACCOUNTING OFFICER'S CERTIFICATE

I, Ian Dunlop, being the officer responsible for keeping the accounting records of the Edith Cowan University Branch of the National Tertiary Education Industry Union, certify that as at 30 June 2003, the number of members of the Branch was 503.

In my opinion:

1. The attached accounts show a true and fair view of the financial affairs of the Union as at 30 June 2003.
2. A record has been kept of all monies paid by, or collected from, members and all monies so paid or collected have been credited to the bank account to which those monies are to be credited, in accordance with the Rules of the Branch.
3. Before any expenditure was incurred by the Union, 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. All loans or other financial benefits granted to persons holding office in the Branch were authorised in accordance with the Rules.
6. The register of members of the Union was maintained in accordance with the Act.

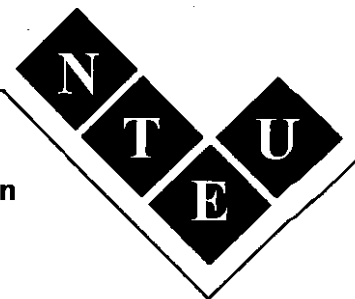
SIGNED AT Crawley this seventeenth day of September 2003

Dr Ian Dunlop
Treasurer, NTEU UWA Branch

UNIVERSITY OF WESTERN AUSTRALIA BRANCH

W2 Winthrop Tower, UWA
35 Stirling Highway, CRAWLEY WA 6009
tel: +8 9380 3013
fax: +8 9380 1079
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**National
Tertiary
Education
Industry
Union**



**NATIONAL TERTIARY EDUCATION INDUSTRY UNION
UNIVERSITY OF WESTERN AUSTRALIA BRANCH**

COMMITTEE OF MANAGEMENT CERTIFICATE

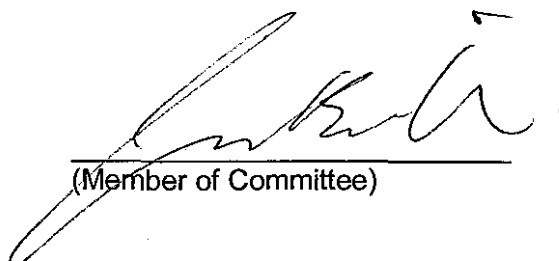
We, being two members of the Executive of the University of Western Australia Branch of the National Tertiary Education Industry Union, do state on behalf of the Executive and in accordance with a resolution passed by the Executive, that:

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 2003.
2. In the opinion of the Executive, meetings of the Executive were held during the year ended 30 June 2003 in accordance with the Rules of the Branch.
3. To the knowledge of any member of the Executive, there have been no instances where records of the Branch or other documents (documents not being documents containing information made available to a member of the organisation under subsection 274(2) of the Industrial Relations Act 1988, as amended) or copies of those records or other documents, or copies of the Rules of the Branch, have not been furnished, or made available to members of the organisation in accordance with the requirements of the Industrial Relations Act 1988, as amended, the Regulations thereto, or the Rules of the Branch.
4. The Branch has complied with the requirements of Division 11 of the Industrial Relations Act 1988, as amended, in relation to the supply of documents to members and presentation to meetings in respect of the year ended 30 June 2003.

SIGNED AT Crawley, this seventeenth day of September 2003.



(Member of Committee)



(Member of Committee)

Stuart BUNT

Name (print)

Jamie O'Shea

Name (print)